

CITY OF EDEN PRAIRIE



DEVELOPMENT REVIEW PROCESS HANDBOOK - 2017

City Code (including Chapter 11-Land Use Regulations (Zoning) and Chapter 12-Subdivision Regulations (Platting) can be accessed on the City's web site at:
www.edenprairie.org

**A title commitment or opinion is required for all submitted projects
One (1) disc or flash drive including a PDF of each plan sheet required**

2017 MEETING CALENDAR

The publication date of this calendar is January 1, 2017. Commission and Council meetings can change during the year. Please call the Planning Division at 952-949-8485 to make sure you have the most current calendar.

Planning Commission (**PC**) and City Council (**CC**) meetings are held at 7:00 P.M. in the Council Chambers at Eden Prairie City Center, 8080 Mitchell Road, Eden Prairie, MN

The application dates are intended to serve as a guideline of potential meeting schedules for COMPLETE applications. If an application is incomplete and/or staff comments need to be addressed meeting dates will be adjusted.

Applications received on or before	PC Meeting Date	CC Public Hearing Date (Unless Continued)	CC Consent Agenda Date (Unless Continued)
12/09/16	01/09/17	02/14/17	04/04/17
12/23/16	01/23/17	03/14/17	03/21/17
01/06/17	02/13/17	03/07/17	04/04/17
01/20/17	02/27/17	03/21/17	04/18/17
02/03/17	03/13/17	04/04/17	05/02/17
02/17/17	03/27/17	04/18/17	*06/13/17
03/03/17	04/10/17	05/02/17	*06/13/17
03/17/17	04/24/17	05/16/17	*06/13/17
04/07/17	05/08/17	*06/13/17	*07/11/17
04/21/17	05/22/17	*06/13/17	*07/11/17
05/05/17	06/12/17	*07/11/17	*08/08/17
05/19/17	06/26/17	*08/08/17	09/05/17
06/09/17	07/10/17	*08/08/17	09/05/17
06/23/17	07/24/17	09/05/17	10/03/17
07/07/17	08/14/17	09/05/17	10/03/17
07/21/17	08/28/17	09/19/17	10/17/17
08/11/17	09/11/17	10/03/17	*11/14/17
08/25/17	09/25/17	10/17/17	*11/14/17
09/08/17	10/09/17	*11/14/17	*12/12/17
09/22/17	10/23/17	*11/14/17	*12/12/17
10/06/17	11/13/17	*12/12/17	**02/06/18
10/20/17	11/27/17	**01/02/18	**02/06/18
11/10/17	12/11/17	**02/06/18	**03/06/18
11/24/17	01/08/18	**03/06/18	**04/03/18
12/08/17	01/22/18	**03/06/18	**04/17/18
12/22/17	02/12/18	**03/20/18	**04/17/18

* One City Council meeting this month

** Tentative 2018 Schedule. Final schedule approved January 2018.

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INTRODUCTION

All land development requests including Comprehensive Guide Plan changes, Planned Unit Developments, Re-zonings, Zoning Amendments, Site Plans, Preliminary and Final Plats, EAW/EIS and Variances require City review. The review process takes approximately 90 to 120 days, but can vary depending upon application type. A **complete** land development application allows a timely review of a development proposal.

1. Call if you have questions.
2. Provide **complete** information according to the enclosed submission checklist.
3. Work with staff to resolve problems early in the process.
4. **120 Day Review Period** – State law allows cities a 60 day review period for zoning review. This review period can be extended by the City to a 120 day review period, provided a written notice is given to the applicant. Any extensions beyond 120 days, requested by the applicant, must be submitted to the City in writing no later than 30 calendar days prior to the end of the 120 day review period. The written request for extension shall be no less than 60 days and specify the date that the extended review period will expire.

REVIEW PROCESS

All development proposals are reviewed according to the following sequence of events:

1. Meet with Community Development staff
2. Meet with City Departments and other agencies
3. Applicant conducts a Neighborhood Meeting (where applicable)
4. Informational Meetings and Submittal Requirements (where applicable)
5. Submit a Land Development Application
6. Development Review Committee evaluates the application
7. Board and Commission Review (where applicable ie: Heritage Preservation)
8. Planning Commission Review
9. City Council – Public Hearing
10. Metropolitan Council Review (where applicable)
11. City Council – Consent Agenda (Development Agreement Preparation)
12. Final Plat

1. MEETING WITH COMMUNITY DEVELOPMENT STAFF

An important step in the review process is the initial meeting with City staff to discuss the land development proposal. This meeting will also help determine if the project involves any significant issues that would require the applicant to conduct a neighborhood meeting. Before meeting with City staff, you should do the following:

- A. Follow Chapters 11 and 12 of the City Code specifying development standards.
- B. Prepare conceptual plans that illustrate your land development proposal in relation to items such as existing and surrounding land uses, wetlands, environmental features, and City services such as sewer, water, storm drainage, streets, and historic sites.
- C. Pre-meeting preparation facilitates a more productive meeting. At the meeting, City staff will help you become more familiar with the review process, answer questions regarding the land development application and give general direction on plan development. Incorporating staff suggestions regarding City policies and issues into further refinement of the plan will help minimize potential delays and problems later in the review process.

2. MEETING WITH OTHER CITY DEPARTMENTS AND AGENCIES

The Public Works Department reviews streets, utilities, and wetland issues. The Parks and Recreation Department reviews sidewalks, trees, trails and park dedication. The Public Safety Department - Inspections Staff, reviews building and Fire codes. Comprehensive Guide Plan changes and Environmental Assessment Worksheets (EAW)/Environmental Impact Statements (EIS) require review by Metropolitan Council and the Environmental Quality Board. These reviews occur **concurrently** with the City review process. Approval by the Metropolitan Council and the Environmental Quality Board is required before the final City approval. City staff will initiate the review process with both agencies.

Other Departments and agencies that may review land development proposals include:

- A. County and State Highway Departments
- B. Watershed Districts (Riley-Purgatory-Bluff Creek, Nine Mile Creek or Lower Minnesota River)
- C. Department of Natural Resources
- D. U.S. Army Corps of Engineers
- E. Minnesota Historical Society
- F. Office of the State Archaeologist (for all burial related matters)
- G. Metropolitan Airports Commission (MAC)
- H. Metropolitan Council
- I. Minnesota Pollution Control (MPCA)
- J. Southwest Project Office (LRT)
- K. Federal Aviation Administration (FAA)
- L. Environmental Quality Board (EQB)

Staff recommends you contact these agencies (where applicable) early in the review process to determine if a permit is required and incorporate those requirements early in the process. This will help minimize the potential of future problems and delays. Contact information is provided on page 32 of this handbook.

3. NEIGHBORHOOD MEETINGS

If your project is adjacent to a residential neighborhood, it is in your best interest to conduct a neighborhood meeting. A neighborhood meeting can help you identify neighborhood concerns early in the process so comments can be incorporated into the plans. **The neighborhood meeting must be held at least three weeks before any Planning Commission Public Hearing or Informational Meeting.**

For property that is zoned I-General, a neighborhood meeting is mandatory. Notice of the meeting shall be mailed to all property owners within 2,000 feet.

The City Hall has rooms available for neighborhood meetings. Contact the City's Room Reservation Hotline at (952) 949-8432. Contact Lori Creamer in the Planning division at (952) 949-8485 to order mailing labels at least one week prior to your mailing date.

Prior to the neighborhood meeting, a copy of the meeting invite shall be provided to the Planning staff.

4. INFORMATIONAL MEETINGS AND SUBMITTAL REQUIREMENTS

Projects that involve significant issues and are adjacent to existing residential neighborhoods may require an Informational Meeting in addition to a neighborhood meeting. Staff will determine if the project requires an Informational Meeting. This meeting is held approximately 30 days prior to the Land Development Application Submittal. The purpose of this meeting is to identify and incorporate issues/concerns raised by residents, staff, and the Planning Commission. Staff may require an Informational Meeting when:

- A Comprehensive Guide Plan Change is being requested.
- The project can be considered “infill” development.
- The project is inconsistent with a previously approved plan.
- The project is inconsistent with an adjacent neighborhood with regard to density, lot sizes, or unit types.
- The project is adjacent to an existing neighborhood.
- There are unresolved road, utility, or park issues.

The following information must be submitted according to the time table on Page 2 of this handbook, in correlation with the appropriate Planning Commission meeting:

- A. One copy of the land development application form identifying an Informational Meeting request (based on acreage, refer to fees on page 11).**
- B. A Deposit Agreement (based on acreage, refer to fees on page 11).**
- C. Seventeen (17) copies of any written supportive information and conceptual site plan and architectural plans (11"x 17").**
- D. One disc with a PDF of each plan sheet.**

The 5 week submittal requirement is necessary to allow:

- Adequate time for public meeting publication and mailed notification to surrounding property owners.
- Plan distribution to other departments and/or agencies for comments and analysis.
- Staff Report preparation.
- Distribution to the Planning Commission.

5. WATERSHED DISTRICT REVIEW

Eden Prairie is located within three (3) watershed districts: Riley-Purgatory Bluff Creek, Lower MN River and Nine Mile Creek. Applicants should work directly with the appropriate watershed district for information on the respective regulations, review processes and required permits. Permit review and issuance by Watershed Districts is an independent process in addition to City review and permitting.

Riley-Purgatory-Bluff Creek Watershed District

14500 Martin Dr.
Suite 1500
Eden Prairie, MN 55344
Contact: Claire Bleser
Phone: 952-607-6512
cbleser@rileywd.org

Lower MN River Watershed District

Naiad Consulting, LLC
6677 Olson Memorial Highway
Golden Valley, MN 55427
Contact: Lina Loomis
Phone: 763-545-4659
naiadconsulting@gmail.com

Nine Mile Creek Watershed District

12800 Gerard Dr.
Eden Prairie, MN 55346
Contact: Randy Anhorn
Phone: 952-835-2078
Ranhorn@ninemilecreek.org

6. SUBMITTAL OF LAND DEVELOPMENT APPLICATION

A **complete** land development application allows a timely review of a development proposal. The following information must be submitted at least 5 weeks prior to any Planning Commission meeting:

- A. One copy of the land development application form and applicable fees.
- B. One copy of the Development Deposit Agreement and applicable deposit fee.
- C. Ten (10) copies of any written project narrative and any supportive information.
- D. Ten (10) copies of plans - **MUST BE FOLDED, COLLATED AND STAPLED** together to an 8½" x 11" format (If the project is along a County, State, or Federal Highway, additional copies may be needed).
- E. One disc with a PDF of each plan sheet, Eden Prairie Application for Review of Wetland Determinations, Wetland Determination Report, Stormwater Report, Geotechnical Report and Traffic Report. All final documents shall be signed by the person who prepared the report and/or plans.

*****Additional plan sets will need to be provided for distribution to Commission and City Council at time of its respective reviews.***

The 5 week submittal requirement is necessary to allow for:

- Adequate time for public hearing publication and mailed notification to surrounding property owners as required by City Code and State Statute.
- Plan distribution to other departments and agencies for their comments and analysis.
- Staff Report preparation.
- Distribution to the Planning Commission.

Scheduling for Planning Commission review is based on the following criteria:

- A. Date application is received
- B. Completeness of the application and plan requirements
- C. Agenda availability
- D. Identification of issues and problems that may cause a project to be continued or denied

Plans, drawings and reports submitted in connection with development applications may be posted to the City of Eden Prairie website for review and comment by the public and will be included as a part of agenda materials for the Planning Commission and City Council. Use of copyrighted plans and drawings in preparation for review and comment in public meetings and hearings on proposed development constituted reasonable "fair use" under Federal copyright law.

7. THE 60 DAY RULE

In 1995, the Minnesota Legislature enacted Minn. Stat. 15.99, also known as the "60-day Rule". The 60-day Rule requires that an Agency: "must approve or deny within 60 days a written request relating to zoning, septic systems, or expansion of the metropolitan urban service area for a permit, license, or other governmental approval of an action.

A request must be submitted in writing to the City on the Land Development Application Form.

The 60-day clock begins to run the day the City receives a written request containing all the information required by law or a previously adopted rule, ordinance, or policy of the agency, including the applicable

application fee. If an agency receives a written request that does not contain all required information, the 60 day limit starts over only if the agency sends written notice within 15 business days of receipt of the request telling the requestor what information is missing.

The City may extend its 60-day time frame if the agency has received an incomplete application, or if the agency needs more time to make its decision. The notification of extension must be sent before the expiration of the 60-day time period. A written notification stating the specific reasons for the extension, along with the anticipated length of time needed for the extension, must be sent to the applicant before the 60-day time period runs out.

If the applicant requests a continuance, that written request must also include an extension of the review period.

8. DEVELOPMENT REVIEW COMMITTEE (DRC)

Once submitted, your land development application will be scheduled for a Staff Development Review Committee meeting. This is an internal meeting for reviewing the proposal by the city departments. The Committee will determine the completeness of the application, identify major issues, recommend plan changes, and request any additional information. Comments from this meeting will be forwarded to you in writing.

Upon receipt of staff review comments, the applicant is expected to incorporate these comments into the project plans and submit revised plans three weeks prior to the Planning Commission meeting:

- A. 15 sets of the written information.**
- B. 15 sets of revised plans, **FOLDED, COLLATED AND STAPLED****
- C. 1 disc with a PDF of each plan sheet**
- D. Submit presentation on flash drive 1 week prior to meeting date**

After your land development application is determined to be complete and scheduled for Planning Commission review, a detailed staff report will be prepared for the Planning Commission. This report and the Planning Commission agenda will be available the **Friday afternoon** prior to the meeting on the following Monday. Submit PowerPoint presentations **1 week** prior to a Planning Commission or City Council meeting.

9. BOARD AND COMMISSION REVIEW

A staff report and any written information or plans submitted that describes the proposal are provided to each Commission, Board or Council member.

- **APPLICANT PRESENTATIONS**

The applicant is expected to give a brief presentation of the proposed project to the Planning Commission and City Council. The City Council Chamber has an overhead document camera that can accommodate plans on a 24 x 36 inch format. PowerPoint presentations can be accommodated. Please bring a flash drive with the presentation on it to the Community Development Department **1 week** prior to the meeting. The presentation should be limited to 10 minutes or less, summarizing the development request and highlighting any significant issues and mitigation plans.

- **HERITAGE PRESERVATION COMMISSION**

Prior to review by the Planning Commission, the Heritage Preservation Commission schedules the project for review **if** there are any historic sites, archaeology, Native American burial, or other cultural issues. This is a mandatory review for all designated sites and requires a permit. This Commission meets on the third Monday of each month. Contact Lori Creamer at 952-949-8481 for additional information.

- **PLANNING COMMISSION**

Planning Commission public hearings are held on the second and fourth Mondays of each month.

10. CITY COUNCIL – PUBLIC HEARING

Once the Planning Commission, and any other relevant Commissions, have reviewed your project and made recommendations, your application will be reviewed by the City Council. This generally occurs within thirty days of a Planning Commission action. The City Council meets on the first and third Tuesdays of the month. Public hearings for Comprehensive Guide Plan changes, Planned Unit Developments, Zoning District changes, Preliminary Plats and Site Plan Review are held at the City Council. In cases where the Planning Commission has recommended approval subject to changes being completed prior to City Council review, a second staff report reviewing the changes is prepared and provided to the City Council.

Two weeks prior to the City Council meeting the applicant is required to submit the following items:

- A. 15 sets of the written information.
- B. 15 sets of 11 x 17 **FOLDED, COLLATED AND STAPLED.**
- C. 1 disc with a PDF of each plan sheet
- D. PowerPoint Presentation (1 week prior)

11. CITY COUNCIL – CONSENT AGENDA (DEVELOPMENT AGREEMENT AND 2ND READING)

At the time the City Council approves your development application at the 1st reading, City staff is directed to prepare a Development Agreement outlining conditions under which the project is to be constructed. The Agreement outlines your responsibilities on specific items such as streets, landscaping, architecture, phasing, sidewalks, utilities and water quality. Following the City Council direction a minimum of forty-five (45) day process is needed to draft, distribute, review, amend and sign the Agreement.

The applicant and the current owners (if these are different entities) must provide three (3) signed and notarized copies of the Agreement to the Community Development Department six (6) working days prior to the scheduled City Council meeting. The Developer must initiate an action on the Development Agreement within six (6) months of the City Council's first reading. If the Development Agreement is not signed during this period, the City Council has the option to take a negative action for the second and final reading. **The applicant is required to submit three (3) sets of the City approved full size plans, one (1) 11x17 size plan set, one (1) electronic copy of the plans and three (3) original signed and executed Development Agreements to the Planning Staff.**

Once you have signed the Development Agreement, your request will be scheduled on the consent agenda at the City Council. **You are not required to attend or make a presentation for consent agenda items.** After approval of the consent agenda item, the project must begin within two years of

the date of the agreement. Extensions from the two year time limit may be granted by the City Council based upon justified circumstances.

12. FINAL PLAT

You must request a separate City Council Consent Agenda approval of a Final Plat. **Contact: Randy Slick for submittal details and requirements at 952-949-8322.** The Final Plat request can be placed on the same consent calendar as the Development Agreement or any meeting agenda following approval of the Development Agreement. A final plat report is provided to those representatives listed on the final plat application before the City Council meeting.

To make application for Final Plat approval by the City Council, you should submit (3 weeks prior to requested City Council date):

- A final plat application (this is separate from the land use application) and applicable fees;
- Two (2) paper copies of the Final Plat
- Two (2) reproducible mylars of the approved plat (with any required corrections);
- A digital representation (i.e., disk) of the plat compatible with City software;
- All signatures other than the Mayor, City Manager and Hennepin County must appear on the plat at this time; and
- All applicable fees, financial guarantees (refer to City Code Sec. 12.50), deeds for dedicated property and other documents as defined in the Public Works Department Final Plat report and in the Development Agreement must be provided by you and reviewed by the Public Works Department before the plat will be released.

The executed final plat will be released to you or an authorized representative upon satisfaction of all platting requirements. The owner is responsible to record the plat with Hennepin County. Contact the Public Works Department for additional information.

**SUBMISSION
REQUIREMENTS
&
APPLICATION
CHECKLIST**

APPLICATION CHECKLIST

The Application Checklist is a comprehensive list of information necessary for staff review. You may be requested to submit additional information to explain aspects unique to your development request, but not on the checklist.

DEVELOPMENT REQUEST REQUIREMENTS

Requirements as per Development Requests (some items may be duplicated with additional requests):

A	Item	Comp. Guide Plan Amendment	Site Plan Review	PUD	Zoning	Preliminary Plat	Final Plat	EAW or EIS
A	Land Development App. w/ ALL owners signatures	X	X	X	X	X	X	X
B	Deposit Agreement forms	X	X	X	X	X	X	X
C	Application Fees	X	X	X	X	X	X	X
D	Current Title	X	X	X	X	X	X	X
E	Sheet Requirements	X	X	X	X	X	X	
F	Legal Descriptions	X	X	X	X	X	X	
G	Location Map	X	X	X	X	X		
H	Project Narrative	X	X	X	X	X		
I	Existing Conditions Map /Certificate of Survey	X	X	X	X	X		
J	Comp. Guide Plan	X						
K	PUD Concept Plan			X				
L	Site/Street Plan		X	X	X	X		
M	Grading/Drainage Plan		X	X	X	X		
N	Utility Plan		X	X	X	X		
O	Landscape/Tree Replacement Plan		X	X	X	X		
P	Architectural Plans		X	X	X			
Q	Tree Inventory		X	X	X	X		X
R	Wetland Plans		X	X	X	X		X
S	Traffic Study/Analysis		X	X	X	X		X
Y	TDM Plan		X	X	X	X		
U	Preliminary Plat					X		
V	Final Plat						X	
W	Level I Environmental Assessment		X		X	X		
X	EAW/EIS							X
Y	Soils Report/Geotechnical Analysis		X	X		X		X
Z	Stormwater Report		X	X		X		

A. APPLICATION

The following materials are necessary for submittal of a complete land development application:

- 1. One copy of the land development application form with the signatures of **ALL** property owners.
- 2. A current title commitment or title opinion for the subject property.
- 3. Development Deposit Agreement is required for **ALL** Land Development Applications, Informational Meetings and any EAW/EIS. Additional funds may be required if the balance in the deposit account is inadequate to pay for all of the fees and costs incurred by the City.

B. 2017 FEES (All fees are nonrefundable.)

DEVELOPMENT DEPOSIT		FEE
0 TO 40 ACRES		\$4,500
41 TO 80 ACRES		\$4,700
81 OR MORE ACRES		\$5,400
REQUEST		FEE
<input type="checkbox"/>	Comprehensive Guide Plan Change	\$790 + \$5 per acre
<input type="checkbox"/>	PUD Concept Review, Amendment, and District Review	\$850 + \$5 per acre
<input type="checkbox"/>	Zoning District Amendment or Rezoning: <i>Residential:</i> 0 – 10 Units 11 or More Units <i>Commercial/Industrial/Office/Public:</i> 0-3 Acres 3.1 or More Acres	 \$550 + \$5 per unit \$670 + \$5 per unit \$550 + \$25 per acre \$670 + \$25 per acre
<input type="checkbox"/>	Site Plan Review: <i>Residential - Multiple Family Only:</i> 0 – 10 Units 11 or More Units <i>Commercial/Industrial/Office/Public:</i> 0-3 Acres 3.1 or More Acres <i>Administrative Site Plan Review:</i>	 \$550 + \$5 per unit \$650 + \$5 per unit \$550 + \$25 per acre \$650 + \$25 per acre \$390
<input type="checkbox"/>	Preliminary Plat: <i>Residential:</i> 0 – 10 Units 11 or More Units <i>Commercial/Industrial/Office/Public:</i> 0-3 Acres 3.1 or More Acres	 \$550 + \$5 per unit \$660 + \$5 per unit \$550 + \$25 per acre \$660 + \$25 per acre
<input type="checkbox"/>	Final Plat: <i>Residential:</i> <i>Commercial/Industrial/Office/Public</i> <i>Administrative Land Division</i>	 \$75 per Unit (\$350 Minimum) \$170 per Acre (\$400 Minimum) \$120
<input type="checkbox"/>	EAW/EIS	\$500 + \$10 per acre
<input type="checkbox"/>	CASH PARK FEES	\$6,500 per unit/Single Family \$5,500 per unit/all other Residential \$11,500 per acre/Commercial
<input type="checkbox"/>	Wetland Review <i>Local Government Unit (Wetland) Fee</i> <i>Local Government Unit (Wetland) Deposit</i> <i>Site or Development Plan Review</i> <i>Wetland Alteration or Wetland Replacement Plan Review</i>	 \$100 per hour (\$200 Minimum) \$1,500 \$4,750

C. SHEET REQUIREMENTS

- 1. 24"x 36" or 22"x34" standardized sheet format at a scale of 1" = 50'. Different scales may be appropriate depending upon the size of the project. The scale selected must result in sufficient detail and clarity of drawings. (11" x 17" to scale may be used for smaller projects).
- 2. Title Block.
 - a. Name of project.
 - b. Sheet title.
 - c. Name, address, phone no. for owner, developer, surveyor, and architect.
 - d. Date of preparation and revision dates.
 - e. Sheet number.
 - f. Drawn by.
 - g. Checked by.
- 3. North Arrow.
- 4. Written and graphic scale.
- 5. Revision Block.
- 6. Registration seal and/or signature block (must be signed by appropriate professional).
- 7. Legend, notes, labels.

D. LEGAL DESCRIPTIONS

- A **separate** legal description is required for each individual land development request (i.e. Rezoning, Preliminary Plat, Planned Unit Development, and Comprehensive Guide Plan Change).
 - If the action requested is the same throughout the site, then only one legal is required.
 - If separate actions are requested for different areas of the site, then a legal description is required for each action (this may warrant a metes and bounds description).
 - **Each legal description must be submitted on 8½" x 11" sheets of paper and one electronic copy.**

E. LOCATION MAP

- 1. Local street system with names.
- 2. Surrounding existing land use patterns within 1/4 mile of the site.
- 3. North Arrow.
- 4. Project location boldly outlined and labeled.

F. PROJECT NARRATIVE

Written Materials - A written narrative shall accompany each land development request. It should describe the project, its relationship to the Comprehensive Guide Plan, surrounding land uses, and compliance with zoning regulations. The narrative should also include the following:

- 1. General description of the request or proposal.
- 2. City Guide Plan framework.
- 3. Zoning classification(s).
- 4. Variances or PUD waivers requested (if applicable).
- 5. Existing and proposed land uses of project site and adjacent properties.
- 6. Phasing and construction schedule.
- 7. Development method (i.e., sales, lease, owner occupied).
- 8. Legal instruments, association documents, easements, covenants, and restrictions.
- 9. Housing or land/building use profile (i.e., square foot of building, site area, Floor Area Ratio, Base Area Ratio, amount of parking, etc.).
- 10. Signage (locations, sizes, materials, and details).
- 11. Lighting (locations, type, and height) including photometric information.
- 12. Transportation capacity, impacts, Average Daily Trips, trip distributions, p.m. peak hour movements, and sight lines at access points to public roads.
- 13. Level I Environmental Assessment.
- 14. Environmental Assessment Worksheet or Environmental Impact Statement (if applicable).
- 15. Shoreland Ordinance/Floodplain restrictions (if applicable).
- 16. Airport Zones (if applicable).
- 17. Disposition of any excess land.
- 18. Limits of disturbance (including area and volume).
- 19. Summary of the stormwater management report. Projects that have land disturbance of greater than or equal to one acre (including projects of less than one acre that are part of a larger common plan of development or sale) shall also include a summary of the information required in part X of this handbook
- 20. Water and Wetlands (including discussion of any identified water resource features including type of feature, shoreland classifications, flood elevations, and the determination of whether public or private waters are present).

- 21. Wildlife (identify habitats, type, location, impacts and any mitigating measures).
- 22. Soils (including building or stormwater runoff management constraints and/or, special conditions of construction).
- 23. Existing structures (include historic features, e.g., foundations).
- 24. Steep slopes (slopes in excess of 12% and/or elevation difference of 30 feet or more) and bluffs as defined in City Code Section 11.60.
- 25. Any other relevant issues associated with the project not already addressed.
- 26. Ownership – Identify all owners legal and equitable of all encumbrances and easements upon the land within the proposed PUD.
- 27. Developer – Identify all parties involved in the development including their previous experience and the nature and extent of their participation.
- 28. Financing the project – Identify the source and type of financing of project including public financing.
- 29. Housing or land/building use profile, including computations of gross/leasable square footage, housing unit breakdown to square foot, bedrooms, person per unit, parking requirements, etc.
- 30. For telecommunication towers information related to height, setback, colocation requirements, tower and antennae design, mechanical equipment location as outlined in City Code Section 11.06

G. EXISTING CONDITIONS MAP/CERTIFICATE OF SURVEY

- 1. Boundary lines, distances, and bearings.
- 2. Easements.
- 3. Right-of-way.
- 4. Existing structures, (include historic features).
- 5. Existing vegetation (Refer to Item S., Tree Inventory).
- 6. Existing topography. (2 ft. contours, minimum 250 ft. perimeter).
- 7. Existing Roadways, Sanitary Sewer and Water main Facilities (public and/or private), and Storm Water Infrastructure including structures, pipes, treatment BMPs, etc (minimum 250 ft. perimeter)
- 8. Water Resources, including locations of wetlands, creeks, and ponds (provide type of water body(s) , Department of Natural Resources number(s), determination of public or private waters, shoreland classification(s), Ordinary High Water Mark(s), FEMA flood zone delineation(s), and 100 year flood elevation as applicable. Identify by City wetland or water body number.

- 9. Conservancy zone if located on Purgatory Creek.
- 10. Elevation of the ground water.
- 11. Septic and well locations.
- 12. Pedestrian trails or sidewalks.
- 13. Native American burial mounds. (individual mound & group earthworks)

H. COMPREHENSIVE GUIDE PLAN CHANGE

It is the responsibility of the proponent requesting the Comprehensive Guide Plan Change to provide information that substantially supports a change. The reasons for a Comprehensive Guide Plan Change will vary according to the request; however, there are basic questions that are fundamental to any Guide Plan Change which include the following:

- 1. What impact does the requested Comprehensive Guide Plan change have on the balance of land uses in the City?**

Indicate the current balance of land use in the community for different land use types, including residential, commercial, office, and industrial, and describe what effect the proposed change would have on this balance, reflecting an increase or decrease in acreage or densities in any of the City's land use categories. Maps should be included that depict the extent of available land in the land use categories in the community.

- 2. What impact does the Comprehensive Guide Plan change have on surrounding land uses?**

Describe the adjacent land uses, identify the extent of noise, visual, physical, and environmental impacts, and describe proposed mitigating measures.

- 3. What impact does the Comprehensive Guide Plan change have on the site?**

Describe the impact of the Guide Plan Change on the natural features on-site. If the impacts are significant, explain the extent to which mitigating measures may off-set the potential impacts. Describe areas to be preserved or restored. Include a site analysis that describes the inherent natural features and their suitability for the proposed type of development.

- 4. What impact does the Comprehensive Guide Plan change have on City services, such as sewer, water, storm water run-off, and roads?**

Indicate the current capacities of the City's services including sewer, water, and roads. A description of the impacts in terms of water run-off and sewage flow should be included with any recommendations for improvements. A traffic study should be prepared which would include total daily trips, a.m./p.m. peak movements, trip attraction, trip destination, trip distribution, and appropriate graphics, which illustrate the traffic impacts. There also should be a conclusion statement that addresses the level of service at affected intersections and recommendations for any road or intersection improvements.

- 5. Does the proposed land use/Comprehensive Guide Plan change result in a better use of the land?**

Provide a summary of the above statements and explain why the Guide Plan change is warranted. This section should summarize the extent of potential impacts on the community, site, and surrounding land uses, and indicate what mitigating measures are proposed.

I. PUD CONCEPT PLAN

- 1. Gross Floor Area including a breakdown of floor areas for types of use.
- 2. Base Area Ratio (BAR).
- 3. Floor Area Ratio (FAR).
- 4. Density and units per acre.
- 5. Site area per dwelling.
- 6. Lot size.
- 7. Average lot size.
- 8. Parking lot layout, calculation of total number of stalls based on building usage.
- 9. Total site area by acreage and square footage.
- 10. Setbacks and property lines, building configurations, and locations.
- 11. Street alignment and adjacent streets within 250 ft.
- 12. Sidewalk/trail alignment.
- 13. Proposed street names.
- 14. Access to parcel.
- 15. Location of medians and driveways within 250 feet of the property.
- 16. Outlot phasing and disposition of ownership.
- 17. Project phasing.
- 18. Location of all structures within 250 feet of the property.
- 19. Floodplain, wetlands, stormwater features and shoreland setbacks (if applicable).
- 20. Street names.

J. SITE/STREET PLAN

- 1. Parking lot layout, calculation of total number of stalls based on building usage.
- 2. Total site area by acreage and square footage.
- 3. Setbacks and property lines, building configurations, and locations.
- 4. Signage location depicting size and type of sign.
- 5. Lighting location depicting size and type of lighting including photometric information.
- 6. Garbage, trash, recycling and organics container location(s), as applicable, and method of screening.
- 7. Mailbox Cluster Location (Residential Subdivisions) including any proposed "pull-off locations.
- 8. Sidewalk/trail alignment, location, size, and specifications.
- 9. Access to parcel, location of medians, and driveways within 250 feet of property.
- 10. Proposed street and driveway locations, including widths and right-of-way dimensions.
- 11. Proposed street and driveway grades, including horizontal geometrics, vertical profiles and radii.
- 12. Outlot locations.
- 13. Project phasing.
- 14. Gross Floor Area including a breakdown of floor areas for types of uses (i.e., office, warehouse, manufacturing).
- 15. Base Area Ratio (BAR).
- 16. Floor Area Ratio (FAR).
- 17. Location of all structures within 250 feet of the property.
- 18. Floodplain and shoreland setbacks if applicable.
- 19. Density (units per acre).
- 20. Site area per dwelling unit.
- 21. Lot size range.
- 22. Average lot size.
- 23. Location of Historic and Cultural Resources

- 24. Wetland delineation boundaries, buffer and structure setbacks for all water bodies if applicable.
- 25. Existing and proposed impervious lot coverages.
- 26. Stormwater management facility or stormwater BMP locations.

K. GRADING/DRAINAGE PLAN

- 1. Property lines.
- 2. Grading limits.
- 3. Existing contours with spot grades at two-foot intervals to mean sea level datum within 250 feet of the property.
- 4. Proposed contours with spot grades at two-foot intervals to mean sea level datum within 250 feet of the property.
- 5. Finished floor elevations, lowest floor opening and lowest floor elevations. Two foot separation is required from the greater of the adjacent 100-year high water level or emergency overland overflow elevation.
- 6. Proposed building, accessory structures, parking areas, and roads.
- 7. Significant trees lost and preserved with development.
- 8. Means of protection of trees to be preserved (i.e., snow fence, tagging).
- 9. Location of FEMA flood elevation(s) and 100-year floodplain elevation(s) for lakes, creeks, ponds and other existing and proposed stormwater BMP's.
- 10. Plan showing erosion control, location and type and method of restoration of all areas disturbed by grading.
- 11. Location of delineation boundaries, buffer strips and structure setback areas for all identified water bodies by Department of Natural Resources (if applicable) and City water body identification number(s).
- 12. Worksheet showing cut and fill balance to indicate grading feasibility of the project as proposed.
- 13. Ponding areas with anticipated normal and high water levels along with volume reduction (infiltration or filtration) areas.
- 14. Proposed and existing temporary, interim and final stormwater facilities including size and elevations.
- 15. Means of protection of Native American burial mounds (i.e., a standard zone of at least 50 feet of undeveloped buffer should be planned and maintained around a single burial or burial mound or between the outermost burial mounds in a group or the exterior boundary of the cemetery, and any development) if applicable.

- 16. Retaining wall locations-height and materials.
- 17. Overland emergency overflow (EOF) locations, elevations, and flow paths for all surface waters, BMPs, and low points.
- 18. Areas to be seeded, sodded, or left undisturbed
- 19. Location and height of retaining walls with details of construction
- 20. Identify all existing and proposed slopes more than 3:1 and restoration method
- 21. Soil boring locations
- 22. Street and driveway grades.
- 23. Steep slopes as defined in City Code Section 11.60 (slopes in excess of 12% and/or elevation difference of 30 feet or more) and bluffs as defined in City Code Section 11.50.
- 24. Identify all existing and proposed slopes more than 3:1 and proposed restoration method(s).
- 25. Stormwater management facilities, including storm sewer piping locations and existing and proposed drainage and utility easements.

L. UTILITY PLAN

- 1. Property lines.
- 2. Proposed building, auxiliary structure, parking areas, and roads.
- 3. Existing utility line location, type and size.
- 4. Proposed utility mains and laterals locations, elevations, type and size:
 - Storm sewer
 - Sanitary sewer
 - Water
- 5. N.U.R.P. ponds or other stormwater BMP locations.
- 6. Proposed hydrant, valve, manhole and other utility appurtenant items locations.
- 7. Utility easement locations and right-of-way.
- 8. At time of Planning Commission review, proponents must submit a letter indicating whether the utility improvements will be privately constructed or petitioned for City installation. If petitioned to City, proponent must provide a preliminary design and cost estimate for review.

M. LANDSCAPE/TREE REPLACEMENT PLAN

- 1. Property lines.

- 2. Building, paved areas, fences, walls, parking lot, loading areas, service areas.
- 3. Existing and proposed contours and berming at two-foot contour intervals to mean sea level datum.
- 4. Location, type, and size of existing plant material.
- 5. Significant trees lost or preserved with development.
- 6. Location, type, size, and number of proposed plant materials.
- 7. Areas to be seeded, sodded, or left undisturbed.
- 8. Method of screening parking areas, loading areas, and rooftop mechanical units, including sight lines illustrating effectiveness of screening.
- 9. Legend, plant list, key.
- 10. Location of 100-year floodplain, lakes, creeks, and ponds with Normal Ordinary High Water Mark, Department of Natural Resources and U.S. Army Corps of Engineers wetlands identified by City wetland or waterbody number.
- 11. Location and height of retaining walls with details of construction.
- 12. Identify all existing and proposed slopes more than 3:1 and restoration method.
- 13. Irrigation plan.
- 14. Public utility locations and easements. No trees can be planted in easements containing public utilities.

N. ARCHITECTURAL PLANS

- 1. Elevation of front, side, and rear of building.
- 2. Type, color, and percentages of exterior materials proposed for each building façade.
- 3. Treatment of rooftop mechanical screening.
- 4. Type, location, and size of all signs.
- 5. Type, location, and size of all lighting.
- 6. Preliminary floor plans with square footage and building height.
- 7. Include preliminary floor plans showing:
 - a. Square footage
 - b. Occupancy classifications and separations
 - c. Proper exiting
 - d. Any hazardous materials used or stored in the building and its intended location.

- 8. Indicate type of construction and occupancy classification of the building.
- 9. Show allowable floor area calculations for the occupancy and type of construction of the building.
- 10. Indicate height of building and number of stories.
- 11. Indicate whether the building is sprinkled according to Appendix Chapter 38 of the Uniform Building Code.
- 12. Specifications showing design load used in designing the building. Requirements for structural plans (if available).

O. TREE INVENTORY (Details in City Code 11.55)

- 1. By survey on the grading plan, locate and identify by species all deciduous hardwood trees of 12 inch diameter or greater in size, or a coniferous tree measuring 8 inches in diameter or greater. (Indicate trees that will be lost due to construction or are in poor health.
- 2. By table list all trees by type and size. Indicate trees that are saved and lost Provide a calculation of tree loss.
- 3. Identify by survey on the grading plan, general massing areas of trees on-site. Describe the general characteristics of species and sizes.

P. WETLAND PLANS

- 1. Application for Review of Wetland Determinations.
- 2. Wetland determination or delineation report.
- 3. Wetland buffer strip evaluation report.
- 4. Wetland erosion control plan.
- 5. Wetland buffer monument location diagram.
- 6. Wetland / wetland buffer strip restoration (including plant list and seed mix) plan.
- 7. Wetland function & value determination (using current version of Minnesota Routine Assessment Methodology).
- 8. Any proposed wetland alterations.
- 9. Conceptual wetland replacement plan for any proposed wetland alteration.
- 10. Conservation easement location.
- 11. Conceptual wetland replacement, mitigation and/or restoration plan, if applicable.

Q. TRAFFIC IMPACT STUDY

- 1. All development projects require documentation of the expected traffic impacts of the development. The extent of the traffic analysis is dependent on several factors including the size, type, and location of the development.
The assistant city engineer (Randy Newton 952-949-8339) should be contacted early in the project to determine the appropriate scope of traffic analysis and to determine if a formal Traffic Impact Study is required. If sufficient time is not given to complete the required traffic analysis or Traffic Impact Study and to incorporate any recommendations the project may be delayed.
- 2. If a Traffic Impact Study is required the City will hire a traffic consultant to perform the work. In these situations, the developer will incur all costs associated with the study. Prior to authorization of the Traffic Impact Study, the developer or property owner will be required to supply the City with a separate check for the estimated amount of the traffic impact study. Any unused portion of this amount will be refunded.
- 3. All development applications, regardless of size, shall document the size and type of the proposed development and provide Daily, AM Peak, and PM Peak traffic generation estimates for the development.

R. TRANSPORTATION DEMAND MANAGEMENT PLAN

- 1. All office and industrial developments will be required to submit a Transportation Demand Management (TDM) Plan. Contact Randy Newton at (952) 949-8339 for specific details and requirements.
- 2. Project description including location, size, type and expected traffic generation.
- 3. TDM objective and quantifiable goal.
- 4. TDM Plan/program description. Plan shall describe the various TDM measures that will be used and who will be responsible for managing the individual plan elements.
- 5. Two year TDM plan budget. A Letter of Credit (or other approved security) equal to the two year budget will required prior to release of the final plat or the building permit.
- 6. TDM plan evaluation.

S. PRELIMINARY PLAT (Chapter 12)

- 1. Proposed name of subdivision.
- 2. Name and address of the owner, owner's agent, subdivider, surveyor, and designer of the plat.
- 3. Graphic scale, north point and date of preparation.

- 4. Property lines with bearing and distances.
- 5. Public roads and right-of-way locations and widths.
- 6. Lot and Block numbers and square footage of each lot.
- 7. Overall site area.
- 8. Existing zoning classifications.
- 9. Legal descriptions of areas to be platted.
- 10. Total acreage in each zoning district.
- 11. Outlot designation and square footage, and a tentative plan for future development.
- 12. Existing and proposed easement locations and types.
- 13. Front, rear, and side yard setbacks.
- 14. Locations of existing and proposed utilities, including sizes.
- 15. Locations of all lakes, ponds, creek corridors and wetlands identified by Department of Natural Resources (if applicable) and City water body identification number.
- 16. Location of Historic and Cultural Resources
- 17. Horizontal curve data for public streets sight distance

**T. FINAL PLAT (CHAPTER 12)
(Application processed separately through Engineering Division after Preliminary Plat approval)**

- 1. Accurate angular and lineal dimensions for all lines, angles, and curvatures used to describe boundaries, streets, easements, areas to be reserved for public use and other important features. All dimensions including lot lines in feet and hundredths of feet.
- 2. An identification system for all lots and blocks.
- 3. True angles and distances to the nearest established official monuments (not less than three) that shall be accurately described in the plat.
- 4. Municipal or section lines accurately tied to the lines of the subdivision by distances and angles.
- 5. Name and right-of-way width of each street or other rights-of-way.
- 6. Accurate outlines and legal description of any areas to be dedicated or reserved for public use or for the exclusive use of property owners within the subdivision with the purposes indicated therein.

- 7. A list of areas (to the nearest square foot) of all lots, outlots, and road rights-of-way certified by the surveyor who signs the plat.
- 8. An up-to-date certified abstract of title or registered property report and such other evidence as the City Attorney may require showing title or control in the applicant.
- 9. Certification by a registered surveyor.
- 10. Execution by all owners of any interest in the land and any holders of a mortgage thereon of the certificate as required by Minnesota Statutes. The certificate shall include a dedication of the utility easements and any other public areas in such form as shall be approved by the City Attorney.
- 11. 2 reduced mylars each of 1" = 200 ft.
- 12. Form of approval of Council as follows:
"Approved by the City Council of the City of Eden Prairie, Hennepin County, Minnesota this __ day of _____, 20__.

Mayor

City Manager"

U. LEVEL I ENVIRONMENTAL ASSESSMENT

- 1. Identify/locate any underground or ground level storage tanks.
- 2. Identify/locate any current or historic spills or leaks of hazardous, flammable or combustible substances.
- 3. Identify/locate abandoned municipal or farm dump sites.
- 4. Identify/locate fugitive dump sites.
- 5. Identify/locate water supply wells.
- 6. Identify/locate contaminated wells.
- 7. Describe past and present land use.
- 8. Provide information on any NPDES/SDS industrial stormwater permits issued by the Minnesota Pollution Control Agency.
- 9. List all past, present and pending permits for Items 1-7.
- 10. List all historic features (e.g., foundations, fencing, abandoned machinery, extant buildings, underground storage tanks, fueling areas, etc.).
- 11. Identify/locate areas with potential for contaminated fill, including construction debris, which may impact the use of stormwater management features.

V. EAW (Environmental Assessment Worksheet)/ EIS (Environmental Impact Statement)

- 1. An EAW/EIS will be required if the project exceeds any of the thresholds defined in Environmental Quality Board Rules parts 4410.0200-4410.7800. The comment period must be completed **four (4) weeks** prior to the scheduling of a Planning Commission meeting.

W. Soils Report / Geotechnical Analysis

- 1. Site /project description.
- 2. Soil borings logs. Borings should extend a minimum of ten feet below any proposed structures and five feet below any proposed stormwater BMPs. Where public infrastructure is proposed, borings should be spaced no further than 500 feet apart. See item 8 for boring frequency required in infiltration areas. Groundwater observations, or lack thereof, must be included in logs.
- 3. Boring location map. (Include boring locations on Site, Grading and Utility Plans).
- 4. Subsurface conditions.
- 5. Groundwater conditions.
- 6. Engineering review and recommendations. At a minimum include the following:
 - Site preparation
 - Foundations, slabs, etc.
 - Subsurface drainage
 - Utilities
 - Pavements
 - Stormwater infiltration (if applicable)
- 7. Construction considerations (stability, winter conditions, fill, etc.)
- 8. Design infiltration rate analysis (when applicable). The following are the required number of soil borings for developing infiltration design rates based on the footprint area of the infiltration feature.
 - < 1,000 square feet = 1 boring
 - 1,000-5,000 square feet = 2 borings.
 - 5,000-10,000 square feet = 3 borings.
 - > 10,000 square feet = 4 borings plus an additional soil boring for each additional 2,500 square feet above 12,500 square feet

Select the design infiltration rate from the table provided in the latest Minnesota Stormwater Manual based on the least permeable soil horizon within the first 5 feet below the bottom elevation of the proposed infiltration practice.

X. Stormwater Management Report

- 1. Provide a brief project narrative including site background, general topography, existing conditions, proposed project impacts, soil conditions, and applicable regulatory requirements.
- 2. Provide drainage maps for existing and proposed conditions. Include a written narrative and map of all on and off site watersheds which are contributing to or are effected by the project. Delineate all land covers, soil groups and existing water bodies. Show BMP routing and include time of concentration flow paths if applicable.
- 3. Provide a summary and supporting calculations for any stormwater management rules or standards enforced or permitted by other agencies. (Watershed districts, DNR, USACE, etc.)
- 4. Storm sewer sizing calculations. All storm sewer system components, including inlets, outlets, catch basins, piping and other structures designed to treat or convey stormwater, shall be designed for a minimum 10 year frequency event using currently accepted rainfall data with the exception of storm sewer systems near critical topographic features such as steep slopes and bluffs which shall be designed for a 100-year frequency event with a designated overland emergency overflow (EOF).
- 5. Erosion and sediment control narrative. A copy of the Stormwater Pollution Prevention Plan (SWPPP) must be provided with the land alteration permit application if applicable.

Submittals shall include items 6-10 if either of the following project scenarios apply:

- Project includes a land disturbance of greater than or equal to one acre.
- Projects of less than one acre of disturbance that are part of a larger common plan of development or sale.
- 6. Green infrastructure analysis. Provide a narrative addressing the project's implementation of the 12 green infrastructure techniques and practices listed in code for accomplishing compliance with the City's water quality and volume reduction requirements. A guidance document is attached on page 31.
- 7. Runoff rate control summary, Supporting calculations should show no increase in peak flow rates for the 2, 10, and 100 year 24-hour rainfall event for all major discharge locations. Utilize an Atlas 14 nested rainfall distribution. Flow from connected impervious areas should be calculated separately from pervious areas for modeling purposes (Weighted Q Method).
- 8. Volume management summary. Provide calculations showing the retention/abstraction of runoff volume equal to one inch times the area of the proposed new impervious surfaces onsite. Calculations, modeling and design for installation of volume abstraction BMPs must be provided. Infiltration BMPs shown within a site with restrictions (including Wellhead Protection Area, soil types, surficial

hydrology, historic use, etc. as laid out in City Code Chapter 11.55 subd. 6.E) are required to provide a higher engineering review and analysis. To determine if you are within a Drinking Water Supply Management Area please contact the Water Resource Engineer.

- 9. Soil boring analysis. Sites utilizing an infiltration BMP are required to ensure drawdown times of 48 hours or less. See Geotechnical report requirements (Section AA) for required boring frequency within each BMP. Soil borings must extend five feet below the lowest engineered section of the proposed BMP to find the limiting layer and ensure three feet separation from the seasonal high groundwater level. Design infiltration rates shall be taken from the Minnesota Stormwater Manual.
- 10. Post construction stormwater management summary. Provide a written narrative and calculations showing no net increase from pre-project conditions on an annual average basis of stormwater discharge volume, total suspended solids, and total phosphorus. Sites meeting the one inch volume abstraction requirement at all site discharge locations will be considered to have met the City's requirements. Where alternate BMPs are proposed, additional supporting calculations are required to meet this requirement (MIDS, P8, etc.).
- 11. Stormwater management mitigation (if applicable). For sites unable to meet the post construction stormwater requirements cost effectively on site, a written narrative summarizing the proposed mitigation strategies in the order of preference listed in City Code Section 11.55 subd.6.G must be provided.

PUBLIC WORKS DEPARTMENT CONSTRUCTION FEE

I. PURPOSE AND AUTHORIZATION

The 1996 Fee Resolution adopted by the City Council January 2, 1996 authorized a 5% construction fee to be collected by the Public Works Department on privately developed and constructed public infrastructure, including streets, sidewalks, trails, storm drainage systems, watermain and sanitary sewer. The purpose of this fee is to partially recover Public Works staff costs associated with development review, final plan and specification review, monitoring of the construction phase and administration of the infrastructure acceptance process.

II. RESPONSIBILITY

The Public Works Department will be responsible for the collection and administration of the engineering construction fee process and will determine which portions of the proposed infrastructure improvements are to be publicly owned and maintained and therefore subject to the construction fee.

III. PROCEDURE FOR FEE COLLECTION

The 5% construction fee will be based on **FINAL** project construction costs of the public infrastructure. Therefore, the fee collection will be a two-step process. The first step will be the collection of an estimated fee. The second step will occur after project completion when actual final project costs have been determined.

Step 1 - Estimated Fee

The estimated fee will be determined with the use of the Engineers Estimate of the project costs. A certified Engineers Estimate for the project should be submitted showing item unit prices. The initial 5% construction fee will be based on 110% of the Engineers Estimate of the public infrastructure costs. (This equates to 5.5% of the Engineers Estimate). If during the course of the project an increase to the contract value of 10% or more occurs, the Developer shall be responsible for submitting the additional fee associated with the change in contract price to the Public Works Department. Estimated project cost information should be submitted to the Public Works Department as part of the final plan review approval process. The Public Works Department will not schedule the Pre-Construction Conference for the project until the estimated 5% construction fee has been submitted to the City.

Step 2 - Final Construction Fee

After final payment has been made to the Contractor (after the wear course has been placed and/or the public infrastructure has been accepted by the City for Ownership) a final pay estimate including all change orders, contract additions or deletions, certified by the Engineer should be submitted to the Public Works Department. A comparison will be made between the estimated project cost and actual project cost to determine if there is a balance due to the City or if a refund is due to the Developer. The amount due to either party should be remitted within 45 days of the final fee determination. If it is determined that the Developer has a balance due to the City, the Developers project bonds and/or letters of credit will not be released until the additional fee is remitted to the City

IV. EFFECTIVE DATE

The 1996 Fee Resolution adopting the collection of the 5% Engineering Construction Fee was effective January 2, 1996 for all private development projects that are to be constructed after January 2, 1996 and that have not had a pre-Construction Conference.

CITY OF EDEN PRAIRIE GREEN INFRASTRUCTURE ANALYSIS

Development Plans with land disturbance of greater than or equal to one acre, including projects of less than one acre that are part of a larger common plan of development or sale, are required to include a Green Infrastructure (GI) Analysis as part of the Land Development Application. The use of GI techniques and practices shall be the preferred Best Management Practices (BMPs) for accomplishing compliance with the City's Development Plan Stormwater Management Standards and Design Criteria.

In the form of a brief narrative include methodology and reasoning for the use or exclusion of the following GI practices.

1. Preserving natural vegetation.
2. Preserving and utilizing natural upland swales, depressions and upland storage areas in the post-development condition to the degree that they can convey, store, infiltrate, filter or retain stormwater runoff before discharge. Preservation requires that no grading or other construction activity occurs in these areas.
3. Minimizing impervious surface.
4. Installing permeable pavement to allow stormwater runoff to filter through surface voids into an underlying reservoir for temporary storage and/or Infiltration.
5. Utilizing vegetated areas to filter sheet flow, remove sediment and other pollutants and increase time of concentration to slow discharge or reduce runoff of stormwater.
6. Disconnecting impervious areas by allowing runoff from small impervious areas to be directed to pervious areas where it can be infiltrated or filtered.
7. Installing a green roof to provide an environment for plant growth for treatment of stormwater through filtering of suspended solids and pollutants and/or for volume and rate control as part of the roof system for the building.
8. Using irrigation ponds or systems, cisterns, rain barrels and related BMPs to reuse stormwater runoff.
9. Planting of trees for retention and detention of stormwater runoff as defined in the Minnesota Stormwater Manual or State of Minnesota Minimal Impact Design Standards (MIDS).
10. Utilizing a soil amendment or decompaction process after site disturbance.
11. Minimizing parking facility size.
12. Increasing buffers around streams, steep slopes and wetlands to protect from flood damage and/or provide additional water quality treatment.

The Applicant must consider these BMPs, consistent with zoning, subdivision and PUD requirements. Development Plans shall be designed to protect and minimize impacts to natural features such as wetlands, wooded areas, rare and endangered species habitat, preservation areas designated by the Hennepin County Biological Survey, Metro greenways, and parkland to the maximum extent practical.

Please contact the Engineering Department at 952.949.8330 with any questions regarding the Green Infrastructure Analysis.

CONTACT LIST

Nine Mile Creek Watershed District

12800 Gerard Dr.
Eden Prairie, MN 55346
Contact: Randy Anhorn
Phone: 952-835-2078
Ranhorn@ninemilecreek.org

Riley-Purgatory-Bluff Creek Watershed District

14500 Martin Dr.
Suite 1500
Eden Prairie, MN 55344
Contact: Claire Bleser
Phone: 952-607-6512
cbleser@rileywd.org

Lower MN River Watershed District

Naiad Consulting, LLC
6677 Olson Memorial Highway
Golden Valley, MN 55427
Contact: Linda Loomis
Phone: 763-545-4659
naiadconsulting@gmail.com

Metropolitan Council

230 E. Fifth Street
St. Paul, MN 55101
Contact: Robert Nordquist
Phone: 651-602-4706
Bob.nordquist@metc.state.mn.us

Department of the Army Corps of Engineers St. Paul District

190 5th Street East
St. Paul, MN 55101-1638
Contact: Aaron Snyder
Phone: 651-290-5489
Aaron.m.snyder@usace.army.mil
Contact: Chris Erickson
Phone: 651-290-5434
Christopher.r.erickson@usace.army.mil

Minnesota State Highway Department

1500 West County Road B2
Roseville, MN 55113
Contact: Tod Sherman
Phone: 651-234-7794
Tod.Sherman@state.mn.us

Southwest Project Office

Park Place West Building, Suite 500
6465 Wayzata Blvd
St. Louis Park, MN 55426
Contact: Ryan Kronzer
Ryan.Kronzer@metrotransit.org

Environmental Quality Board

520 Lafayette Road N.
St. Paul, MN 55155
Contact: Environmental Review Program
Phone: 651-757-2873
Env.Review@state.mn.us

Office of the State Archaeologist

Fort Snelling History Center
200 Towers Ave
St. Paul, MN 55111-4061
Contact: Scott Anfinson
Phone: 612-725-2411
scott.anfinson@state.mn.us

Department of Natural Resources

1200 Warner Road
St. Paul, MN 55106
Contact: Kate Drewry, Area Hydrologist
Phone: 651-259-5753
kate.drewry@state.mn.us

Metropolitan Airports Commission (MAC)

6040 28th Ave South
Minneapolis, MN 55450-2799
Contact: Neil Ralston
Phone: 612-726-8129
Neil.Ralston@mspmac.org

Minnesota Pollution Control Agency (PCA)

520 Lafayette Road No.
St. Paul, MN 55155
Contact: Brian Green
Phone: 507-206-2601
brian.green@state.mn.us

Hennepin County Highway Department

1600 Prairie Drive
Medina, MN 55340-5421
Contact: Jason Gottfried, 612-596-0394
Jason.Gottfried@hennepin.us

Minnesota Historical Society

345 Kellogg Blvd W
St. Paul, MN 55102
Contact: Sarah Beimers
Phone: 651-259-3456
Sarah.Beimers@mnhs.org

United States Postal Service

8725 Columbine Rd
Eden Prairie, MN 55344
Post Master General: Dennis E Stang
Dennis.e.stang@usps.gov

CITY CONTACTS

Planning Division

Julie Klima, City Planner 952-949-8489
jklima@edenprairie.org

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sdurham@edenprairie.org

Angie Perera, Planner I 952-949-8413
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Lori Creamer, Planning Technician 952-949-8485
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Zoning Enforcement

Jim Schedin 952-949-6222
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Parks and Natural Resources Division

Matt Bourne, Manager of Parks & Natural Resources 952-949-8445
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Building Inspections

Kevin Schmieg 952-949-8340
kschmieg@edenprairie.org

Jason Albers 952-949-8335
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Mark Vandenberghe 952-949-8368
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Engineering Division

Mary Krause, Senior Project Engineer 952-949-8315
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Randy Slick, Engineering Technician – Final Plat 952-949-8322
rslick@edenprairie.org

Leslie Stovring, Environmental Coordinator 952-949-8327
lstovring@edenprairie.org

Dave Modrow, Water Resources Engineer 952-949-8360
dmodrow@edenprairie.org

Rod Rue, City Engineer 952-949-8314
rrue@edenprairie.org

Randy Newton, Assistant City Engineer 952-949-8339
rnewton@edenprairie.org

APPLICATION FORMS

CITY OF EDEN PRAIRIE

LAND DEVELOPMENT APPLICATION 2017



PROJECT NAME AND LOCATION	Name: _____ Location: _____			
APPLICANT/ FEE OWNER INFORMATION	Applicant: _____ Address: _____ City/State/Zip: _____ Phone: _____ Fax: _____ E-Mail: _____ Fee Owner: _____ Address: _____ City/State/Zip: _____ Phone: _____ Fax: _____ E-Mail: _____			
REQUEST AND FEES				
	GUIDE PLAN CHANGE	\$	PRELIMINARY PLAT	\$
	PUD REVIEW	\$	EAW OR EIS	\$
	ZONING REVIEW	\$	DEVELOPMENT DEPOSIT	\$
	SITE PLAN REVIEW	\$	INFORMATIONAL MEETING	\$
	TRAFFIC STUDY	\$	TOTAL AMOUNT DUE	\$
REQUIRED SIGNATURES	<p>The undersigned certifies that they are familiar with the procedural requirements of Chapter 11 of the City Code, fees and City ordinances, and acknowledge that Planning Commission meetings are held the second and fourth Mondays of every month. Projects will not be scheduled for any meeting until information is found to be complete by the City Planner.</p> <p><i>Plans, drawings and reports submitted in connection with development applications may be posted to the City of Eden Prairie website for review and comment by the public and will be included as a part of agenda materials for the Planning Commission and City Council. Use of copyrighted plans and drawings in preparation for review and comment in public meetings and hearings on proposed development constituted reasonable "fair use" under Federal copyright law.</i></p>			
	Applicant: _____		Date: _____	
	Owner: _____		Date: _____	

Received By	
Date	
Receipt Info.	

**CITY OF EDEN PRAIRIE
DEPOSIT AGREEMENT**

THIS AGREEMENT is made and entered into on the _____ day of _____, 20____, by

_____;

("Applicant") for the benefit of the City of Eden Prairie, a Minnesota Municipal corporation ("City").

WHEREAS, Applicant has applied to City for the following approval(s) or action(s)

- a.
- b.
- c.
- d.
- e.

(the "Requested Approval"); and,

WHEREAS, in conjunction with City's review of the Requested Approval, City may incur costs, including administrative, planning, engineering, and other consulting costs, and City requires a guaranty that such costs will be paid by Applicant; and

WHEREAS, Applicant acknowledges the receipt of a benefit from City's review of the Requested Approval and from City's Review Costs;

NOW, THEREFORE, Applicant agrees as follows for the benefit of the City:

1. Deposit. Applicant has made the following deposits required for the Requested Approvals, consistent with Resolution 93-6 (all such deposits hereafter collectively referred to as the "Deposit Funds"):

<u>Requested Approval</u>	<u>Amount</u>
a. _____	a.
b. _____	b.
c. _____	c.
d. _____	d. _____

e. _____

e. _____

2. Use of Deposit Funds. City may, at any time, draw upon the Deposit Funds to pay Review Costs for the Requested Approvals. City shall determine the Review Costs based upon the rates listed in the most current fee schedule adopted by the Eden Prairie City Council.

The fee schedule is subject to change by the City Council, without notice to the Applicant.

3. Conditions of Deposit. The following conditions shall apply to the Deposit Funds:

- a. Administrative hourly rates for processing applications shall be charged at a flat rate of \$100.00 per hour.
- b. Payment shall be made to City consultants, including but not limited to, engineering, legal and planning, in the amounts actually billed, according to the customary consulting rates in effect at that time. Such consulting services or costs shall reasonably and necessarily relate to the subject matter of the Requested Approval, as determined by City in its sole discretion.
- c. Payment shall be made to cover costs relating to public hearing mailings.
- d. City shall not be responsible for paying any interest on the Deposit Funds.
- e. If in the discretion of City, there is deemed to be an inadequate balance in Applicant's deposit account to pay for all the Review Costs incurred or to be incurred by City, City will notify Applicant of the need for additional Deposit Funds. Applicant agrees to make such additional deposits within ten (10) days of mailing of such notice.
- f. No Requested Approval will be acted upon or processed by any City personnel until all Deposit Funds due at the time of original submission, or which thereafter become due pursuant to subparagraph 3.d., have been paid in full.

4. Positive Balances in Account. In the event there is a positive balance in the deposit account and there is (a) completion of the development process, either in the form of final approval or final denial of the Requested Approvals, or (b) an application is withdrawn, in writing, by Applicant, then the balance shall be paid to Applicant within ninety (90) days of receipt by City of a written request by Applicant for payment.
5. Accounting. Upon Request by Applicant, City will provide an accounting of all expenses charged against the account, but in no event more often than once every 30 days. An accounting will be provided when City notifies Applicant of a requirement for additional deposits and when the account is closed.
6. Application Fees. Applicant understands and agrees that the Review Costs and Deposit Funds are in addition to, and not in lieu of, City application fees.
7. Breach. In the event of breach of any terms of this Agreement by Applicant, City may, at its option, cease processing any Requested Approval which has been submitted by Applicant to cease any further development or work on any project to which the Requested Approval relates. Applicant shall be responsible for all costs and expenses, including attorney's and expert's fees and costs, incurred by City to enforce this Agreement or to collect any monies due to City from Applicant pursuant to this Agreement.
8. Validity. If any portion, section, subsection, sentence, clause, paragraph or phrase of this Agreement is for any reason held to be invalid, such decision shall not affect the validity of the remaining portions of this Agreement.
9. Amendments. No amendment or change of any kind to this Agreement shall be valid unless made in writing and with the consent of the City.
- 10 Binding Agreement. Applicant recognizes and agrees that all terms and conditions of this Agreement shall be binding upon the heirs, successors, administrators, and assigns of Applicant.

CITY OF EDEN PRAIRIE – 2017 FINAL PLAT APPLICATION



PLAT NAME	
APPLICATION / FEE OWNER INFORMATION	Applicant _____ Phone _____ Address _____ City _____ State _____ Zip _____ Fee Owner _____ Phone _____ Address _____ City _____ State _____ Zip _____ Phone _____ E-mail _____
SURVEYOR INFORMATION	Name _____ Address _____ City _____ State _____ Zip _____ Phone _____ E-mail _____ Registered Land Surveyor Registration Number _____
COUNCIL INFORMATION	City Council meetings are normally scheduled the 1st and 3rd Tuesday of every month. All material necessary for the Engineering Division to process this request must be provided at least 14 days prior to the meeting for which approval is requested. City Council action is requested on _____ <div style="text-align: right;">(date)</div>
SIGNATURES REQUIRED	The undersigned representative of the application hereby certifies that he is familiar with the procedural requirements of Chapter 12 of the City Code and acknowledges that all required final plat fees, financial guaranties and certain Developer's Agreement requirements must be satisfied prior to City release of this plat. SIGNED BY _____ DATE _____ REPRESENTING _____
RECEIVED BY	
DATE	
RECEIPT NUMBER	