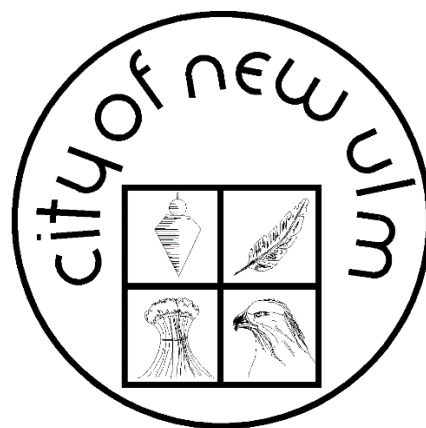


City of New Ulm

Guide to the Development Process



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Purpose

This document is intended to guide residents, business owners and developers through the plan submittal, review and approval process. All projects and sites differ and as such, this document is not intended to provide a complete listing of all requirements and steps for all circumstances, rather, to provide information about the necessary information and materials.

It is recommended you contact a City staff member early in the process, no matter the project size, to ensure your project submittal runs as smoothly as possible. Communication and coordination with City staff will be necessary throughout the development process. City of New Ulm staff is available to answer questions and provide assistance throughout the development process.

The Community Development and Engineering Departments are primarily responsible for processing and reviewing all land use and development applications and guiding landowners, developers, and professional consultants through the development review process.

Depending on the size and complexity of the project and if the project is required to be considered by the Planning Commission and/or City Council the review process can take from 30 to 120 days. Some projects may not need to be reviewed by the Planning Commission, Safety Commission or City Council and can be reviewed by City staff which greatly reduced the review time.

To expedite the review process, developers can meet with staff to introduce/discuss the project prior to preparing detailed plans, contact staff with questions as plans are prepared, provide complete information in the application checklist, and work with staff to resolve issues early in the process.

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Definitions

Conditional Use: A permitted use that, because of special requirements or characteristics, may only be allowed in a particular zoning district after review by the City and granting of a conditional use permit which imposes conditions deemed necessary to make the use compatible with other uses permitted in the same zone or vicinity. Conditional uses that cannot be adequately controlled through conditions shall be prohibited. Approved conditional uses and their conditions run with the land and are not specific to property owners.

Interim Use: A temporary use of property until a particular date, until the occurrence of a particular event, or until zoning regulations no longer allow it.

Non-Conforming Use: Any legal use, structure or parcel of land already in existence, recorded or authorized before the adoption of regulations that do not permit such use, structure or parcel of land.

Variance: A modification or variation of the provisions of this Chapter, as applied to a specific piece of property, except that modification in the allowable uses within a district shall not be considered a variance.

****For a complete list of zoning definitions please refer to Chapter 13: Rules and Definitions found in the City's Zoning Ordinance.**

Limited Site Plan Review Checklist

All projects and sites differ and as such this checklist is not intended to provide a complete listing of all requirements and steps for all circumstances. This checklist is to serve notice about the necessary information required for submittal for City review. Projects of limited scope or complexity are subject to the “Limited Site Plan” guidelines found in Section 2.4 (F) of the City’s Zoning Ordinance. Additional materials may be required for submittal for a through project review. Additional Engineering guidelines can be found in the City of New Ulm Engineering Guideline document.

All site plans shall be to an engineer scale and include:

1. Name of the project.
2. Name, address and telephone number of applicant.
3. Legal description.
4. Number of parking spaces provided, including handicapped.
5. Property line dimensions, location of all existing and proposed structures with distance from boundaries, distance between structures, and building dimensions.
6. Property line and building dimensions.
7. Size and location of existing and proposed structures.
8. All existing and proposed points of ingress/egress to the lot.
9. The use or uses of all remaining land not impacted by the project.
10. Existing and proposed utilities to serve the site.
11. Storm water pollution prevention plan.
12. Existing and proposed easements.
13. Full set of architectural plans.
14. Any other information that may be reasonably required by the City to evaluate the application.

The City of New Ulm does not provide surveying services. A Licensed Land Surveyor in the State of Minnesota shall sign all surveys and plats.

General Site Plan Review Checklist

All projects and sites differ and as such this checklist is not intended to provide a complete listing of all requirements and steps for all circumstances. This checklist is to serve notice about the necessary information required for submittal for City review. Applications for all institutional, industrial buildings either not exempted by Section 2.4 (F)(4) or not eligible for a Limited Site Plan review as described in Section 2.4 (F)(6)(b) of the City's Zoning Ordinance. Additional materials may be required for submittal for a through project review. Additional Engineering guidelines can be found in the City of New Ulm Engineering Guideline document.

All site plans shall be to an engineer scale and include:

1. In addition to the general review requirements, applications for a General Site Plan review shall also include the following if applicable:
 - a. Name of the project.
 - b. Name, address and telephone number of applicant, engineer, architect, surveyor and owner of record, if applicable.
 - c. Legal description.
 - d. Submittal date, north arrow, engineering scale, number of sheets and name of individual who prepared the drawings.
 - e. Vicinity map showing relationship of the development to surrounding streets, rights-of-way and other landmarks.
 - f. Description of intended use of site, buildings and structures, including type of occupancy and occupancy load.
 - g. Tabulation box, indicating the following:
 - i. Size of parcel in acres and square feet;
 - ii. Gross floor area of each building;
 - iii. Percent of site covered by buildings;
 - iv. Projected number of employees;
 - v. Number of seats if intended use is a restaurant or place of assembly;
 - vi. Number of parking spaces required;
 - vii. Number of parking spaces provided, including handicapped;
 - viii. Dimensions of parking spaces and aisles;
 - ix. Existing zoning and land use designations; and
 - x. Area of public open space, if applicable.
2. Property line dimensions, location of all existing and proposed structures with distance from boundaries, distance between structures, building dimensions and floor elevations within proposed Site Plan boundary shown to a distance of fifty (50) feet beyond.
 - a. The present and proposed topography of the site and adjacent areas within fifty (50) feet by contour lines at an interval of not more than five (5) feet.
 - b. Grading, drainage and erosion control plan.
 - c. Street plans including:
 - i. Location and dimension of existing and proposed curb cuts, aisles, off-street parking and loading spaces, and walkways;

- ii. Type of surfacing and base course proposed for all street, parking areas, loading areas and walkways; and
 - iii. Existing and proposed drainage and utility easements.
 - d. Utility plans including the size and location of all existing and proposed water lines, hydrants, sanitary sewer lines, water and sanitary sewer end services, and storm drainage systems. See City of New Ulm Engineering Guidelines Document for additional requirements.
 - e. Landscape plan providing all information outlined in Section 10.2.
 - f. The location and method of screening outdoor trash storage areas and recycling collection areas.
 - g. The location, height and material for walls, fences and screening of roof top equipment.
 - h. The location and size of all proposed signage as described in Section 10.5.
 - i. Lighting locations and height of proposed lighting facilities.
 - j. Building elevations detailing materials being used.
 - k. When a site is to be developed in stages, the plan should include the ultimate development of the site and proposed developmental stages.
 - l. Any other information that may be reasonably required by the City to evaluate the application including, but not limited to, floor plans, building elevations, rendered drawings and material samples.
- 3. Additional plan requirements as outlined in the City of New Ulm Engineering Guidelines document.
- 4. Storm water calculations, drainage and treatment plan.
- 5. Traffic study (large developments).
- 6. Building elevations.
- 7. Signed HVAC, plumbing, fire suppression plans.
- 8. Complete Building Code analysis with signed set of plans.
- 9. Geotechnical soils report.
- 10. Energy Code Calculations.

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Development Review Process

The City of New Ulm strives to provide developers with timely, complete services while reviewing applications and plans. The following outline provides general steps in the review process. There may be steps noted that do not apply or steps not listed that are needed for the review of your development. Specific review procedures for zoning requests can be found in Section 2 of the City's Zoning Ordinance.

1. Project Kick-Off Informational Meeting

Meeting with developer and City Community Development and Engineering staff. Developer presents the project to staff, and the planning items needed will be discussed. This provides an opportunity for staff to identify possible issues or concerns with the project and determine options to resolve those issues. The meeting can determine any unique procedures (development agreement, re-zoning, variance, platting, etc.) needed to move the project forward. Potential fees associated with the project will be reviewed and discussed.

2. Preliminary Site Plan Submittal

The developer designs a preliminary site plan for the proposed development. This includes any proposed public/private infrastructure improvements. May include concept drawings of the proposed structures. Staff will determine any additional documents that will be needed for the development. It may be recommended that the developer conduct a public project open house for the project. Action items for the Planning Commission, Heritage Preservation Commission, Safety Commission and City Council will be determined. The project schedule will be discussed for Commission and City Council meeting dates.

3. Documents, Plats and Applications Submitted

The developer shall submit all necessary documentation, applications and plats (including fees) to the Community Development Department for inclusion in the necessary Planning Commission, Heritage Preservation Commission, Safety Commission and City Council meetings. All information submitted at this time becomes public information for public review.

4. Formal Staff Development Review

Staff reviews the submitted information for compliance to City standards, zoning requirements and ordinances. Staff will share the information with other departments as required and compile all comments and share them to the developer. This step will include meetings with the project development team as needed to resolve any issue that arise during the review. The development agreement (if necessary) will be finalized and brought to the City Council for consideration.

5. New Ulm Public Utilities Service Application

The developer shall submit the required New Ulm Public Utilities Service Application to determine required utility loading information for electrical, natural gas and steam services. The required utility fees, design information and standards will be shared with the developer one the application for service has been reviewed. New Ulm Public Utilities will supply Contractor Guideline documents for standard installation practices when applicable. An electrician is required to provide an affidavit to State inspector prior to the electrical service being connected.

6. Commission Review

The Community Development and Engineering Department will prepare staff reports of the proposed development and place the item on the respective Commission agenda. All documentation is required to be submitted no later than 15 days prior to the Commission Meeting date. The Safety Commission meets the first Thursday of each month at 5:00 p.m. The Safety Commission will review the development (if necessary) for traffic impacts to the surrounding developments and for compliance with the City of New Ulm Complete Streets Policy. The Planning Commission meets on the last Thursday of each month at 4:30 p.m. The Planning Commission will review any Conditional Use Permit Application, Interim Use Permit Application, Variance Request, Plat, Rezoning Request, or Historic Building Conditional Use Permit Application. Each Commission is a recommending body to the City Council.

7. City Council Review

The City Council will review the recommendation of the Commissions and offer a final decision of any necessary items for the development, if deemed appropriate. Decisions are based on City ordinances, staff reports, public input and Commission recommendations. The City Council meets the first and third Tuesday of each month at 4:30 p.m.

8. Utility Coordination and Preconstruction Meeting

The developer shall conduct a utility coordination and preconstruction meeting prior to beginning any construction activities. This allows developer to share the proposed construction schedule and to coordinate activities with necessary utility activities required to serve the development.

9. Permit Application

The developer shall apply for all necessary permits (Local, State, Federal). Permits cannot be issued prior to City Council approval. Permits include but are not limited to: Building Permits, Zoning Permits, New Ulm Storm Water Permit, MPCA Construction Activity Storm Water Permit, MPCA Sanitary Sewer Extension Permit, MN Department of Health Watermain Extension Permit.

10. Construction Authorization

Once all necessary permits, final plans and specifications are obtained, construction activities can begin.