



CITY OF EDEN PRAIRIE

Administrative Site Plan Review Application 2024

Email completed application form to planning@edenprairie.org to begin process

PROJECT	Brief Description of Project: _____ _____ _____			
APPLICANT INFORMATION **Applicant information will be used as the main point of contact in ProjectDox**	Applicant: _____ Address: _____ City/State/Zip: _____ Phone: _____ E-Mail: _____			
PROPERTY OWNER INFORMATION	Fee Owner: _____ Address: _____ City/State/Zip: _____ Phone: _____ E-Mail: _____			
PARCEL(S) INFORMATION	PID: _____ Address: _____ Zoning District: _____ Total Site Area : _____ Total Building Square Footage: _____			
FEES	APPLICATION FEE	\$ 450.00	TOTAL AMOUNT DUE	\$
STAFF CONTACT	Ben Schneider , 952-949-8491, bschneider@edenprairie.org Sarah Strain , 952-949-8413, sstrain@edenprairie.org			
REQUIRED SIGNATURES	<p><i>The undersigned hereby represents upon all of the penalties of the law, for the purpose of including the City of Eden Prairie to take the action herein requested, that all statements are true, and that all work herein will be done in accordance with the ordinances of the City of Eden Prairie and the State of Minnesota.</i></p> <p>_____ Applicant</p> <p>_____ Property Owner (if different than applicant)</p> <p>_____ Date</p> <p>_____ Date</p>			

ADMINISTRATIVE SITE PLAN REVIEW INFORMATION

Administrative Amendments

The following are considered administrative amendments to an approved Site Plan and shall be subject to review and approval by City staff. *Projects exceeding these parameters at any point during the review process may no longer be eligible for administrative review and other methods of approval may need to be used.*

1. Reduction of parking which meets City Code requirements for size, number and aisle width. Reconfiguration of parking meeting City Code requirements for size, number and aisle width.
2. Changes to landscaping type, location and species that do not fall below the site requirements.

Minor Amendments (Not Eligible for Administrative Review)

The following are considered Minor Amendments to an approved Site Plan and Architectural Design and shall be subject City Council review only without referral to the Planning Commission:

1. Alterations which are code compliant and are 10% or less of the Gross Floor Area of a building or 2,000 square feet, whichever is less. The expansion or reduction shall be the cumulative total and/or cumulative reduction.
2. Façade remodels which are code compliant.

Major Amendments (Not Eligible for Administrative Review)

All other amendments and alterations to an approved Site Plan and Architectural Design are considered Major Amendments and are subject to full Planning Commission and City Council review. All new buildings, structures, and parking areas and all alterations to existing buildings, structures and parking areas that do not have an approved Site Plan and Architectural Design are subject to full Planning Commission and City Council review.

ADMINISTRATIVE SITE PLAN REVIEW PROCESS

Staff encourages applicants to meet with City staff or send concepts of the proposed site plan for feedback prior to submitting an application package to determine if an administrative site plan review is the appropriate application form for the proposed project.

1. Upon receipt of an application package, staff will review materials to ensure the application package is complete. This review can take up to 15 business days.
2. Once an application is found to be complete, staff will review the proposed site plan to ensure compliance with City Code and identify any site specific concerns.
3. The applicant will receive written notification when the site plan is approved, and the approved site plan will be filed at the City for the subject property.
4. Site plans approved with conditions will receive written notification. The applicant will be required to address the conditions and resubmit.

If the site plan is not eligible for administrative review, steps for a non-administrative review process will be provided, if applicable, based on existing site conditions and approvals.

ADMINISTRATIVE SITE PLAN REVIEW REQUIREMENTS FOR ALL PROJECTS

Additional required materials are noted on following pages for specific request types – parking and landscaping.

Staff encourages a pre-application meeting with the applicant to review required materials based on the project and site specifics.

- Total building square footage
- Total site area by acreage and square footage.
- Setbacks, property lines, easements, building configurations and locations.
- Existing and proposed impervious lot coverages.
- Parking lot calculations (percent of parking island area, sizes of islands, and dimensions of islands).
- Snow storage area or removal plan - provide a written plan for proper snow storage on the site. If snow storage is not feasible on the site, a removal plan is required. Snow must not be stored in the following locations:
 - On top of a storm drain or stormwater catchbasin
 - In parking stalls required to meet the minimum zoning requirement
 - In or on landscaped areas or islands
 - Within site access sight lines.
- Floodplain, wetlands, wetland buffers, shoreland setbacks, and shore impact zones (if applicable).
- Garbage, recycling, and organics container location(s), and method of screening (if applicable).
- Stormwater management facilities or stormwater BMP locations (if applicable).

Other documents may be requested by City Staff to provide a thorough review of the site plan request based on site specific conditions.

Parking Review Requirements

- Existing Site Plan Proposed Site Plan*
- Documentation of Cross Access or Shared Parking Agreement (if applicable)

**For Commercial, RM, TOD, and TC zoning districts: Proposed curb-side/drive-up pick-up or drop off locations for deliveries, ride-sharing, and other automotive convenience services must be noted on proposed site plan, as applicable*

1. Site Information

Number of existing parking stalls on site: _____

Number of proposed parking stalls on site: _____

Proposed size of stalls (length and width): _____

Proposed drive aisle width: _____ One Way Traffic Two Way Traffic

2. Parking Analysis

Include all current and proposed tenants as well as any vacant units

Unit/ Suite	Business Name <i>or</i> Land Use Type (retail, restaurant, etc.)	Gross Square Feet <u>OR</u> Number of Seats for Restaurants	Code Required Parking Stalls	Hours of Operation (for multi-tenant properties)	Peak Hour (for multi- tenant properties)

Total Building Square Feet: _____

Total Parking Stalls Required: _____

3. Proof of Parking

Up to 15 percent of required parking stalls may be constructed at a later date following the construction of the site. The portion to be constructed as a later date is referred to as “Proof of Parking”. Likewise, existing stalls

may be converted into proof of parking if the present use on the site does not utilize all required parking stalls. Showing parking stalls as proof of parking requires the following documentation:

- a. Site and landscape plan showing where the full number of required stalls can be constructed in the future
- b. The applicant must enter into a binding agreement recorded as a covenant against real property to construct at a later date all or a portion of the Proof of Parking spaces as required by notice in writing from the City Planner.
- c. Landscaping within the proof of parking area must be in excess of minimum requirements. Only structures associated with landscaping are allowed in the proof of parking area.
- d. No structures, other than structures associated with landscaping, are permitted within the proof of parking area.

4. Proposed Parking Actions

Describe the action(s) that will be taken to ensure there is enough parking on the site:

Landscape Modifications Requirements

Tree Inventory and/or Removal Plan as a scaled site plan Proposed Landscape Site Plan

New or relocated site amenities: Yes (show on proposed landscape plan) No

Significant and Heritage Trees removed from the site require tree replacement. Please see City Code Chapter 11, Section 11.5, Subd. 4. C. for replacement calculations.

Significant Tree: Any living deciduous tree (except elm, willow, box elder, and aspen) measuring at least 12 and less than 32 inches in Diameter, or a living coniferous tree measuring at least 8 and less than 24 inches in Diameter.

Heritage Tree: Any living deciduous tree (except cottonwood, elm, willow, box elder, and aspen) measuring 32 inches in Diameter or greater, or a living coniferous tree measuring 24 inches in Diameter or greater.

Current Total Caliper Inches On Site: _____

Proposed Total Caliper Inches On Site: _____

Total Caliper Inches to be Removed (specify tree species in tree inventory /removal plan):

Deciduous Trees: _____ Heritage Tree Caliper Inches _____

Coniferous Trees: _____ Understory/Ornamental Trees: _____

Shrubs outside of planting beds (6 shrubs = 3 caliper inches): _____

Planting Beds (500 sq. ft. bed = 3 caliper inches): _____

Total Caliper Inches to be Planted (specify tree and plant species in proposed landscape plan):

Deciduous Trees: _____ Coniferous Trees: _____

*Understory/Ornamental Trees: _____

*Shrubs outside of planting beds (6 shrubs = 3 caliper inches): _____

*Planting Beds (500 sq. ft. bed = 3 caliper inches): _____

***Starred items only count toward landscaping requirements and cannot be used for tree replacement requirements.**