
SUBMITTAL REQUIREMENTS

Site Plan Review

City of Saint Paul

APPLICATION FORM

An "Application for Site Plan Review" must be filled out, signed and submitted.

FILING FEE

The fee for site plan review is determined by the type and size of the project:

- Residential (1-2 units) \$200
- Multifamily residential (3 or more units), Commercial, Industrial, Institutional and all other uses: \$500 for sites less than 10,000 square feet of land and \$200 for each additional 10,000 square feet of land (This is based on the entire parcel for new buildings and the construction limits for additions to existing buildings).
- Additional fees of \$260 for sites on steep slopes, in the river corridor or tree preservation district; \$450 if a Traffic Demand Management Plan is required and \$300 if a public hearing at the Planning Commission is required.

Checks should be made payable to "City of Saint Paul". Payment can also be made by credit card.

SITE PLAN

- A PDF version of the site plan and 6 paper copies (11' x 17) must be submitted
- An electronic version of any stormwater calculations (Hydrocad) and 3 paper copies must be submitted.
- Plans should show the information listed below as appropriate:

Existing Conditions

- Existing buildings, property lines, easements, parking lots and other paved areas, sidewalks, driveways, grading, trees, catch basins, utility poles, street lights, traffic signals, parking meters, pavement markings (traffic lanes, turn arrows etc.), surrounding fire hydrants, any fire department connections for sprinklers or stand pipes
- Survey of existing conditions with the legal description of the property.
- Location map

Site Layout

- Proposed buildings (with entrances indicated and all other openings, windows, vents, etc.), property lines, easements, parking lots (with parking stalls indicated), driveways, sidewalks and loading areas
- Dimensions and other appropriate labels
- The building footprint must be shown on a copy of the survey with dimensions for the building and setbacks
- Traffic and pedestrian control plans (if construction will block adjacent sidewalks and streets)

Grading, Drainage, Utilities and Erosion Control

- Existing and proposed grading shown with two foot contour intervals and spot elevations at critical points
- Catch basins with rim and invert elevations
- Sanitary and storm sewers with pipe size and materials labeled, also with rim and invert elevations.
- Ponding areas for storm water detention where required and Hydrocad calculations. (See Stormwater handout.)
- Water lines, fire hydrants, fire department connections for sprinklers or stand pipes
- Erosion control measures such as silt fences, inlet protection, rock construction entrance and street cleaning
- Storm water pollution control plan (for sites that disturb one acre or more)
- Before the site plan is approved, the applicant must email the final sewer and stormwater drawings in PDF and AutoCAD format.
- The applicant must provide a Certification Statement and as-built drawings of all sewer lines in AutoCAD format within 60 days following sewer construction. See the Sewers and Stormwater Management Handout for details.

Landscaping and other site improvements

- Existing significant vegetation identified by size and species (including trees in the boulevard)
- Proposed landscaping (trees, shrubs and ground cover) identified by size and species
- A planting list summarizing plant material used and details for planting new trees and protecting existing trees
- Fences and walls
- Site lighting and signs
- Street lights, traffic signs and signals, parking meters and changes to street pavement markings (traffic lanes etc.)

Building information

- Building elevations
- Height of building, type of construction, whether sprinklers are proposed
- Roof drainage

Submit to Tom Beach, Department of Safety and Inspections (DSI), 375 Jackson Street, Suite 220, Saint Paul, MN 55101-1806. Contact Tom Beach at 651-266-9086 or tom.beach@ci.stpaul.mn.us if you have questions.