



CITY OF ST PAUL

DEPARTMENT OF SAFETY AND INSPECTIONS
 375 JACKSON STREET, SUITE 220
 ST. PAUL, MINNESOTA 55101-1806
 Phone: 651-266-8989 Fax: 651-266-9124
 Visit our Web Site at www.stpaul.gov/dsi

Site Plan Review Application



Application Date		Application Method		Site Plan Review Meeting Date (STAFF ENTRY ONLY)	
		Mail	Email	Walk-in	Fax
Site Address(es)				Property Identification Number (PIN)	
Project Name					
Project Type:					
<input type="checkbox"/> New Construction	<input type="checkbox"/> Addition	<input type="checkbox"/> Parking Lot Only	<input type="checkbox"/> Other Site Work		
Proposed Land Use:					
<input type="checkbox"/> Commercial	<input type="checkbox"/> Mixed-Use	<input type="checkbox"/> Multi-Family Residential	<input type="checkbox"/> Industrial		
<input type="checkbox"/> Institutional	<input type="checkbox"/> Recreational	<input type="checkbox"/> Single-Family	<input type="checkbox"/> Duplex		
Project Description:					
Project Contacts: Site Plans and documents shall be uploaded to the Electronic Plan Review system planreview.stpaul.gov/ProjectDox					
Applicant		Address		Email	
		City	State	Zip	
				Phone	
Responsible Party (Developer/Property Owner)		Address		Email	
		City	State	Zip	
				Phone	
Architect		Address		Email	
		City	State	Zip	
				Phone	
Civil Engineer		Address		Email	
		City	State	Zip	
				Phone	
REQUIRED: Email to receive Electronic Plan Review document upload link: _____					
Project and Land Use Details:					
Est. Project Start/End Dates:			Estimated Project Cost: \$		
Existing Use:			Proposed Use:		
Parcel Area (square feet):			Disturbed Land Area (square feet):		
Building Gross Floor Area:			Floor Area Ratio:		
No. of Existing Off-Street Parking Spaces:			No. of Proposed Off-Street Parking Spaces:		
No. of Existing Residential Units:			No. of Proposed Residential Units:		
No. of Affordable Residential Units:			% AMI for Affordable Residential Units:		
<input type="checkbox"/> Flood Plain Property	<input type="checkbox"/> Historic District/Property	<input type="checkbox"/> Steep Slopes (>12%)	<input type="checkbox"/> Travel Demand Mgmt. Plan		
<input type="checkbox"/> If you are a religious institution you may have certain rights under RLUIPA. Check this box if you identify as a religious institution.					
<input type="checkbox"/> Applicant certifies that all information provided herein is true and accurate.					
APPLICANT NAME (PRINT)				SPR File # (STAFF ENTRY ONLY)	
APPLICANT SIGNATURE				SPR Fee \$ (STAFF ENTRY ONLY)	
				<input type="checkbox"/> Check <input type="checkbox"/> Credit Card <input type="checkbox"/> Online Payment	



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Site Plan Review Application



STAFF USE ONLY

City Agent

Date Application Received

Zoning District

Overlay Zoning District

District Council

City Council Ward

Watershed District

MnDOT or County ROW

Entitlements Required: Variance, CUP, Rezoning, Plat

Current Building Permit(s) #

Parkland Dedication Fee Required, AMOUNT: \$ _____

Previous SPR(s)



CITY OF SAINT PAUL

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Site Plan Review Application Submittal Requirements



Site Plan Review applications and application fees may be submitted to the City of Saint Paul Department of Safety and Inspections at 375 Jackson Street, Suite 220, St. Paul MN 55101, by email at SitePlanReview@ci.stpaul.mn.us or by fax at 651-266-9124. Site Plan Review can be reached at 651-266-9008 from 7:30 am - 4:30 pm, Monday through Friday.

Site Plan Review is required for multi-family residential, commercial, industrial, institutional, or recreational new construction, additions, or parking lots, as well as land disturbances greater than 10,000 feet square, construction on slopes 12% or greater, or one and two-family residential properties over one acre or located in a tree preservation district.

Identify the items below that are included with the submittal of your Site Plan Review application package. Provide an explanation for any item indicated as Not Included or Not Applicable. Failure to provide required documentation may result in your Site Plan Review application being rejected.

Upload this completed document and the following required Site Plan materials to your Electronic Plan Review project.

Item	Yes	No	N/A	Comments:
Site Plan Review Application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Application Fee (check or credit card)— \$525 for first 10,000 sf of disturbance, plus \$210 for each additional 10,000 sf increment of disturbance for expansions or parcel area for new construction. Additional fees may apply, e.g. TDMP, Flood Plain, Steep Slopes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Project Description/Overview— Narrative description of the project, project contacts and design professionals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Location Map— Map of the proposed development within the City	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Certified Survey— Including existing conditions such as property lines, easements, buildings, utilities, parking, sidewalks, driveways, landscaping, wetland, park land	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Demolition Plan— Including private property and public realm removals, utility cuts, tree protection measures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Erosion Control Plan— Including measures such as silt fences, inlet protection, rock construction entrance and street cleaning, stormwater pollution prevention plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Site Layout and Paving Plan— Including proposed buildings, dimensions, and other appropriate labels. Consider Zoning design and dimensional standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<p>Grading Plan— Including existing and proposed conditions, 1' contours and elevation points, ponding areas for storm water detention</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Utility Plan— Including water lines, hydrants, fire department connections for sprinklers, catch basins with rim and invert elevations, sanitary and storm lines</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Landscaping and Site Improvements— Existing and proposed conditions including planting schedule and details, streetscape features (e.g. lighting, fences, sidewalks, poles)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Architectural Plans— Building elevations, basic floor and parking level plans, roof plans including drainage and mechanical screening</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Exhibits— As needed, e.g., vehicle turning movements, site triangles</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>HydroCAD and Drainage Maps— As needed to meet stormwater rate control requirements</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Travel Demand Management Plan (TDMP)— For development of 100+ off-street parking spaces, or 100+ spaces existing and increase of 25% or 50 parking spaces</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Traffic Memo or Traffic Impact Study— As requested by Public Works Transportation Planning and Safety</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Floodplain Application— Flood Response Plan required for development within the River Corridor Critical Area or flood plain</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	