

**SITE PLAN**  
**Check List**  
City of St Croix Falls

Applicant: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Location: \_\_\_\_\_

Twelve (12) copies of a site plan which contains the following:

- \_\_\_\_\_ 1. Contains a vicinity map showing railroad, major streams or rivers, and public streets within 1,000' of the site.
- \_\_\_\_\_ 2. Be prepared at a scale of 1" = 10' to 1" = 60'
- \_\_\_\_\_ 3. Be arranged so that the top or left of the plan represents north, and have directional arrows and appropriate scale shown clearly.
- \_\_\_\_\_ 4. Show the date of preparation and name, address, and phone number of the preparer.
- \_\_\_\_\_ 5. Provide the address and legal description of the site and show the boundaries and dimensions graphically.
- \_\_\_\_\_ 6. Show the present and proposed topography of the site and adjacent areas within 50' of the site and show the building line of existing buildings adjacent to any proposed structures.
- \_\_\_\_\_ 7. Show the total area in acres or square feet and the location of existing and proposed structures and indicate as applicable height and building dimensions, entrances, number of dwelling units, square footage by category of use.
- \_\_\_\_\_ 8. Show existing structures within 50' of the site and show the building line of existing buildings adjacent to any proposed structures.
- \_\_\_\_\_ 9. Show the location and dimensions of existing and proposed curb cuts, aisles, off-street parking and loading spaces, walkways.
- \_\_\_\_\_ 10. Show all curb cuts adjacent to the street.
- \_\_\_\_\_ 11. Show the location and provide a landscaping schedule of all planting, including grasses, shrubs, and trees.
- \_\_\_\_\_ 12. Show the location, height, and material for screening walls and fences.
- \_\_\_\_\_ 13. Show all exterior signs on the site.
- \_\_\_\_\_ 14. List the types of surfacing proposed for all parking, loading, and walkway areas.
- \_\_\_\_\_ 15. Describe the proposed use, list the number of required parking spaces, and show the location and number of parking spaces provided, including handicapped spaces.
- \_\_\_\_\_ 16. Show the location of all fire hydrants and all existing and proposed lines and facilities for water, telephone, sewer, electricity, natural gas, and storm drainage.
- \_\_\_\_\_ 17. Show existing and proposed public streets or rights-of-way, easements or other reservations of land on the site.

- \_\_\_\_\_ 18. Show adjacent property which is held under the same ownership and its zoning.
- \_\_\_\_\_ 19. Show the location, size, and method of screening for outdoor trash areas, heating/cooling, electrical, gas, or other mechanical equipment.
- \_\_\_\_\_ 20. Show the location, height, and direction of proposed lighting.
- \_\_\_\_\_ 21. Show the elevation views of proposed buildings and structures.
- \_\_\_\_\_ 22. Show the ultimate development of the site and indicate development phases when the site is developed in stages.
- \_\_\_\_\_ 23. Include a copy of covenants or deed restrictions intended to cover all or any part of the site.
- \_\_\_\_\_ 24. Include a statement and plan describing erosion control during and following project completion and describing method to prevent tracking of dirt and other materials from the site onto public streets during construction.
- \_\_\_\_\_ 25. When required under the City's storm drainage standards, a drainage control plan (contact the city Engineer).
- \_\_\_\_\_ 26. Show the projected timetable for start and completion of the project.

\_\_\_\_\_ Application Fee (\$200)

\_\_\_\_\_ Escrow