

MINI SITE DEVELOPMENT PLAN REQUIREMENTS CHECKLIST

Required for Application Process

- Completed DRC Application for Review
- DRC Processing Fee- See fee schedule

- Notarized Agent Authorization Form
- SCALED drawing (up to 11x17 max sheet size or pdf) of plan that includes, at a minimum, all existing and proposed:
 - Sidewalks
 - Parking spaces
 - Buffers
 - Setbacks
 - Building dimensions
 - Accessory structures
- Narrative explaining the changes to be made to the site



**CITY OF ST. CLOUD
DEVELOPMENT REVIEW
APPLICATION**

FOR OFFICIAL USE ONLY

Date Received: _____

Case #: _____

| | |
|-------------------------------------|---|
| Pre-Application meeting date: _____ | Applicant/Agent did <u>not</u> participate in Pre-Application meeting |
|-------------------------------------|---|

| | |
|------------------|----------------|
| Applicant: _____ | Agent: _____ |
| Contact: _____ | Contact: _____ |
| Address: _____ | Address: _____ |
| _____ | _____ |
| Phone: _____ | Phone: _____ |
| Email: _____ | Email: _____ |

Legal Owner(s) of Property (List all recorded owners): _____

Owner Address: _____

Owner Email: _____

Project Name/Plan Name: _____

Site Location/Address: _____

Project/Plan Type: _____

Area of Development (Acreage or Square Feet): _____

Parcel Identification Number(s) (List all): _____

Future Land Use: _____ Proposed Future Land Use: _____

Zoning: _____ Proposed Zoning: _____

Will proposed development be for: Short Term Rental? YES NO Vacation Villas? YES NO

Affordable Workforce Housing for Essential Service Personnel (AWHESP)? YES NO

Housing for Older Persons? YES NO

Is this proposed development in an Urban Infill or Redevelopment (CRA) Area? YES NO

Number of units or lots: SF _____ MF _____ MH _____

Number of commercial buildings: _____ Total square footage: _____

| Phasing Schedule: To be completed by applicant for projected build out. (required, if applicable) | | | | | | | | |
|---|------|------|------|------|------|-----------|-----------|-------------|
| Unit Type | 2018 | 2019 | 2020 | 2021 | 2022 | 2023-2028 | 2028-2034 | 2035-beyond |
| SF | | | | | | | | |
| MF | | | | | | | | |
| MH | | | | | | | | |
| Totals | | | | | | | | |

I certify that I have reviewed the Land Development Code and that my submission meets all requirements. The only exceptions are those items to which I am requesting variances to or waivers from certain sections of the code and understand that they must be listed on the plans individually and on the attached transmittal. I understand that if an item does need a variance, it will be necessary to file through the appropriate governing body.

| | | |
|----------------------------------|---------------------------------------|-------------|
| _____ | _____ | _____ |
| APPLICANT/AGENT SIGNATURE | APPLICANT/AGENT NAME and TITLE | DATE |

