



SITE PLAN REVIEW APPLICATION

Date Application Received:

Staff Use Only

SPR File #

Application Fee \$

Staff Meeting Date:

City Agent:

Project Name:	
Site Address:	Property Identification Number:
Project Description:	

Provide (5) five Paper Copies 11x17 and an electronic PDF version (11x17 print format) of the complete Site Plan package including **certificate of survey, civil site plan, exterior architectural plan, and landscape plan.**

Project Summary

Est. Project Cost: \$ <i>(exclusive of land value)</i>	Est. Construction Start	Proposed Land Use: <input type="checkbox"/> Residential <input type="checkbox"/> Institutional <input type="checkbox"/> Parking Only <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Mixed-Use <input type="checkbox"/> Other
Parcel Area [sq. ft.]	Disturbed Area [sq. ft.]	
Floor Area Ratio	Building Gross Floor Area	# Off-Street Parking Spaces
<input type="checkbox"/> Historic District/Property	<input type="checkbox"/> Flood Plain Property	<input type="checkbox"/> Steep Slope (>12%)

Residential Project Details

# Residential Units	# Affordable	% AMI for Affordable
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Applicant Information [Name, company, address, phone, e-mail]

Developer or Property Owner	Project Contact [PM, architect]	Construction Contact
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Signature

Date

Staff Use Only

Zoning District	Overlay Zoning District	District Council
Ward	Watershed District	MnDOT or County
<input type="checkbox"/> Parkland Dedication	<input type="checkbox"/> TDMP	<input type="checkbox"/> CUP Required
		Previous SPR

REVIEW PROCESS

Site Plan Review

City of Saint Paul

1. APPLICANT SUBMITS SITE PLAN.

The applicant submits the following to the Department of Safety and Inspections (DSI), 375 Jackson Street, Suite 220, Saint Paul, MN 55101-1806:

- A PDF version of the site plan and 6 paper copies (11" x17")
- Completed application form
- Filing fee

2. CITY STAFF REVIEWS THE SITE PLAN.

The site plan is reviewed by staff in various City departments, including Sewers, Water, Traffic, Zoning, Parks, and Fire.

3. APPLICANT SHOULD MEET WITH THE DISTRICT COUNCIL FOR MOST PROJECTS.

A copy is sent to the District Council for the neighborhood where the project is proposed. It is recommended that applicants meet with the District Council for projects that will have an impact on the surrounding area. District Councils have an advisory role and send comments they have to City staff to be considered during the site plan review. District Councils generally meet once a month. A list of District Councils with their phone numbers is included in the site plan review handouts.

4. APPLICANT MEETS WITH STAFF 2 TO 3 WEEKS AFTER SITE PLAN IS SUBMITTED.

A meeting will be set up so that the applicant can meet with City staff. At this meeting, the applicant can explain the project and ask questions. Staff will ask questions and explain any revisions to the site plan that will be needed. This meeting normally lasts 30 to 60 minutes. For most projects, the review is done by staff and there is no public hearing at the Planning Commission or City Council.

5. STAFF EMAILS APPLICANT A SUMMARY OF THE SITE PLAN MEETING.

Staff will send an email to the applicant summarizing the comments from their meeting. Comments typically deal with zoning, parking, traffic, landscaping, utilities and storm water drainage. If there are issues raised by the District Council that need to be addressed, these will be included in the email too.

6. APPLICANT SUBMITS REVISED SITE PLAN.

If revisions to the site plan are needed, the applicant must submit 9 sets of revised plans to City staff. The revised plans will be reviewed against the comments staff had at the site plan meeting. This review takes about one week. Another meeting with staff is not usually needed.

7. STAFF VERIFIES CONDITIONS FROM THE APPROVAL ARE MET ON REVISED PLAN.

If the plan meets all City requirements staff will issue a letter approving the site plan. If further revisions to the plan are still needed, staff will notify the applicant.

8. APPLICANT APPLIES FOR BUILDING PERMITS.

It is sometimes possible to have Plan Review conducted of building plans at the same time the site plan review is going on. However, Plan Review will not issue permits until the site plan has been approved.

This information is available online at www.stpaul.gov/dsi.

Please call Amanda Smith at 651-266-6507 if you have questions about site plan review.

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) \$357 Additions to Residential (1-2 units) \$332
- Multifamily residential (3 or more units), Commercial, Industrial, Institutional and all other uses: \$525 for sites less than 10,000 square feet of land and \$210 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: \$273 for sites on steep slopes, in the river corridor or tree preservation district; \$473 if a Traffic Demand Management Plan is required; 5% of Parkland Dedication fee up to \$102; and \$315 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 Amanda Smith, Department of Safety and Inspections (DSI), 375 Jackson Street, Suite 220, Saint Paul, MN 55101-1806. Contact Amanda Smith at 651-266-6507 or amanda.smith@ci.stpaul.mn.us if you have questions.

PARKING LOTS

Site Plan Review

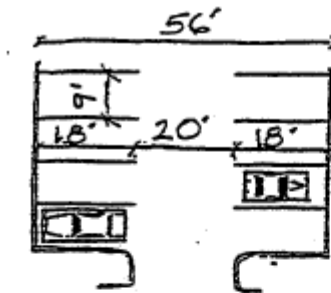
City of Saint Paul

PARKING LOT DIMENSIONS

The Zoning Code sets these minimum dimensions for these parking spaces and drive lanes:

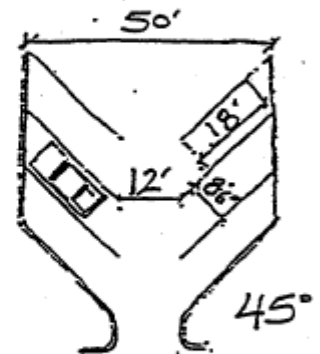
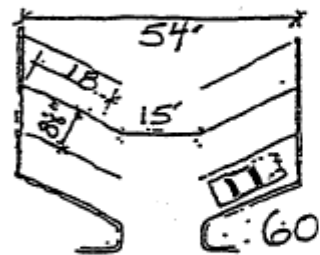
90 Degree Parking

- Accommodates two-way traffic.
- Most efficient use of space (most parking spaces per square foot of parking lot).
- An aisle of 24 feet is preferable to the minimum 20 feet, if space permits.

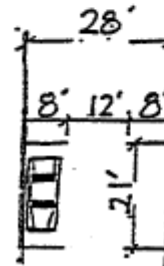


Angle Parking

- One-way traffic
- Can be used where the width of parking area is limited.
- It is recommended that drive lanes be 2-3 feet wider than minimum requirements where space permits.



Parallel parking



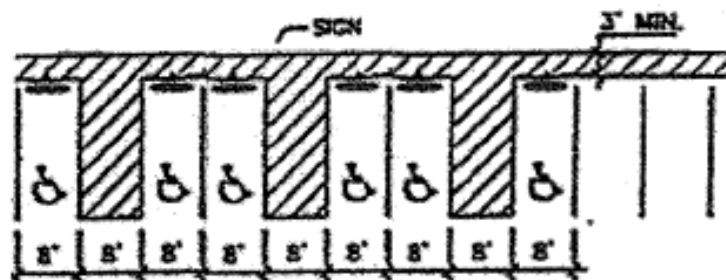
COMPACT SPACES

Up to 50 percent of the spaces may be designated for compact cars only. The minimum dimension for compact spaces is 8' x 16'. Compact spaces must be designated by a sign.

ACCESSIBLE SPACES

Handicapped accessible parking must comply with the standards of the Americans with Disabilities Act.

Total Parking Spaces	Accessible Spaces Required
1 to 25	1
26 to 50	2
51 to 75	3
76 to 100	4
101 to 150	5
151 to 200	6
201 to 300	7
301 to 400	8
401 to 500	9
501 to 1000	2%
1001 and over	20+1% over 1000



Accessible parking spaces must be 8' wide with an access aisle next to it. The access aisle must be 8' wide. Accessible spaces must be located as close to accessible building entrances as possible. All accessible parking spaces must be designated with signs displaying the international handicapped symbol.

PARKING LOT DESIGN

Paving All off-street parking facilities must be paved with asphalt or concrete. Gravel or crushed rock is not permitted. Parking spaces must be striped.

Curbs Curbs, wheel stops, berms or similar devices must be used to prevent vehicles from overhanging adjacent property or the public right-of-way. Concrete curbs are preferable but wheel stops and bituminous curbs are permitted.

Drainage Storm water drainage must be controlled. For further information see the "Stormwater Management" handout.

Screening and landscaping A visual screen is required for parking lots that are adjacent to a residential use or residentially zoned area. Ornamental fence, hedge and trees are required along street frontage for parking lots serving non-industrial uses. Parking lots with more than 20 spaces must provide interior landscaping equal to 15% of the paved surface.

Bike racks Parking lots with 12 or more spaces must provide bicycle parking/racks. (One bicycle space per 20 parking spaces.)

Travel Demand Management Plan Parking lots with over 100 spaces and significant expansion of existing large parking lots will require a Traffic Demand Management Plan.

PARKING REQUIREMENTS

RESIDENTIAL

Single-family and duplex	1.5 spaces per dwelling unit
Multiple family	1.0 space for efficiency and 1 bedroom units
	1.5 spaces for 2 and 3 bedroom units
	2.0 spaces for 4 or more bedroom units
Housing for elderly	0.33 spaces per unit
Assisted living, nursing home	1 space per 3 residents
Community residential Facility	1 space per every 2 beds
Dormitory, fraternity/sorority	1 space per every 3 residents
Bed and breakfast	1 space per dwelling unit and 0.5 spaces per guest room

RECREATIONAL

Theater, auditorium	1 space per 4 seats
Dance hall, bingo hall, electronic game room, reception hall, exhibition hall, assembly hall without fixed seating,	1 space per 200 sq. ft. GFA
Health/sports club, martial arts club, dance studio, swimming club	1 space per 400 sq. ft. GFA

INSTITUTIONAL

Church, synagogue, mosque, place of worship	1 space per 250 sq. ft. GFA in the main unit of worship
Day care, elementary school	1 space per employee
junior high school	
Senior high school	1 space per employee and 1 space per 10 students
University, college, seminary, technical college trade school, school, dance school	1 space per every 2 employees and 1 per every 3 full-time students not on campus or 1 for every 3 part-time students, which ever is greater plus required parking for other uses

MEDICAL

Medical/dental/vet clinic	1 space per 400 sq. ft. GFA
Hospital	0.5 spaces per bed

OFFICE

Offices and photo studio	1 space per 400 sq. ft. GFA
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INDUSTRIAL

Industrial manufacturing, limited production and processing	1 space per 1,000 sq. ft. GFA or and 1space per 2,000 sq. ft. GFA if more than 50% of production floor space is occupied by automated machinery
Warehousing, storage	1 space per 5,000 sq. ft. GFA
Wholesaling	1 space per 1,500 sq. ft. GFA
Testing lab, research	1 space per 575 sq. ft. GFA
Sheltered workshop	1 space per employee plus 1 for each 25 program participants

RETAIL SALES AND SERVICES

General retail and service, bank, building materials center, convenience market, currency exchange	1 space per 400 sq. ft. GFA up to 30,000 GFA plus 1 space for each additional 800 sq ft GFA over 30,000 sq GFA
drug store, dry cleaning food shelf, furniture/appliance store liquor store, lumber yard, massage center, pawn shop photocopying, repair shop, self-service laundromat, supermarket, tattoo shop, tobacco shop	
Green house, garden center	1 space per 400 sq ft GFA plus 1 space per 1,000 sq ft outdoor sales/display area
Mortuary, funeral home	1 space per 150 sq ft GFA
Package delivery service	1 space per 500 sq ft GFA
Service business with Showroom or workshop	1 space per 900 sq. ft. GFA

AUTOMOTIVE USES

Auto convenience market	1 space per 400 sq. ft. GFA
Auto sales and rental	1 space per 400 sq. ft. GFA of area for sales and office, plus 1 space per 5,000 sq. ft. of outdoor sales
Auto repair accessory to auto sales	1 space per auto service stall
Auto repair station, body shop, service, station, specialty store	space per 400 sq. ft. GFA plus 1 space per auto service stall
Car wash	1 space per 2 employees

RESTAURANTS

Restaurant, coffee shop, tea house, deli (fast food, coffee shop)	1 space per 400 sq ft GFA
Establishment with entertainment license class C	1 space per 75 sq ft GFA
Bar (An establishment that serves beer, wine, or intoxicating liquor for consumption on the premises any time between midnight and 2:00 a.m.)	1 space per 150 sq ft GFA

"Space" means off-street parking space. On-street spaces are not counted toward meeting parking requirements. Parking is not required downtown (in the B-4 and B-5 zoning districts).

For more information or to determine parking requirements for uses not listed here call 651-266-9008. For more information about site plan review go to www.stpaul.gov/dsi, click on zoning, click on site plan review, click on Handouts and Forms and Click on Parking.

STORM WATER MANAGEMENT

Site Plan Review

City of Saint Paul

A storm water management plan must be submitted as part of the site plan package for review by the Department of Public Works. The purpose of the plan is to show how storm water will be handled on the site: where it will drain to and at what rate.

SITES SMALLER THAN ONE QUARTER ACRE

For sites less than one quarter of an acre, it may be possible to meet the requirements for storm water management by grading the site so that storm water flows to a street or public alley. Storm water drainage must be shown on the plan by grades and/or drainage arrows. Storm water may not drain across a public sidewalk at any point except at a driveway.

SITES EQUAL TO OR LARGER THAN ONE QUARTER ACRE

For sites equal to or greater than one quarter of an acre, the rate of storm water runoff for the site may not exceed 1.64 cubic feet per second per acre. Storm water must normally be directed to on-site storm water detention ponds and catch basins connected to the City storm sewer system in order to control the rate of storm water runoff from the site. The following information must be submitted:

Grading

- Grades or contours to define the routing of storm water and storm water detention areas.

Drainage Areas

- Outline of each separate drainage area within the site property lines or improvement limits. Include roofs and all other surface areas.
- Area in acres of each drainage area.
- Separate pervious and impervious curve numbers along with drainage area descriptions.
- Time of concentration in minutes of drainage areas.

On-site Detention

- Outline of each separate on-site detention area. Ponding may be provided in parking lots, green areas, roof tops or underground storage.
- Depth in ft. of on-site detention.
- Area in acres of on-site detention.
- Volume in acre-ft. of on-site detention.
- Overflow route of on-site detention.

SPECIAL SITES

The rate control requirement may be waived for a site that meets at least one of the following conditions:

- The site's disturbed area is more than one quarter of an acre but less than an acre and the proposed construction will not result in a net increase of the site's impervious area and runoff.
- The site is a zero-lot-line site that is in close proximity to the river.

Structures

- Location and details of all structures used to control the rate of discharge of storm water from the site. These include catch basins, manholes, pipes, weirs, curb openings and control flow roof drains. Rim and invert elevations must be provided.

Connections to City Sewer

- Connections are not permitted to City catch basins or sanitary sewers.
- Connections must be no deeper than 5 feet to invert at the property line.
- Minimum pipe size is a 4 inch diameter pipe.
- The plan must include a note stating that “Connections to public sewers must be done by a Licensed House Drain Contractor under a permit from Saint Paul Department of Public Works.”
- Set the tailwater elevation equals to the invert elevation of the connecting point of the City sewer. If the peak discharge time of the private connecting pipe coincides with that of the City sewer, the City may require that the tailwater effects on the proposed on-site storage be investigated.

Calculations

- The standard used to check for conformance with storm water management requirements is HydroCAD version 7.10 or newer.
- Use the SCS TR-20 Runoff Method.
- Use 5.9 inches for the Type II 24-hr 100 year storm in the City of Saint Paul.
- Use a rate control rate of 1.64 cubic feet per second per acre.
- Based on your HydroCAD model, complete the following tables provided with this handout:
 - Table 1 (Drainage area information)
 - Table 2 (Drainage area peak runoff for 100 year storm)
 - Table 3 (On-site detention information)
 - Table 4 (On-site peak detention for 100 year storm)
 - Table 5 (On-site detention outlet control for 100 year storm)
 - Table 6 (Connection pipe to City sewer)
- Submit an electronic copy of all HydroCAD files used in obtaining values for the six tables above.

Please call Anca Sima of Saint Paul Public Works at 651- 266- 6237 if you have any questions.

This information and other information about site plan review are also available on-line at <http://www.stpaul.gov/sewer>.

Table1. Drainage Area information

Drainage Area Name	Area (acres)	Curve Number	Description of Area	Time of Concentration (minutes)
Total				

Table2. Drainage Area Peak Runoff for 100 year storm

Drainage Area Name	Runoff (cfs)	Volume (acre-ft.)
Total		

Table3. On-site Detention information

Name of On-site Detention Structure:			
Elevation (ft)	Surface Area (acres)	Incremental Storage (acre-ft.)	Cumulative Storage (acre-ft.)

Table4. Peak On-site Detention for 100 year storm

Name of On-site Detention Structure:			
Peak Elevation (ft)	Time (Hours)	Required Storage for 1.64 cfs Rate Control to City Sewer (acre-ft.)	Available Storage for 1.64 cfs Rate Control to City Sewer (acre-ft.)

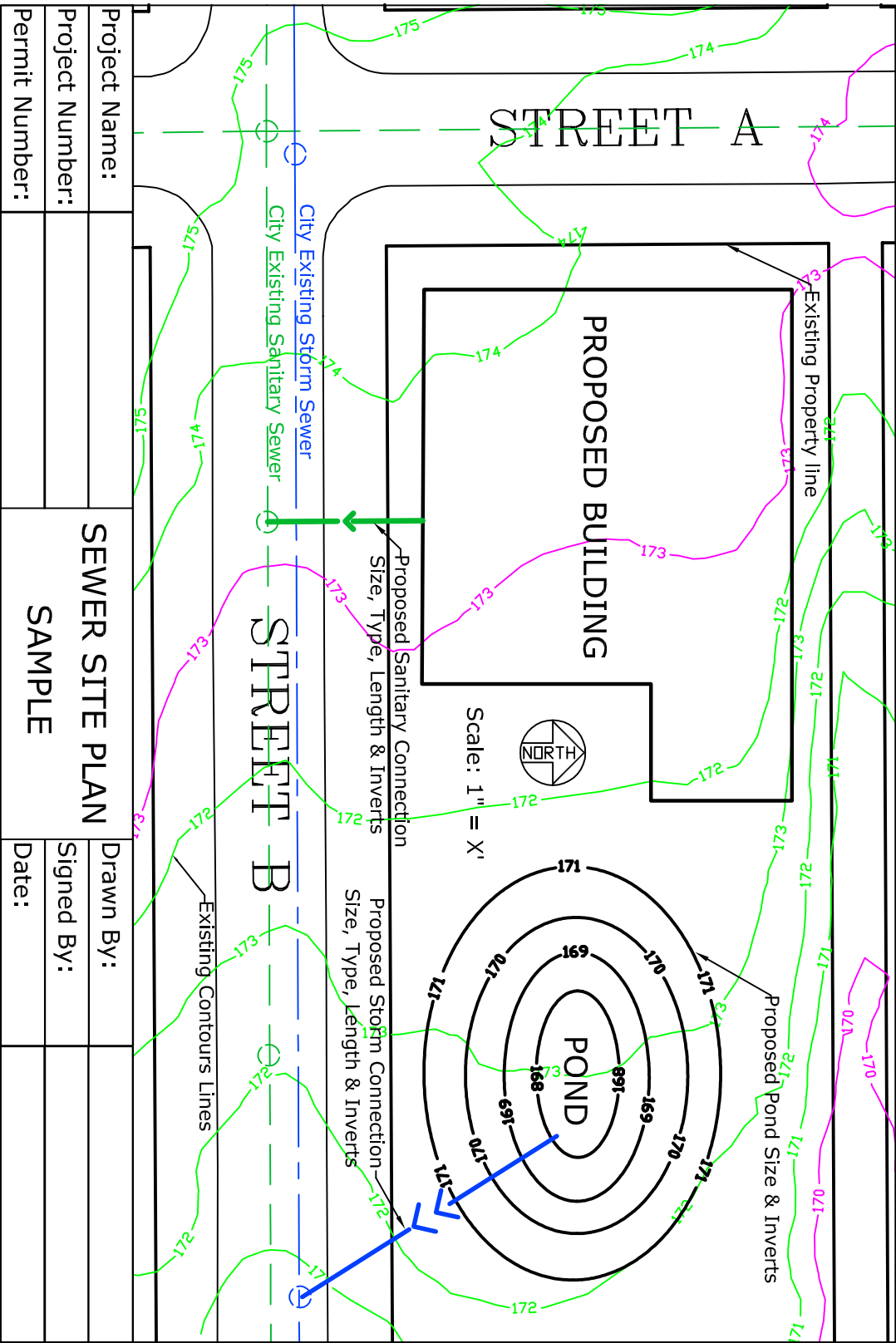
Table5. On-site Detention Outlet Control for 100 year storm

Name of On-site Detention Outlet Structure:		
Outlet Type	Maximum Discharge (cfs)	Tailwater Elevation (ft.)

Table6. Connection pipe to City Sewer

Name of Connection Pipe:						
Pipe Length (ft)	Pipe Diameter (inches)	Pipe Type	Upstream Invert Elevation (ft)	Downstream Invert Elevation (ft)	Maximum Discharge (cfs)	Downstream Water Elevation (ft)

SAMPLE STORMWATER MANAGEMENT PLAN



SEDIMENT CONTROL

Site Plan Review

City of Saint Paul

Sediment control measures are used to protect water quality by keeping dirt and sediment from washing off construction sites and into streets, sewers, wetlands etc.

Sediment control measures must be shown on the site plan, including the location and details of how they will be constructed/installed.

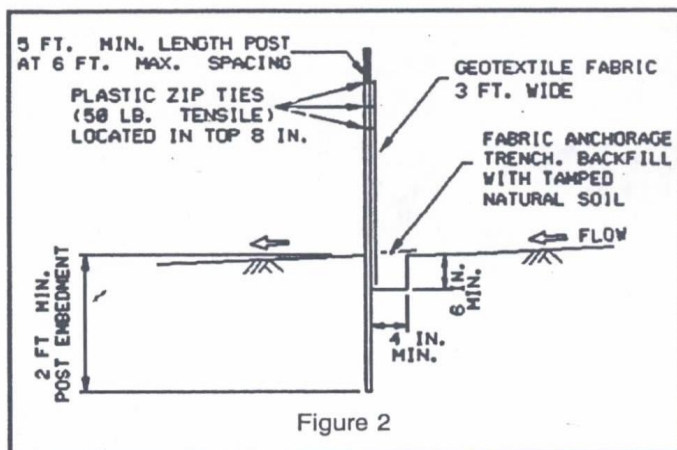
The main measures include:

- Silt fences
- Inlet protection for catch basins and sewers
- Rock construction entrances
- Street sweeping

These measures need to be installed before grading, clearing and construction begins and must be maintained in good condition until the construction site is stabilized. For large projects, sediment control measure may have to be staged to provide appropriate protection as the project progresses or site conditions change.

SILT FENCE

Silt fence is the most common sediment control measure. Silt fence must be properly installed and maintained to be effective. If it is not, dirt and sediment can get underneath the silt fence or knock it over.



Detail for installing
silt fence.



Properly installed silt fence



Silt fence that was not maintained

INLET PROTECTION

Catch basins must be protected from dirt and sediment by installing sediment control measures. These must be used on all catch basins that could get sediment from construction – ones on the site and also ones in nearby streets. Two types of inlet protection systems are shown here.

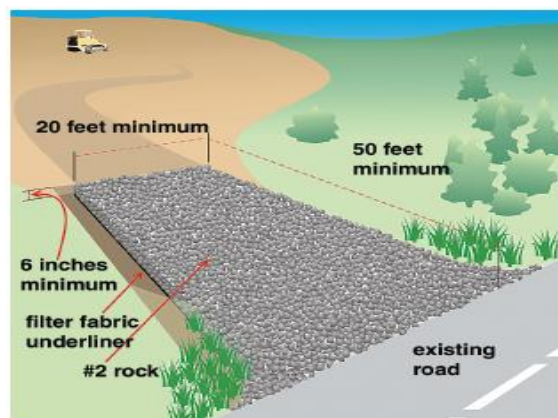


ROCK CONSTRUCTION ENTRANCE

A temporary construction entrance is a stone pad located where vehicles leave a construction site. The purpose of the stone pad is to provide an area where mud can be removed from tires before a vehicle leaves the site. The stone pad consists of clean rock designed in such a way that vehicle tires will sink in slightly. This helps remove mud from the tires as the vehicle passes over the pad and provides an area where vehicle tires can be washed.

Installation of a rock construction entrance:

- The rock used for gravel pads should be a minimum 1- to 3-inch size, The aggregate should be placed in a layer at least 6 inches thick. Generally, the larger the aggregate, the better.
- The rock entrance should be at least 50 ft long.
- Geotextile fabric may be needed under the rock to prevent migration of mud from the underlying soil into the stone.
- If tires are cleaned with water, the wash water should be directed to a suitable settling area.



STREET SWEEPING

The contractor must monitor conditions. If sediment reaches adjacent streets or alleys they must be swept until they are clean.

Please call Wes Saunders-Pearce at 651-266-9112 if you have questions about sediment control.

STORMWATER POLLUTION CONTROL PLAN

Site Plan Review

City of Saint Paul

A Stormwater Pollution Control Plan is required to ensure that Best Management Practices are used during construction and over the life of a project to minimize soil erosion and sedimentation that could result in storm water pollution.

When is a Storm Water Pollution Control Plan required?

A Stormwater Pollution Control Plan must be submitted for projects where construction will disturb one acre or more.

What information must be shown on a Storm Water Pollution Control Plan?

The name, address and telephone number of the following individuals:

- Property owner
- Applicant
- Person responsible for the preparation of the Storm Water Pollution Control Plan
- On-site person responsible for implementation, inspection and maintenance of the requirements of the Storm Water Pollution Control Plan
- Person responsible for the long term operation and maintenance of the permanent storm water management system

A project description

A map of the existing site conditions that includes existing topography, existing drainage patterns, type of soils, vegetative cover, any wetlands, waterways or one hundred (100) year flood plain boundaries.

A site construction plan that includes the location of the proposed construction activity and the plan for the maintenance and inspection of the storm water pollution control measures.

Temporary storm water pollution control measures:

- Location
- Standard plates and/or specifications
- A plan to stabilize utility construction areas as soon as possible.
- A plan for removal of temporary erosion and sediment control measures at the end of the project.

Permanent storm water pollution control measures including:

- How the site will be stabilized after construction is completed
- Calculations that were made for the design of sediment basins, wet detention basins, diversions, infiltration zones, rate control and other applicable practices.

Construction phasing that includes schedules for the project's erosion and sediment control practices

Inspection and Maintenance of the Storm Water Pollution Control Plan's Measures

The applicant must routinely inspect the construction site once every 7 days during active construction and within 24 hours after a storm event greater than 0.25 inches in 24 hours.

The City's inspection staff is authorized to perform inspection to ensure that erosion and sediment control measures are properly installed and maintained. If the applicant fails to maintain proper erosion control measures, the inspector may take such enforcement action as may be required to achieve compliance. Enforcement may be, but is not limited to, stopping all construction work at the site, until necessary remedial actions have been completed and erosion and sediment controls are in compliance with the approved plans.

Bond, letter of credit or cash escrow

The City may require financial security, in the form of either bond, letter of credit or cash escrow to recover any costs it incurs in the event that it must take emergency action to install or repair storm water pollution control measures. This security must be available prior to commencing the project.

Temporary Storm Water Pollution Control Measures during Construction

For more information on these and other measures see "Protecting Water Quality in Urban Areas" published by the Minnesota Pollution Control Agency@. On-line at <http://www.pca.state.mn.us/water/pubs/sw-bmpmanual.html>

- Silt fence is required to hold all sheet flow runoff.
- All storm drain inlets must be protected during construction with either silt fence or an equivalent.
- Temporary rock construction entrances are required wherever vehicles enter and exit a site.
- Streets must be cleaned and swept whenever tracking of sediments occurs and before sites are left idle for weekends and holidays. A regular sweeping schedule shall be established.
- Temporary soil stockpiles must have silt fence or other effective sediment controls, and cannot be placed in surface waters, including storm water conveyances such as curb and gutter systems, or conduits and ditches.
- Sediment control measures must be properly installed by the builder before the construction activity begins and maintained in good condition until the site has been stabilized.
- Schedule the site's activities to lessen their impact on erosion and sediment creation and minimize the amount of exposed soil.
- All exposed soil areas with a continuous positive slope within 200 lineal feet of a surface water, must have temporary erosion protection or permanent cover for the exposed soil areas, according to the following table of slopes and time frames:

<i>Type of Slope</i>	<i>Maximum time an area can remain open</i>
Steeper than 3:1	7 days
10:1 to 3:1	14 days
Flatter than 10:1	21 days

- These areas include pond side slopes, and any exposed soil areas with a positive slope to a storm water conveyance system, such as a curb and gutter system, storm sewer inlet, temporary or permanent drainage ditch or other natural or man made systems that discharge to a surface water.
- All temporary Storm Water Pollution Control Measures must be regularly inspected and maintained.

Temporary Sediment Basins For common drainage locations that serve an area with 10 or more acres disturbed at one time, a temporary (or permanent) sediment basin must be provided prior to the runoff leaving the construction site or entering surface waters. In addition to this requirement, the applicant is encouraged to install temporary sediment basins where appropriate in areas with steep slopes or highly erodible soils even if less than 10 acres drains to one area. The basins must be designed and constructed in accordance with the current version of the MPCA's General Permit to Discharge Storm Water Associated with Construction Activity under the NPDES.

Permanent Storm Water Pollution Controls

Where a project's development replaces vegetation and/or other pervious surfaces with 1 or more acres of cumulative impervious surface, a water quality volume of 2 inch of runoff from the new impervious surfaces created by the project must be treated in one of these ways prior to the runoff leaving the site or entering surface waters:

- Wet sedimentation basin
- Infiltration/filtration
- Regional ponds
- A combination of practices
- Alternate methods approved by the current version of the MPCA's General Permit to Discharge Storm Water Associated with Construction Activity

Permanent storm water pollution controls designed by a professional engineer licensed in the State of Minnesota.

At a minimum these facilities must conform to the most current technology as reflected in the current version of the MPCA's publication "Protecting Water Quality in Urban Areas"

Storm water runoff rate control is required for sites larger than one quarter of an acre which go through the City's Site Plan Review process. Storm water discharge into public storm sewers shall be controlled, in accordance with the Department of Public Works Policy

For sites that require permanent storm water pollution controls, a certification letter shall be submitted after the facilities have been installed to affirm that construction has been completed in accordance with the approved Storm Water Pollution Control Plan. At a minimum, certification shall include a set of as-built drawings comparing the approved storm water management plan with what was constructed. Other information shall be submitted as required by the approving agency.

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LANDSCAPING

Site Plan Review

City of Saint Paul

LANDSCAPE PLAN

A landscape architect or nurseryman must prepare the landscape plan. The plan must show:

New landscaping (Trees, shrubs, grass and other ground covers)

- The location of each new plant with the species and size labeled
- A planting list for the entire site summarizing the plant material used
- Planting details for planting trees and shrubs
- Areas to be seeded or sodded (Gravel or landscape rock does not, by itself, constitute landscaping.)

Existing vegetation

- All existing trees larger than 6" in diameter (identified by species and size)
- Any trees that will be removed
- Any trees that will be relocated. Show the existing and new location.
- Tree protection measures for trees in the area of construction that will be saved
- Any other significant existing vegetation

Other landscape elements

- Fences and walls
- Berms
- Lighting

TREES

Size

New shade trees must be a minimum of 2.5" in diameter at the time of planting. Evergreen trees must be at least 6' high. The roots of new trees must be balled and burlapped.

Species

A landscape architect can choose species that are suited for the conditions on your site.

Boulevard trees

Boulevard trees must be planted at the time of construction if they are not there now. The cost is the responsibility of the property owner or developer. The species of the trees is determined by the City Forester. A permit from the City Forester (651-632-5129) is required to plant or remove trees in the boulevard. There is no charge for this permit.

Preserving existing trees

Buildings and paved areas should be located to avoid affecting existing trees whenever possible. Trees should also be considered when designing the grading plan: raising or lowering the existing grade as little as 6" within the drip line of a tree can damage or kill it. Trees must be protected with snow fence at the drip line. Where grading or construction activities will be occurring near a significant existing tree. Specific requirements for saving and replacing trees apply to sites in the City's Tree Preservation District and on steep slopes. Refer to the City's [Tree Preservation handout](#).

SHRUBS

Shrubs must be at least 18" tall when planted. The roots may be potted or balled and burlapped.

GRASS AND GROUND COVER

All areas of the site that are not otherwise landscaped or do not have existing vegetation must be covered with grass (sodded or seeded) or other groundcover.

SCREENING

Some land uses must be visually screened from adjacent property. These uses include:

- Off-street parking adjacent to residential areas
- Loading/delivery areas
- Outdoor storage
- Trash dumpsters

Visual screens may consist of a wall or fence, earth berm, plant materials or combination of these. The screen must be at least 80% opaque. Chain link fences with slats are not acceptable as visual screens.

LANDSCAPING FOR PARKING LOTS

Perimeter landscaping

Parking lots must be set back from the property line and this setback area must be landscaped. Where cars park so that the bumper faces a public sidewalk, a setback of at least 7' must be provided. In other cases, the setback must be at least 4'

The landscaped setback must include a visual screen where it faces a public street (except for parking lots in industrial areas). This screen can be either a masonry wall or a decorative fence (not chain link) at least 3.5' high. Decorative fences must be supplemented with a hedge that is at least 50% opaque to form a visual screen.

At least one shade tree must be planted every 30' in the perimeter landscaped area.

Interior landscaping

In addition to perimeter landscaping, parking lots with more than 20 spaces or 6,000 square feet of pavement must have interior landscaping or islands. The area of interior landscaping must equal at least 15% of the paved area of the parking lot and must include shade trees. Interior landscaping cannot substitute for perimeter landscaping, but may join perimeter landscaping as long as it extends at least 4 feet into the parking area from the perimeter landscape line. These examples show what can count as interior landscaping:

Trees

At least one shade tree must be planted for every five parking spaces.

Stormwater landscaping

When more parking spaces are provided than the minimum number required by the zoning code, 30 square feet of stormwater landscaping must be provided for every parking space above the minimum. This applies to surface parking lots larger than ¼ acre where the number of parking spaces provided exceeds the City's minimum requirement by more than 4 spaces. This does not apply not to parking ramps or underground parking structures.

Please call Amanda Smith at 651-266-6507 if you have any questions on landscaping.

DESIGN STANDARDS

Site Plan Review

City of Saint Paul

CITYWIDE DESIGN STANDARDS FOR BUILDINGS

The following is a summary of design standards that apply to new construction and building additions. The complete text of the standards can be found in Section 63.110 of the Saint Paul Legislative Code.

Building entrances

- A primary entrance of principal structures shall be located within the front third of the structure. It must be delineated with elements such as roof overhangs, recessed entries, landscaping, or similar design features. It must have a direct pedestrian connection to the street.
- In addition, for one- and two-family dwellings, a primary entrance shall either
 - Face an improved abutting street or
 - Be located off of a front porch, foyer, courtyard, or similar architectural feature and set back at least 8 feet from the side lot line.

Windows

- For principal buildings, except industrial, production, processing, storage, public service and utility buildings, above grade window and door openings shall comprise at least fifteen (15) percent of the total area of exterior walls facing a public street or sidewalk.
- In addition, for new principal residential buildings, above grade window and door openings shall comprise at least ten (10) percent of the total area of all exterior walls. Windows in garage doors shall count as openings; the area of garage doors themselves shall not count as openings. For residential buildings, windows shall be clear or translucent. For nonresidential buildings, windows may be clear, translucent, or opaque.

Holding the corner

In pedestrian-oriented commercial districts (characterized by storefront commercial buildings built up to the public sidewalk), new principal structures shall have a maximum setback of 15 feet from a commercial front lot line. At intersections, buildings shall "hold the corner," that is, have street facades within 15 feet of the lot line along both streets, or the site plan shall have vertical structural elements that "hold the corner." A primary entrance shall face a primary abutting public street.

Building Materials

Building materials and architectural treatments used on sides of buildings facing an abutting public street should be similar to those used on principal facades.

Rooftop Equipment

The visibility of rooftop mechanical equipment shall be reduced through such means as location, screening, or integration into the roof design. Screening shall be of durable, permanent materials that are compatible with the primary building materials. Exterior mechanical equipment such as ductwork shall not be located on primary building facades.

Historic buildings

For properties with local historic designation (either as an individual site or as part of a district), compliance with applicable historic guidelines is sufficient to meet these Citywide design standards.

OTHER DESIGN STANDARDS

Traditional Neighborhood Districts

Additional design standards apply to property that is zoned T1, T2, T3 or T4 (traditional neighborhood districts). These standards are found in Section 66.343 of the Saint Paul Legislative Code.

Overlay Districts

The City has a number of overlay zoning districts that may have additional design standards. Contact Zoning Staff at 651-266-9008 if you have questions.

2019 Site Plan Review Application Deadlines and Meeting Dates

Meeting dates and times subject to change.

Submittal Due Date	SPR Meeting Date	Submittal Due Date	SPR Meeting Date
December 14, 2018	January 8, 2019	June 28, 2019	July 16, 2019
December 28, 2018	January 15, 2019	July 5, 2019	July 23, 2019
January 4, 2019	January 22, 2019	July 12, 2019	July 30, 2019
January 11, 2019	January 29, 2019	July 19, 2019	August 6, 2019
January 18, 2019	February 5, 2019	July 26, 2019	August 13, 2019
January 25, 2019	February 12, 2019	August 2, 2019	August 20, 2019
February 1, 2019	February 19, 2019	August 9, 2019	August 27, 2019
February 8, 2019	February 26, 2019	<i>No Meeting On</i>	<i>September 3, 2019</i>
February 15, 2019	March 5, 2019	August 23, 2019	September 10, 2019
February 22, 2019	March 12, 2019	August 30, 2019	September 17, 2019
March 1, 2019	March 19, 2019	September 6, 2019	September 24, 2019
March 8, 2019	March 26, 2019	September 13, 2019	October 1, 2019
March 15, 2019	April 2, 2019	September 20, 2019	October 8, 2019
March 22, 2019	April 9, 2019	September 27, 2019	October 15, 2019
March 29, 2019	April 16, 2019	October 4, 2019	October 22, 2019
April 5, 2019	April 23, 2019	October 11, 2019	October 29, 2019
April 12, 2019	April 30, 2019	October 18, 2019	November 5, 2019
April 19, 2019	May 7, 2019	October 25, 2019	November 12, 2019
April 26, 2019	May 14, 2019	November 1, 2019	November 19, 2019
May 3, 2019	May 21, 2019	<i>No Meeting On</i>	<i>November 26, 2019</i>
<i>No Meeting On</i>	<i>May 28, 2019</i>	November 15, 2019	December 3, 2019
May 17, 2019	June 4, 2019	November 22, 2019	December 10, 2019
May 24, 2019	June 11, 2019	* December 3, 2019	December 17, 2019
May 31, 2019	June 18, 2019	<i>No Meeting On</i>	<i>December 24, 2019</i>
June 7, 2019	June 25, 2019	<i>No Meeting On</i>	<i>December 31, 2019</i>
<i>No Meeting On</i>	<i>July 2, 2019</i>	December 20, 2019	January 7, 2020
June 21, 2019	July 9, 2019		

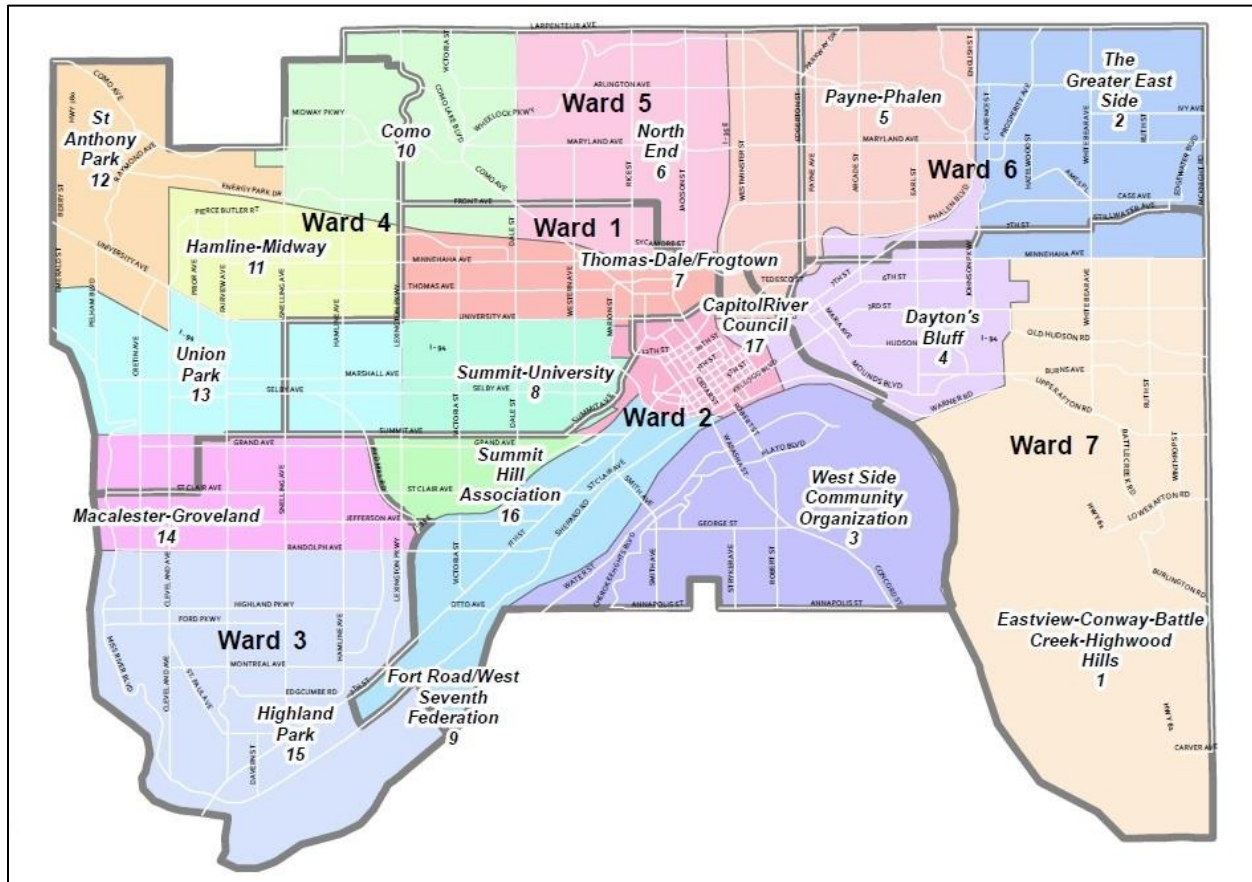
All application materials and fees are required at the time of submittal.

*Not a Friday

SPR Committee meets Tues at 9am at the Department of Safety Inspections - 375 Jackson St. 2nd Floor

Saint Paul Planning Districts

The District Council affected by your site plan will receive notification of your application and a copy of the site plan. District Councils have an advisory role on site plans and they may a recommendation to staff or the Planning Commission on large projects or ones that raise neighborhood concerns. To facilitate this citizen participation process, it is suggested that you contact the District Council to see if they want to discuss your application with you at a neighborhood meeting.



District Council

- 1 District 1 Community Council
- 2 District 2 Community Council
- 3 West Side Community Organization
- 4 Dayton's Bluff Community Council
- 5 Payne Phalen Community Council
- 6 North End Neighborhood Organization
- 7 Frogtown Neighborhood Association
- 8 Summit-University Community Council
- 9 Fort Road Federation
- 10 District 10 Como Community Council
- 11 Hamline Midway Coalition
- 12 St. Anthony Park Community Council
- 13 Union Park District Council
- 14 Macalester Groveland Community Council
- 15 Highland District Council
- 16 Summit Hill Association
- 17 Capitol River Council

Contact

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Site Plan Review Staff

City of Saint Paul

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Pub. Works Traffic Eng.	David Kuebler	25 4th St. W., Ste. 800	651-266-6217	david.kuebler@ci.stpaul.mn.us
Pub. Works Traffic Eng.	Coleen Paavola	25 4th St. W., Ste. 1000	651-266-6217	colleen.paavola@ci.stpaul.mn.us
Pub. Works Sidewalks	Al Czaia	25 4th St. W., Ste. 800	651-266-6108	al.czaia@ci.stpaul.mn.us
Pub. Works Street Eng.	Nick Peterson	25 4th St. W., Ste. 900	651-266-6155	nick.peterson@ci.stpaul.mn.us
Pub. Works Tech. Svcs.	Jim Brown	25 4th St. W., Ste. 1000	651-266-6128	jim.brown@ci.stpaul.mn.us
Pub. Works Traffic Light/Sign	Ben Hawkins	25 4th St. W., Ste. 900	651-266-6085	ben.hawkins@ci.stpaul.mn.us
Pub. Works Right-of-way	Don Stein	899 Dale St. N.	651-266-9808	don.stein@ci.stpaul.mn.us
Real Est. Div. Street Vac.	Bruce Engelbrekt	25 4th St. W., Ste. 1000	651-266-8854	bruce.engelbrekt@ci.stpaul.us
Pub. Works Sewers	Anca Sima	25 4th St. W., Ste. 700	651-266-6237	anca.sima@ci.stpaul.mn.us
Parks and Rec.	Paul Sawyer	25 4th St. W., Ste. 500	651-266-6410	paul.sawyer@ci.stpaul.mn.us
Parks and Rec. Forestry	Zach Jorgensen	1120 Hamline Ave. N.	651-632-2437	zach.jorgensen@ci.stpaul.mn.us
Water Utility	Jeff Murphy	1900 Rice St.	651-266-6813	jeffrey.murphy@ci.stpaul.mn.us
St. Paul Police CPTED	Ruth Ann Eide	367 Grove St.	651-266-5994	ruthann.eide@ci.stpaul.mn.us
Capital Region Watershed	Forrest Kelley	1410 Energy Park Dr., Ste. 4	651-644-8888	forrest@capitolregionwd.org
Ram./Wash. Co. Watershed	Nicole Soderholm	2665 Noel Dr., Little Canada	651-792-7966	nicole.soderholm@rwmwd.org
Ramsey Co. Pub. Works	Erin Laberee	1425 Paul Kirkwold Dr, Arden Hills	651-266-7105	erin.laberee@co.ramsey.mn.us
MN Dept. of Transportation	Karen Scheffing	1500 Cty. Rd. B2 W., Roseville	651-234-7784	karen.scheffing@state.mn.us
Metro Transit	Berry Farrington	560 Sixth Ave. N. Minneapolis	612-349-7378	berry.farrington@metrotransit.org