

Site Plan Review

Prior to any building permit issuance involving new development or alteration of multi-family, commercial, industrial, or non-residential structures, a site plan review must be applied for at City Hall.

The site plan review is approved in one of two ways: reviewed by the Planning Commission and approved by the City Council or administratively approved by the Zoning Administrator.

A site plan can be approved administratively by planning staff if they comply with all of the following conditions:

1. The development will not cause an increase in need for parking spaces.
2. The existing development is in compliance with all zoning or other regulations.
3. The proposed development will not change the drainage patterns.

Information Required for a Site Plan Review

- Planning and Zoning Application
- Evidence of Ownership or an Interest in the Property
- One copy of the full-scale Plan Set, One 11x17 Copy of the Plan Set. One Digital 11x17 copy.
- Certificate of Survey – same submittals as full-scale plan (one full, one 11x17, one digital).
- Other necessary information as required by the Zoning Administrator.
- Plan Set Materials
 - Building Location and Dimensions
 - Adjacent Roadways and Proposed Entrances
 - Grading Plan
 - Drainage Plan
 - Utility Plan
 - Parking Layout
 - Landscape/Tree Plan
 - Easement Locations
 - Snow Storage Area
 - Elevations and Proposed Materials
 - Lighting Plan (exterior only)

Process for Approving Site Plan

Step 1: Schedule a pre-application meeting with the Zoning Administrator to go over preliminary site plans and proposal. At this meeting, staff will determine if the application meets the criteria to approve administratively or if public meetings are required.

Step 2: Applicant submits application, and required information (see list above).

Step 3: Staff will review the submission and make a determination of whether the application is complete. Staff has up to 15 days to determine if additional information is needed and will notify applicant if additional information is needed. If an application is deemed incomplete, the 60-day time limit (beginning the day the application is submitted) for the City to approve or deny the application will stop. The 60-day time period may be extended an additional 60 days if the City provides written notice of the extension to the Applicant before the initial review period ends.

Step 4: Once a complete application has been received, the Zoning Administrator will send the request to all relevant review agencies for comment. Agencies include the city engineer, public works director, fire chief, building official, city attorney, county and state transportation departments, etc. *If staff determines administrative approval criteria are met, skip Steps 5 through 8.

Step 5: Staff will place the item on the next available Planning Commission meeting. Applications must be received 10 business days before the meeting to provide time for agency review.

Step 6: The Applicant or their representative attends the Planning Commission meeting. The Planning Commission shall consider if the proposed use is consistent with the general purpose and intent of the Zoning Ordinance and Comprehensive Plan. They will measure the request against the criteria stated above. At this time the Planning Commission at their discretion may ask the Applicant or their representative to speak to their request. They may also allow testimony for citizens in favor or against the request.

Step 7: The Planning Commission recommendation of approval, denial, or approval with conditions will be forwarded to the next available City Council meeting.

Step 8: The City Council will consider the application, staff report, and Planning Commission recommendation and make a final decision of approval, denial, or approval with conditions.

Additional Information

Planning Commission, is an appointed board of community residents/business owners. Meetings are held the first Monday of the month at 6:30 pm in the Council Chambers at City Hall.

City Council meets the first Tuesday of the month @ 5:30pm.

**Keep in mind, some requests require additional processes such as conditional use permits, variances, etc., in which public hearings are necessary and could increase the time between the planning and council meetings to allow for proper publication.*

Additional information can be obtained or a preliminary meeting with staff scheduled by calling the City of Foley at 320-968-7260 or check us out online at www.ci.foley.mn.us.