



Site Plan Review Application Submittal Requirements

Site Plan Review is required for development of four (4) or more dwelling units, 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 greater than 12%, or one and two-family residential properties over one acre or located in a tree preservation district.

Site Plan Review applications may be submitted to the City of Saint Paul Department of Safety and Inspections via PAULIE (stpaul.gov/PAULIE), which is the City of Saint Paul's online system for permits, licenses, inspections, complaints, and more.

Any project that is reviewed by the Committee that includes site work will require civil plans. Because grading, drainage, soil placement, and site modifications can affect adjacent properties, stormwater management, erosion control, and public infrastructure, these plans must be prepared and certified by a licensed professional engineer (PE), which provides assurance that grading, drainage, and site modifications are addressed in accordance with professional engineering standards and Minnesota licensure requirements. Additionally, elevations and other architectural drawings for all buildings except one-and two-family dwellings must be signed by a licensed design professional (e.g., an architect). Ultimately, per Minnesota State Statute 326, the final plans submitted shall be signed by the appropriate licensed professional, (e.g., PE, LA, RLS, etc.) responsible for their development.

The list below is intended to assist with compiling a complete Site Plan Review Application prior to submission. Failure to provide required documentation may result in your Site Plan Review application being rejected.

Site Plan Review PAULIE Application—

- "Site Plan Review - New Construction," "Site Plan Review – Addition," "Site Plan Review - Parking Lot Only," or "Site Plan Review - Site Improvements/Other" in PAULIE. Be prepared to provide applicable detailed information when prompted (e.g. disturbed area, number of dwelling units, number of parking spaces, etc.).

Application Fee

- \$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
- Staff will send an invoice after application is otherwise determined to be complete. Invoice may be paid via PAULIE, via mail (check), or in-person at DSI.



Project Description/Overview— ➤ Narrative description of the project, project contacts and design professionals
Location Map— ➤ Map of the proposed development within the City.
Certified Survey— ➤ Including existing conditions such as property lines, easements, buildings, utilities, parking, sidewalks, driveways, landscaping, wetland, park land
Demolition Plan— ➤ Including private property and public realm removals, utility cuts, tree protection measures
Erosion Control Plan— ➤ Including measures such as silt fences, inlet protection, rock construction entrance and street cleaning, stormwater pollution prevention plan
Site Layout and Paving Plan— ➤ Including proposed buildings, dimensions, and other appropriate labels. Consider Zoning design and dimensional standards.
Grading Plan— ➤ Including existing and proposed conditions, 1' contours and elevation points, ponding areas for storm water detention
Utility Plan— ➤ Including water lines, hydrants, fire department connections for sprinklers, catch basins with rim and invert elevations, sanitary and storm lines
Landscaping and Site Improvements— ➤ Existing and proposed conditions including planting schedule and details, streetscape features (e.g. lighting, fences, sidewalks, poles)
Architectural Plans— ➤ Building elevations, basic floor and parking level plans, roof plans including drainage and mechanical screening
Exhibits— ➤ As needed, e.g., vehicle turning movements, sight triangles
HydroCAD and Drainage Maps— ➤ As needed to meet stormwater rate control requirements



Travel Demand Management Plan (TDMP)—

- New or phased construction of a nonresidential use greater than or equal to twenty thousand (20,000) GFA, or 25 or more new dwelling units.
- If this is required, it does not need to be submitted with the initial submittal.

Traffic Memo or Traffic Impact Study—

- As requested by Public Works Transportation Planning and Safety

Floodplain Application—

- Flood Response Plan required for development within the River Corridor Critical Area or flood plain

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