

City of Anoka

Site Plan Application Requirements



City of Anoka Planning Department
2015 First Avenue
Anoka, Minnesota 55303
763-576-2720

Site Plan Application

A site plan approval is required by the Planning Commission and City Council for any commercial, industrial, multiple family, or non-residential construction.

The Following is required when requesting site plan approval:

1. A Planning and Zoning Application form must be completed.
2. Application Fee.
A fee as determined by the City Council.
3. Site plan - five copies to an engineer's scale 1"=10', 1"=20', or 1"=30', one copy 11"x17" and an electronic .PDF copy all indicating:
 - a. A certified site survey drawing by a registered engineer or land surveyor showing property boundaries and dimensions.
 - b. Building locations and dimensions (existing and proposed) on and within 50 feet of subject property. Also identify property land use.
 - c. Adjacent roadways and proposed entrances and exits for vehicles.
 - d. Grading Plan (existing and proposed 2 feet or 5 feet topographical contours; spot elevation may be sufficient for sites of less than 3 acres in area with no slopes greater than 12%.
 - e. Drainage Plan (catch basins, culverts, ponding areas) indicating drainage pattern.
 - f. Parking Areas (indicate type of surface, arrangement and dimension of spaces), truck loading docks and maneuvering areas, sidewalks, retaining walls, refuse storage, service areas, and other manmade features.
 - g. Landscape Plan (existing significant vegetation to be removed and to remain, including street trees, by size and species; proposed trees, shrubs and ground cover by size and species).
 - h. Utility Plan (existing and proposed sanitary sewer, water, hydrant location, storm sewer, and electric).

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- i. Location of all easements and building and parking setback.
- j. Designation of snow storage area.
- k. Development summary indicating lot area, building square footage, lot coverage, building height, number and size of dwelling units and parking spaces provided.
- l. Color building elevations indicating building materials of the façade and roof.

Once the application is received, staff from the Planning, Engineering, Assessing, Fire and Police Departments reviews the application. The applicant will be notified if there is additional information needed to make the application complete.

Prior to the meeting of the Planning Commission, a staff report is written and mailed to the applicant along with the meeting agenda.

The Planning Commission is made up of seven residents of the community. The meetings are held the first Tuesday of the month at 7:00 p.m. in the Council Chambers at City Hall. It is the responsibility of the Planning Commission review and discuss the proposed site plan and make a recommendation to the City Council regarding all site plan requests. The City Council meets the third Monday of the month at 7:00 p.m. and makes the final decision on all site plan requests.