



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

**Fee: See filing
requirements for
your specific project**

COMMUNITY DESIGN REVIEW BOARD APPLICATION

Project name: _____

Address of site: _____

Applicant:	
Contact person:	
Address:	Zip:
Telephone (work):	(mobile):
Email address:	
Interest in property:	

Property owner(s) of record:	
Address:	Zip:
Telephone (work):	(mobile):
Email address:	

Legal description of site: _____

Proposed use of property: _____

Site size (acres or sq. ft.): _____

The applicant hereby grants permission for the City's employees, officials, and agents to enter onto the property that is subject to this application for the purposes of viewing the property and reviewing this request.

Applicant Signature _____ Date _____

Owner Signature (if different from applicant) _____ Date _____

OFFICE USE ONLY		
Date Received _____	By _____	Receipt# _____

FILING REQUIREMENTS FOR NEW COMMERCIAL OR MULTI-DWELLING DEVELOPMENTS AND ADDITIONS

You must submit the following items with your application. Please contact a planner in the Community Development Department if you have any questions at (651) 249-2300.

- Adobe.pdf file of all application documents and reports including project plans and a written application narrative - in 8 ½" x 11" size.
- Five printed copies of all project site plans 11" X 17" in size, drawn to scale.
 - Include one printed set of 8 ½" x 11" reductions.
- A certificate of survey illustrating existing site conditions and a detailed site plan must be submitted for all development proposals. The site plan must show all existing and proposed structures, parking, drives, lighting standards, and easements. (Refer to attached "Standard Site Design Requirements.")
- Exterior elevations of each side of every building, including descriptions of building materials and colors. The elevations must be in color, illustrating the proposed locations of the building colors and materials. The elevations must show how you will have roof-mounted equipment screened.
 - The applicant or project architect should present color boards and samples of building materials at all public meetings.
- 3-D perspective drawings are required. The Community Development Department may waive the requirement for 3-D perspectives if the type and scope of the project do not warrant this detail.
- A landscaping plan showing specific planting species, sizes, numbers, and locations on the site.
- A grading and drainage plan showing:
 - Existing and proposed contours.
 - Disposition of surface run-off from roofs and all pavement.
 - Catch basin and storm sewer locations and connections.
 - All shoreland district boundaries that cross the site.
- All wetlands, if applicable to the project site. The wetlands must be delineated on the site and within 110 feet of the site and shown on the project plans. A trained, qualified person shall prepare a wetland delineation report. The applicant shall submit this information to the Watershed District. The Watershed District must approve the delineation before the City will accept a Community Design Review Board application. Please include confirmation from the Watershed District that they have approved your wetland delineation.
- A utility plan showing:

- The existing sanitary sewer main(s), the proposed sanitary sewer main(s), and the proposed sanitary sewer service connections.
- The existing water main and the proposed water main service connection(s).
- The existing storm sewer and any proposed storm sewer main(s).
- An erosion-control plan showing all proposed erosion-control measures to be used on-site (silt fence, inlet protection, rock entrance pad, etc.)
- Calculations showing routing and run-off quantities for 10-year and 100-year critical storm events.
- Provide the following calculations if any of your site is within a City-designated shoreland area: The impervious surface area within the shoreland area and the site's total area within the shoreland area.
- A tree plan showing: A tree inventory overlay on the site plans that shows the size, species, general health, and location of all significant and specimen trees located within the property where significant and specimen tree removal is proposed.
 - Hardwood Deciduous Tree means all deciduous tree species except those listed as softwood deciduous trees below.
 - Softwood Deciduous Tree means the following tree species: box elder, cottonwood, elm, poplar/aspens, silver maple, and willow.
 - Significant Tree means a healthy tree measuring a minimum of six (6) inches in diameter for hardwood deciduous trees, eight (8) inches in diameter for conifer trees, twelve (12) inches in diameter for softwood deciduous trees, and specimen trees. Buckthorn or other noxious woody plants or trees, as determined by the Community Development Department (CDD) Director, are not considered significant tree species at any diameter.
 - A Specimen Tree is a tree of any species that is twenty-eight (28) inches in diameter or greater, except invasive species. Specimen trees must have a life expectancy greater than ten (10) years, have a relatively sound and solid trunk with no extensive decay or hollow, and no major insects, pathological problems, or defects. Specimen trees are valued for their size and their legacy.
- The tree inventory plan:
 - Shall be drawn at the same scale as the other site plan submittals and shall coincide with required engineering documents such as topography maps, wetland information, grading plans, road locations, and building locations.
 - Shall include trees growing in clump form. These trees will be considered individual trees, and each stem/trunk will be measured as an individual tree.
 - Include the location of groups of standing dead or diseased significant

and specimen trees.

- Include the outer boundaries of all contiguous wooded areas, with a general description of trees not meeting the significant and specimen tree size threshold and any indication of the presence of epidemic tree diseases.
 - Include significant and specimen trees (species and diameter) identified in both graphic and tabular form.
 - Include locations of the proposed buildings, structures, or impervious surfaces.
 - Include delineation of all limits of land disturbance, clearing, grading, and trenching.
- A list of total diameter inches of all healthy significant and specimen trees inventoried.
 - The total diameter inches of healthy significant and specimen trees removed.
 - Location of trees protected and the proposed measures for protection, including delineation of tree protection fencing, tree protection signs, location for material storage, parking, debris storage, and wash-out area for ready-mix trucks.
 - Protection measures for replacement trees being planted in areas with a high deer population.
 - The name(s), telephone number(s), and address(es) of the person(s) responsible for tree preservation during the development project.
 - Size, species, number, and location of all replacement trees and woody shrubs proposed to be planted on the property, planted on city property, or amounts to be paid into the city's tree fund in accordance with the tree removal, mitigation, and replacement section of the tree ordinance.
 - All tree preservation plans shall be prepared by a forestry or horticultural professional whose qualifications are approved by the CDD Director.
 - Tree removal, mitigation, and replacement.
 - Tree removal calculation: If less than twenty percent (20%) of the total significant or specimen tree diameter inches on the property are removed, the applicant shall replace one (1) tree per significant and specimen tree removed. Tree replacement shall be a minimum of two (2.0) caliper inches in size.
 - If twenty percent (20%) or more total significant and specimen tree diameter inches are removed, the applicant shall mitigate all significant and specimen diameter inches using the tree mitigation/replacement schedule in accordance with the following formulas:
 - A = Total diameter inches of significant trees lost as a result of the land alteration (includes significant and specimen trees)
 - B = Total diameter inches of significant trees situated on the property (includes significant and specimen trees)
 - C = Tree replacement constant (1.5)
 - D = Total diameter inches of specimen trees saved*
 - E = Replacement trees (number of caliper inches)

$$[(A/B - 0.2) \times C] \times A - [D/2] = E$$

*Applicant receives credit for each one (1) diameter inch of specimen tree

saved at a rate of ½ (.5) diameter inches.

Example

A = 94

B = 234

C = 1.5

D = 28

E = 14 caliper inches

$$[((94 / 234 - 0.2) \times 1.5) \times 94] - [28/2] = 14 \text{ caliper inches}$$

- A photometric plan shall include the following: Site and architectural plans indicating the location of the types of luminaries proposed. A detailed description of the luminary includes the manufacturer's catalog cuts, drawings, and sections. A drawn plan that illustrates the proposed luminaries' light spread and foot-candle levels across the entire property and at the property lines.
- A written application narrative explaining your proposal. (Include an electronic copy of the narrative.)
- Application fees:
 - \$1,650.00 for commercial or multi-family community design review applications.
 - \$500.00 for single and double-dwelling applications.
 - \$500.00 for revisions to an approved design review application.
 - \$1,000.00 for engineering escrow – See note below.
 - \$200 for sign fee – may be required if the City determines that a development site notification sign is necessary. Please contact a City Planner before making a submittal to verify the need for such a sign.
 - **Fees are non-refundable.** Make your checks out to the City of Maplewood.
- An engineering escrow for projects that alter the existing site characteristics will be required. The escrow will pay for time spent reviewing plans by engineering staff. If the project proceeds to construction, the escrow will also pay for staff time spent on construction issues related to fulfilling city requirements.
 - The amount of the engineering escrow shall be at least \$1,000.00, with the total amount determined by the Engineering Department. This escrow must be paid with a separate check made payable to the City of Maplewood.
 - Any unused escrow will be returned at project completion. The Engineering Department may waive the engineering escrow if the project does not warrant a review by engineering staff. To determine if an engineering escrow is needed and the amount of the escrow, contact the Assistant City Engineer at 651-249-2400.

PROCEDURE

1. Return this application to: Community Development Department
 1830 County Road B East
 Maplewood, MN 55109
2. City staff will schedule a meeting with the Community Design Review Board after preparing a report and recommendation. The CDRB meets on the third Tuesday of the month at 6 p.m.
3. The Community Design Review Board will review and decide on your application. This decision is final unless it is appealed to the City Council within fifteen days of the decision, and then the city council will review the project and appeal.
 - If there are other land use requests associated with the development, the City Council has the final review of the community design review.
 - The City of Maplewood's review of and City Council action on your application(s), once the City considers your application(s) complete, will take 60 to 120 days.
 - City staff will notify you of all meetings.

NOTES

1. You must submit a complete application (including all plans) before City staff or the Board will review your request. The Board typically meets on the third Tuesday of each month at 6 p.m.
2. Discuss your proposal with adjacent property owners before applying. Any conflict that you can resolve ahead of time will make it easier and faster for the City to process your application.
3. Approval of plans by the Board does not give you approval of a building or sign permit. These permits must be applied for separately after CDRB approval. Please note that the City of Maplewood has adopted Appendix E of the Building Code. Appendix E may require that you have a sprinkler system installed.
4. The Ramsey-Washington Metro Watershed District may require approval of your development. Contact the Watershed District at 651-792-7950 for an application.
5. Filling or excavating a wetland may require a permit from the Watershed District, the Minnesota Department of Natural Resources, or the U. S. Corps of Engineers. These permits are your responsibility to obtain.
6. Ramsey County or MnDOT may require a permit or approval if your project is next to or has access to a county road or a state highway. Any such permits or approvals are your responsibility to obtain.
7. The CDD Director may require a consultant, such as a landscape architect, forester, or traffic analyst, to review your application. If the Director requires a consultant's review, you must provide a cash escrow to pay this fee. One of the planners will notify you if the Director requires a consultant's report.

8. Your project is required to meet the standards of the Americans with Disabilities Act. This act includes design standards for buildings, ramps, and parking. These standards are not included in the building code or City regulations. The City does not enforce this act.
9. Building permit fees and costs: Contact the Building Department for building permit fees.
10. Contact the Engineering Department for sewer availability charges, water availability charges, and park charges. Please be aware that in addition to the costs associated with getting a building permit, the City of Maplewood also charges a fee for the following:
 - o Park Availability Charge (PAC) - 9% of the land value for non-residential development. Contact the Parks and Recreation Manager for the multiple-family development PAC charge.
 - o Sewer Availability Charge (SAC) - Contact the Public Works Department for this rate.
 - o Water Availability Charge (WAC) - Contact the Public Works Department for this rate.
11. Contact the City Clerk for pending assessments or cash connection charges. You must pay these fees before a building permit will be issued.
12. Escrow Required: The City of Maplewood requires that the developer provide escrow in the form of a check or an irrevocable letter of credit to cover the completion of site improvements. This escrow must be paid before a building permit is issued. The amount of the escrow would be 150 percent of the cost of completion of site work such as landscaping, site lighting, paving, and parking lot striping.
 - o The Public Works Department also requires escrow to be paid to cover items such as proper site grading, erosion control, and street cleanup. This does not apply to developer-constructed public improvements, which require additional escrows. Please contact the Public Works Department at 651-249-2400 to discuss this further.

STANDARD SITE DESIGN REQUIREMENTS

Please contact the Planning Office at 651-249-2300 for specific requirements concerning your site.

Minimum parking lot dimensions:

Use	Stall width	Stall length	Aisle width
	<i>90 Degree Parking (in feet)</i>		
Customer, high turnover	10	18	24
Customer, low turnover	9.5	18	24
	<i>60 Degree Parking (in feet)</i>		
Customer, high turnover	10	15.6	22
Customer, low turnover	9.5	15.6	22
Employee only	9.0	15.6	22



	<i>45 Degree Parking (in feet)</i>		
Customer, high turnover	10	12.6	22.6
Customer, low turnover	9.5	12.6	22.6
Employee only	9	12.6	22.6
	<i>Parallel Parking (in feet)</i>		
All	8	21	22

- "Customer, high turnover" uses include shopping centers, retail sales, fast food restaurants, convenience centers and similar uses. "Customer, low turnover" uses include offices, industrial, schools, churches, research, multiple-dwellings, motels, sit-down restaurants and similar uses.
- You may reduce the parking stall length by 2.5 feet for 90-degree parking and two feet for angle parking if the parking space abuts a curb, sidewalk, or landscaped area.
- Handicap-accessible parking spaces shall meet ADA (Americans with Disabilities Act) requirements. These spaces shall be adjacent to the building whenever possible.
- In shopping centers and other large developments, you must orient the parking drives closest to the building, perpendicular to the building whenever practical.
- Do not put a parking stall in front of a building entrance if there is no sidewalk there.
- The City may require a ten-foot-wide planter or median strip every three or four parking rows. The purpose is to prevent vehicular movement diagonally across the parking lot and to improve aesthetics.
- Provide continuous concrete curb around all parking lots and drives having 13 or more parking spaces. Curbing may be required around smaller lots if it is needed for drainage control.
- You must pave all parking lots and drives.
- Curb cuts shall be thirty feet in width.
- Collect all parking lot drainage and pipe it to a storm sewer when available.
- Minimum number of parking stalls required:
 - Retail and office--one space/200 square feet of gross floor area.
 - Warehouse and manufacturing--one space/each two employees or one space/1,000 square feet of warehousing and one space/400 square feet for manufacturing, whichever is more.
 - Restaurant--one space/every four seats allowed per maximum building occupancy.

- Theaters, auditoriums, religious institutions, or other places of public assemblage--one space/four persons allowed per building occupancy. Schools--one space/every 20 auditorium seats.
- Multiple Dwellings- two spaces for each unit. One of these spaces must be enclosed.

Minimum setbacks

The following minimum setbacks are required:

- A 15-foot landscaped yard between a parking lot and a public right-of-way.
- A 30-foot front building setback for commercial, industrial and multi-family developments.
- A 50-foot building setback when abutting property that is used or shown on the City's land-use plan for residential use. This setback shall be increased up to one hundred (100) feet based on the more restrictive of the following requirements:
 - Building height: The building setbacks shall be increased 2 feet for each 1 foot the building exceeds 25 feet in height.
 - Exterior wall area: Where an exterior wall faces a residentially zoned property, the wall setback from the residential lot line shall be as follows:

Wall Area (square feet)	Setback (feet)
0 - 1999	50
2000 - 2999	75
3000 or more	100

- A 100-foot building setback to a pipeline. Buildings constructed prior to August 10, 1987, are exempt from this setback requirement.
- Wetland setbacks for buildings and parking lots will vary depending on the classification of the wetland. All wetlands must be delineated and classification must be determined by the Ramsey/Washington Metro Watershed District.
- A landscaped parking lot setback area of not less than twenty feet in width where:
 - A nonresidential use abuts residentially zoned property.
 - A multiple dwelling abuts property zoned for single or double dwellings.
- A 5-foot landscaped setback from abutting non-residential property.

Screening

- The City may require the screening of outdoor storage where such storage would be visible from residential areas or roadways. The City may also require screening where the storage is unsightly to adjacent commercial development.
- Roof-top equipment shall be screened when it can be viewed from residential properties and must be painted to match the building if no screening is required.

- Screen parking lots where the light from motor vehicle headlights and other sources would shine onto residential windows. To meet the screening requirement, you must use a decorative wood fence, berming, evergreen plantings, or a combination of these. Screening must be at least six feet tall and 80% opaque upon installation.
- You must provide trash container enclosures for any outdoor trash storage. Provide concrete-filled steel posts, or the equivalent, anchored in the ground at the front corners of the enclosure. If the enclosure is masonry, you may omit the protective posts. You must have a 100% opaque wooden gate installed on the enclosure.

Landscaping

- Landscape design and materials should help to relate the architecture to the site and the surrounding environment.
- Landscaping and grading plans must maximize the preservation of desirable existing vegetation and the use of native plants.
- Minimum tree sizes: 2 inch B & B minimum for large deciduous trees, 1 1/2 inch B & B minimum for ornamental deciduous trees and 6-foot height minimum for evergreen trees.
- Invasive species: Refer to the City's list of invasive species. These species should not be used in your landscape design.

Tree mitigation

- Once the total caliper inches for replacement trees are determined, the applicant shall mitigate the loss of significant and specimen trees by planting replacement trees in appropriate areas on the property in accordance with the tree removal, mitigation, and replacement section of the tree ordinance. After putting as many trees as feasible on the site, if the replacement requirement is still not met, the CDD Director can approve tree replacement steps as outlined below prior to issuance of a grading or building permit:
 - Planting replacement trees on city property under the direction of the CDD Director.
 - Mulched beds of native or drought-tolerant shrubs that are not required as part of foundation, screening, or other city-required plantings will qualify towards tree replacement at a rate of .5 caliper inches per number three (#3) shrub.
 - Alternative forms of mitigation can be approved by the CDD Director. Examples of alternative mitigation include buckthorn removal and management. Buckthorn removal and management will qualify the applicant for reducing the number of replacement trees or payment into the city's tree fund with a dollar for dollar credit.
 - Paying the city a sum per caliper inch in accordance with the tree replacement schedule outlined in the city fee schedule. Payment shall be deposited into an account designated specifically for tree planting on public

property or providing financial assistance for properties that want to voluntarily plant trees.

Lighting

- Provide a photometric plan with all development proposals. Exterior lighting must not exceed .4 foot candles of illumination at all property lines. Freestanding lights are limited to 25 feet in height (including the base) and must have fixtures that direct light downward. Lighting under canopies (i.e., fuel station canopies, drive-through canopies) must be recessed.