

Applicant Name \_\_\_\_\_

Date \_\_\_\_\_

**SYLVAN TOWNSHIP  
SCO, GENERAL BUSINESS AND COMMERCIAL ZONING DEVELOPMENT  
APPLICATION CHECKLIST**

**Introduction**

All commercial development shall be subject to a site and building plan review by Sylvan Township. Applications for site and building plan review shall be filed with the Township and shall be accompanied by the appropriate fee and the following submittal information. The lack of a complete application will delay the development review and schedule. The Township, in accordance with Minnesota Statutes 15.99, will notify an applicant in writing within 15 days of the initial date of submission if the application is incomplete. The following checklist will be utilized to evaluate if the application is complete.

**Fees**

Base Fee: \_\_\_\_\_ = \$ \_\_\_\_\_  
Conditional Use/Interim Use Review = \$ \_\_\_\_\_

Review Escrow: \$ \_\_\_\_\_

- 1. Property owner and applicant/developer signature on the application form, fees and fee responsibility agreement if required along with the following:
- 2. Vicinity map showing the subject property in relation to State and nearby County highways or major street intersections.
- 3. One (1) large scale copy (24" x 34") and six (6) reduced (11" x 17") copies of detailed graphic materials, plans and specifications.
- 4. Certificate of Survey prepared by a licensed land surveyor identifying the following:
  - a. Scale at not less than one (1) inch equals one hundred (100) feet.
  - b. North point indication.

- c. Existing boundaries with lot dimension and lot area.
  - d. Existing buildings, structures and improvements.
  - e. Easements of record.
  - f. Delineated wetland boundary, to include the OHWL of any lakes or Department of Natural Resources (DNR) waters.
  - g. All encroachments.
  - h. Legal description.
  - i. Verification of title to the property, showing that property is owned by applicant or that applicant has consent of owner to make the application.
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- 5. Site Plan using the current Certificate of Survey as a base depicting the following:
    - a. Name of project or development.
    - b. Name and address of developer and owner.
    - c. Name and address of engineer/architect/designer.
    - d. Date of plan preparation and dates of any subsequent revisions.
    - e. All proposed improvements, including:
      - 1) Required and proposed setbacks.
      - 2) Location and dimensions of all proposed buildings, structures and foundation.
      - 3) Location, number, dimensions of all proposed parking stalls, loading areas, drive aisles, curbing and surfacing.
      - 4) Location, width and setbacks of all proposed road / street accesses, driveways and curb cuts.
      - 5) Location, width and setbacks of all proposed sidewalks, walkways and trails.
      - 6) Location and type of all proposed lighting, including fixture details.
      - 7) Provisions for storage and disposal of waste, garbage and

recyclables, including details for enclosing and screening exterior containers.

- 8) Outdoor storage or display areas, if applicable.
- f. Calculations for impervious surfaces.
- g. Location, type, and size (area and height) of all signs to be erected upon the subject property.
- 6. Grading Plan (using the current Certificate of Survey as a base) depicting the following:
  - a. Existing contours at one (1) foot intervals.
  - b. Proposed grade elevations at two (2) foot maximum intervals for land that is intended to be graded or disturbed as part of the site development (e.g. building, parking lots, driveway, ponding area, etc.).
  - c. Drainage plan, including the configuration of drainage areas and capacity calculations.
  - d. Spot elevations.
  - e. Surface water ponding and treatment areas.
  - f. Erosion control measures.
  - g. Wetland replacement plan (when applicable).
  - h. Drainage calculations for 50 year storm events means a 5-inch rainfall in a 24-hour period.
  - i. Delineated wetland boundary, to include OHWL of any lakes or DNR waters.
  - j. Date of plan preparation and dates of any subsequent revisions.
- 7. Landscaping Plan using the current Certificate of Survey as a base depicting the following:
  - a. Planting schedule including:
    - 1) Symbols.
    - 2) Quantities.
    - 3) Common names.
    - 4) Sizes of plant materials.

- 5) Special installation instructions.
  - b. Planting detail (show all species to scale at normal mature crown diameter or spread for local hardiness zone).
  - c. Typical sections with details of fences and retaining walls.
  - d. Typical sections with details of landscape islands, planter beds, and foundation plantings with identification of materials to be used.
  - e. Delineation of lawn area measured in square feet.
  - f. Coverage plan for underground irrigation systems, if any.
  - g. Preservation of existing natural vegetation.
  - h. Date of plan preparation and dates of any subsequent revisions.
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8. Lighting Plan.
  - a. Date of plan preparation and dates of any subsequent revisions.
  - b. Detail of light fixtures/pole heights.
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9. Architectural Plans.
  - a. Date of plan preparation and dates of any subsequent revisions.
  - b. Architectural elevations, IN COLOR, of all principal and accessory buildings and structures (type, color, and materials used in all exterior surfaces).
  - c. Typical floor plan and typical use room plan drawn to scale with a summary of square footage by use or activity.
  - d. Severe weather shelter.
  - e. Foundation Plan.
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10. Utility Plan.
  - a. Location of wells/potable water supply.

- b. Location and size of proposed primary and secondary independent sewage treatment systems (ISTS).
  - c. Detailed plans for Minnesota Pollution Control Agency (MPCA) approved community utility systems including collection and treatment facilities, if required.
  - d. Operational and maintenance rules for community utility systems, if applicable (see 410 item B).
  - e. Date of plan preparations and dates of any subsequent revisions.
  - f. If a riparian lot an Annual Septic Compliance Certificate is needed.
11. Other plans and information as may be required by the Sylvan Township/Cass County or State of MN which may include (but not be limited to) the following:
- a. Sound source control plan.
  - b. Fire protection plan.
  - c. Proposed protective covenants or private restrictions.
  - e. Where landscaping or man-made materials are used to provide screening from adjacent properties, a cross section shall be provided showing the perspective of the site from neighboring properties at the property line elevation.

**PLEASE GIVE COPY OF THIS CHECKLIST TO DEPUTY CLERK**