

City of North Branch

Site Plan Review Process



Procedure for Processing a Site Plan

1. The applicant obtains a copy of the site permit and building permit application and a list of all other items required to accompany the application. Applicants are advised to schedule a pre-application conference or phone conference with City staff.

If appropriate, the applicant will also be directed to contact other pertinent governmental agencies, such as Chisago County, Minnesota Department of Transportation, Minnesota Pollution Control Agency, etc.

2. The applicant prepares the necessary information and plans for a formal submittal to the Site Plan Review Committee. All submittals must be complete and accurate. Failure to provide a complete and accurate package may result in delays. The complete site plan design and associated information must be filed with the Planning Director. Staff will review the site plan and respond within two weeks.
3. Once the applicant has submitted the necessary information and prepared the required plans, the Site Plan Review Committee will conduct formal review of the proposal. The applicant is responsible for submitting three (3) complete, full-size sets of plans along with the most recent version of Autocad and PDF drawings to the City. The Planning Director will distribute copies to Committee members. The Committee will review the final site plans for completeness. Should alterations or additions be required, the applicant will be contacted and informed as to the nature of the requested changes and the reasons that have led to them.
4. After all site plan issues have been addressed and building plans reviewed and approved, the City Building Official may authorize a building permit and construction may begin.
5. Items needed for submittal:
 - a. Site Plan
 - b. Landscape Plan
 - c. Luminair (Lighting) Plan
 - d. Sign Plan
 - e. Exterior Wall Elevations and Floor Layout
 - f. Grading and Drainage Plan and Drainage Calculations
 - g. Utility Plan
 - h. Application Fee - \$350.00 plus Escrow Deposit (\$1,200)

City of North Branch Site Plan Application



GENERAL INFORMATION

Applications submitted anytime will be reviewed within two weeks. A letter will be sent to the contact person. Any revisions will be required prior to a building permit being issued.

Name of Project:

Contact Name:

Phone Number

Contact's Address:

Cell Number:

Engineer's Name:

Phone Number:

Engineer's Address:

Cell Number:

Email:

ADDITIONAL INFORMATION

Zoning:

Square footage of the building based on uses listed in parking regulations:

Office:

Storage:

Other (list):

Total square footage of building:

Number of parking spaces provided:

Will there be any signage?

A sign permit will be required, if any signage is proposed.

Will there be any lighting?

If so indicate the type, locations, direction of lighting and degree of lighting on plans.