



**Community Development
Department**
1830 County Road B East
Maplewood, MN 55109
(651) 249-2300 | www.MaplewoodMN.gov

Fee: \$500

MINOR CONSTRUCTION 15-DAY REVIEW FILING REQUIREMENTS

Please email the following upon submission of your online application, unless waived by the Community Development Director. Applications will not be deemed complete until all supporting documentation and payment have been submitted:

1. [Property Owner Authorization form](#) (if the application is submitted by someone other than the property owner)
2. Copy of a site plan drawn to scale showing your lot lines, the location of existing buildings, and the proposed buildings or building addition. Show all dimensions and any existing easements. The city may require a certificate of survey if verification of existing building setbacks is needed. The applicant shall be responsible for knowing the location of any easements on the property if a certificate of survey is not provided.
3. Exterior elevations of each side of every building, including descriptions of building materials and colors. The elevations must also show how you will have any roof-mounted equipment screened from view if you abut or are near residential property.
4. If landscape improvements are proposed, submit a landscape plan showing specific plant species, sizes, numbers, and locations.
5. A tree plan that notes the size, species, and location of all trees to be removed and where replacement trees will be planted.
6. If outdoor lighting improvements or changes are proposed, submit a photometric plan that includes the following:
 - Site and architectural plans indicating the location of the types of luminaries proposed.
 - A detailed description of the luminary, including manufacturer's catalog cuts and drawings including sections.
 - A drawn plan that illustrates the light spread and footcandle levels of the proposed luminaries.
 - Outdoor lighting shall not exceed .4 footcandles of light intensity at the property lines on which the outdoor lights are installed.
 - A maximum light pole height of 25 feet. Height is measured from the grade at the base of the light pole to the uppermost part of the luminary.
7. A grading and drainage plan showing existing and proposed contours.
8. A utility plan showing any additions or changes to the utilities, including storm sewer.
9. Provide a written narrative explaining your proposal.



10. Application fee of \$500. **This fee is non-refundable.** Payment by credit card can be made upon submission of the online application (a 2.5% convenience fee applies). If you choose not to pay by credit card you may select 'Pay Later' and submit the application; however, a check payment must be submitted to the address above to complete the application.

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MINOR CONSTRUCTION 15-DAY REVIEW PROCEDURE

1. Submit the application using the [Accela Citizen Access portal](#).
2. The Community Development Director will review your request and allow the minor construction project if it is determined that the plans meet all city ordinances and policies, including design standards.
3. If the Director determines that the minor construction project meets the conditions above and approves your request, the City will notify the City Council and Community Design Review Board of your proposed minor construction project.
4. City code requires the City Council and Community Design Review Board be given 15 days in which to appeal the Director's decision.
5. If a City Council or Community Design Review Board member appeals the decision within the allowed 15 days, the Director will schedule a hearing before the Community Design Review Board within 30 days of the appeal. If there are no appeals, the decision of approval is final.
6. If the Director determines that the minor construction project does not meet the conditions above and denies your request, city code allows you to appeal the Director's decision within 15 days of the decision. The Director will schedule a hearing before the Community Design Review Board within 30 days of the appeal. If there are no appeals, the decision of denial is final.