

**GUIDE TO THE
DEVELOPMENT PROCESS**

City of
EAST GRAND FORKS



City of East Grand Forks

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IMPORTANT TERMINOLOGY

SPECIAL USE PERMIT: The special use is distinguished from a permitted use by requiring individual standards, which are site specific.

CONFORMING USE: The development or use of a property that is currently zoned in a manner appropriate to the proposed development.

NON-CONFORMING USE: A use of property that at sometime in the past was legally established. Use of the property must have been continuous since its inception, but at some time, the zoning ordinance was amended and, subsequently, the use is no longer permitted.

PLAT: The map or plan of a piece of land in which land is described in lots and blocks. All undeveloped land must be subdivided prior to development.

VARIANCE: Variances may be used only for the revision of dimensional and parking standards. To obtain a variance, the property must be able to demonstrate some physical hardship that is unique to the property, which makes the variance necessary. A variance cannot be used to change the allowed use of a property.

ZONING ORDINANCE AMENDMENT: Amendments to the existing zoning ordinance is ordinarily a tool of last resort. Rezoning of an area generally only occurs when the predominate activities fail to conform with the uses allowed in the zoning district and the objectives of the comprehensive land use plan.

SETBACK: The minimum horizontal distance between a structure, individual sewage treatment system, or other facility, and a road, road right-of-way, property line, stream, river, or other protected water.

RIGHT OF WAY: A strip of land occupied or intended to be occupied by a street, crosswalk, railroad, road, electric transmission line, oil, or gas pipeline, water main, sanitary or storm sewer main, or for any other special use.

**DEVELOPMENT PROCESS FOR PROJECTS
NOT REQUIRING ZONING ACTION**

The following is the procedure for developing property that does not require zoning action:

NOTE: Prior to any type of development (Industrial, Commercial or Residential) all land must be platted. Please note information regarding platting contained in this handbook (page 9).

- STEP 1:** Consult the City Planner to determine how the property you wish to develop is zoned and what zoning standards apply. Approval of development on appropriately zoned property could occur more quickly than development of property requiring rezoning, a special use permit, an ordinance amendment, or a variance. **A Zoning Map and individual Zoning District Requirements can be found in Appendix A.**
- STEP 2:** If the proposed land use clearly conforms to the City's comprehensive plan and zoning requirements, a public hearing is not necessary. The City Planner will review the site plan for conformity to the zoning requirements. If necessary, the site plan will be reviewed by the City Planner and the City Utility Group (public works, engineering, water and light dept. and various utility agencies). This group meets every Tuesday morning most Tuesdays in the year. Site plan should be submitted at least a week prior to the scheduled meeting date to distribute to the various agencies/departments. A complete set of plans shall be submitted for review and approval. If your property DOES require zoning action, please see the section applicable to your request (variance, special use permit, zoning ordinance amendment, or plat).
- STEP 3:** The City Planner and, if necessary, the City Engineer/Utility Group will review the plan to determine possible traffic problems and safety issues. The City Planner and Building Inspections staff will also review requests for curb cuts.
- STEP 4:** The Public Works and Engineering Departments will review the site plan for any storm water requirements for the proposed project.
- STEP 5:** If all land use specifications have been met, application for a building permit may be made by contacting the Building Inspections Office.

Follow this link to the planning documents on our website: <http://egf.mn/index.aspx?nid=146>.

**DEVELOPMENT PROCESS FOR PROJECTS REQUIRING
SPECIFIC ZONING ACTIONS**

SPECIAL USE PERMIT

- STEP 1:** If it is determined by the City Planner that a special use permit is required to develop a property, the applicant must complete a special use permit application form and submit it along with a site plan to the City Planner. This must be submitted at least three weeks before the Planning Commission meeting, which is scheduled for the 2nd Thursday of every month. A nonrefundable application fee in the amount of \$125 must accompany the completed application form. The City Planner will notify the affected property owners within 350 feet of the proposed lot(s) of the special use permit and a public hearing notice will be published in the official newspaper at least ten days before the hearing or as required by law.
- STEP 2:** The developer(s) should develop a site plan to be submitted with the application. (Site plan requirements are detailed in Appendix A.) Proposals will be reviewed by the City Planner and Utility Group, which meets every Tuesday of each month before the public hearing meeting. Site plans should be submitted at least two weeks prior to the hearing date or one week before the Utility Group review.
- STEP 3:** The request will be placed on the City of East Grand Forks Planning Commission agenda. The East Grand Forks Planning Commission meets on the second Thursday of each month. As stated above, the application and site plan must be submitted at least three weeks before the meeting date to meet publication deadlines for a public hearing.
- STEP 4:** Planning staff will prepare a staff report for each request received. Staff reports will be provided to the Planning Commission in their meeting packet (and the applicant, if requested) prior to the Planning Commission meeting.
- STEP 5:** A public hearing will be held by the Planning Commission. . Persons attending the public hearing may speak in regards to the request. The City Planner will first introduce the project then the applicant will present their request. After their presentation, the staff report will be reviewed and considered. The Commission will review and consider anticipated traffic conditions, parking requirements, availability and effect of utility capacities, conformance to the land use plan, compliance with all zoning requirements and effect on the existing use/properties. The Commission will vote to recommend approval, denial or tabling of each request. The Planning Commission may also attach conditions to their recommendation of approval to ensure that a proposed use will be compatible with existing land uses. The Planning Commission is an advisory board to the City Council.

SPECIAL USE PERMIT (CONT'D)

- STEP 6:** The City Council reviews and considers the special use permit request, and may add, alter, or delete conditions of the permit as recommended by the Planning Commission OR they may deny the request. The City Clerk then records the Council's decision. Granting of the Special Use Permit will also be recorded on the deed to the property.
- STEP 7:** If the special use permit is approved by the City Council, the applicant may then make application for a building permit with the Building Inspections Office.

VARIANCE

- STEP 1:** If determined by the City Planner that a variance will be necessary to proceed with a development, an application must be filed with the City Planner. A variance request can only address setback, density, impervious coverage and height standards. . A request cannot address a variance from a use. This application with site plan must be submitted at least three weeks before the Planning Commission meeting, which is scheduled for the 2nd Thursday of every month. A nonrefundable application fee in the amount of \$90 must accompany the completed application form.
- STEP 2:** The City Planner will notify the affected property owners within 350 feet of the proposed lot(s) of the variance and a public hearing notice will be published in the official newspaper at least ten days before the hearing or as required by law.
- STEP 3:** The City Planner will review the preliminary plat and prepare a staff report which will be distributed to the Planning Commission in their meeting packet (and the applicant, if requested) prior to the Planning Commission meeting.
- STEP 4:** A public hearing will be held by the Planning Commission. Persons attending the public hearing may speak in regards to the request. The City Planner will first introduce the project then the applicant will present their request. After their presentation, the staff report will be reviewed and considered. The Commission will review and consider the variance request for practical difficulties. (See Appendix B for the Variance considerations.) The Commission will vote to recommend approval, denial or tabling of each request to the City Council. The Planning Commission is an advisory board to the City Council.
- STEP 5:** The City Council reviews and considers the variance request as recommended by the Planning Commission OR they may deny the request. The City Clerk then records the Council's decision. Granting of the variance may also be recorded on the deed to the property and remains with the property indefinitely.
- STEP 6:** If the variance is approved, the applicant may then make application for a building permit by contacting the Building Inspections Office.

**ZONING ORDINANCE AMENDMENT
(REZONING)**

- STEP 1:** If a request is made to amend the City Zoning Map, the applicant must fill out an application form. . This application (with site plan if there is a potential project) must be submitted at least three weeks before the Planning Commission meeting, which is scheduled for the 2nd Thursday of every month. A \$150 nonrefundable application fee must accompany the completed form.
- STEP 2:** The City Planner will notify the affected property owners within 350 feet of the proposed lot(s) of the zoning ordinance amendment and a public hearing notice will be published in the official newspaper at least ten days before the hearing or as required by law.
- STEP 3:** The City Planner will review the preliminary plat and prepare a staff report which will be distributed to the Planning Commission in their meeting packet (and the applicant, if requested) prior to the Planning Commission meeting.
- STEP 4:** A public hearing will be held by the Planning Commission. Persons attending the public hearing may speak in regards to the request. The City Planner will first introduce the request and then the applicant will present their request. After their presentation, the staff report will be reviewed and considered. The Commission will vote to recommend approval, denial or tabling of each request to the City Council. The Planning Commission is an advisory board to the City Council.
- STEP 5:** The City Council reviews and considers the zoning ordinance amendment request as recommended by the Planning Commission OR they may deny the request. The City Clerk then records the Council's decision
- STEP 6:** If approved by the Council, the ordinance amendment will become effective thirty (30) days after its passage and publication. If there is a proposed project on the rezoned property, the applicant may then make application for a building permit after the 30 days of passage by contacting the Building Inspections Office.

PLATS

- NOTE:** Land must be platted before development can begin.
- STEP 1:** The first step in the platting process is for the applicant/developer to meet with the City Planning Staff and City Engineer to make sure it is annexed into the City and is properly zoned for the type of development they wish to build. A concept plan of the development should be reviewed by both the City Planner and City Engineer.
- STEP 2:** Next, an application should be made and a preliminary plat submitted to the Planning Office. (See Appendix B for preliminary plat requirements.) An application fee should be submitted with the completed application form and preliminary plat. The fee is as follows: \$175 base fee + \$10 for each lot. This must be submitted at least three weeks before the Planning Commission meeting, which is scheduled for the 2nd Thursday of every month.
- STEP 3:** The City Planner will notify the affected property owners of the plat and a public hearing notice will be published in the official newspaper at least ten days before the hearing or as required by law.
- STEP 4:** The preliminary plat will be reviewed by the City Planner and the City Utility Group (public works, engineering, water and light dept. and various utility agencies). This group meets every Tuesday morning most Tuesdays in the year. The Preliminary plat will be submitted at least a week prior to the scheduled meeting date to distribute to the various agencies/departments. If they have any questions, comments, corrections, additions of easements, etc.; the developer will be notified of these changes. They will have the ability to make these changes before the Planning Commission meeting, or they can wait until after the public hearing and review by the Commission.
- STEP 5:** The City Planner will review the preliminary plat and prepare a staff report which will be distributed to the Planning Commission in their meeting packet (and the applicant, if requested) prior to the Planning Commission meeting.
- STEP 6:** A public hearing will be held by the Planning Commission. Persons attending the public hearing may speak in regards to the request. The City Planner will first introduce the request and then the applicant will present their request. After their presentation, the staff report will be reviewed and considered. The Commission will vote to recommend approval, denial or tabling the plat to the City Council. The Commission could also recommend approval of the plat as a Final Plat if all items are in place and they have met the City Utility Group's requests.
- STEP 7:** The City Council reviews and considers the plat request as recommended by the Planning Commission. They may request more information, they may request changes to the Preliminary Plat, they may approve as a Final Plat, or they may DENY the request all together.

PLATS (CONT'D)

- STEP 8:** If it is not approved as a Final Plat, the applicant will prepare the plat to the specifications outlined by the City Council and submit to the City Planner.
- STEP 9:** The Final Plat will be processed like the Preliminary Plat. Following the submission of the final plat proposal, the City Planner will present a report to the Planning Commission.
- STEP 10:** The Planning Commission reviews the report and final plat and makes a recommendation to the City Council.
- STEP 11:** The City Council makes a decision on the final plat.
- STEP 12:** Once the Plat is approved, the developer must meet with the Engineering Staff and City Attorney to decide what Development Agreement they will sign (developer installed improvements or City installed improvements). The City Planner must have the signed and notarized Development Agreement before the Plat can be recorded. **The Development Agreement Ordinance is found in the Appendix with the Zoning Applications for Preliminary and Final Plats.**
- STEP 13:** Concurrently with STEP 12, the applicant will have 4 mylars prepared and submitted to the City Planner with the signatures of all property owners listed on the plat signature lines, the applicant's land surveyor, and the applicant's attorney (if applicable). They will also submit a check for the recording of the Plat (\$56.00 to be written to the Polk County Recorder).
- STEP 14:** The City Planner will obtain necessary signatures of City Staff and the Planning Commission Secretary following the submittal of the Development Agreement and the payment of Park Dedication fees (\$250.00 per lot), if no land was dedicated to the City for park and/or open space needs.
- STEP 15:** The signed mylars will be taken the County Recorder's Office by City Staff. The County records the plat after the applicant has paid the necessary recording fees and the current year property taxes for the property in its entirety. Once recorded, the applicant will receive an official mylar for their records.

***** ALL ZONING PERMIT APPLICATIONS ARE LOCATED IN APPENDIX B *****

ANNEXATION PROCESS FOR PROPERTY NOT IN
CITY LIMITS BUT WANT TO DEVELOP INTO CITY
LOTS

Process to annex property from conception to construction

1. Certificate of Survey and legal description must be prepared.
2. Concurrently, zoning must be established for the acres involved in the annexation. If only a portion of the proposed property is to be developed, a development plan must be submitted with the zoning request. This development plan shows utility easements, road placement, parks, type of development/buildings for future planning purposes. A PUD zoning district and plan is best when not all of the property is to be developed immediately and all types of residential uses (or commercial) will be located within the proposed annexed property (single-family, two-family, multifamily and commercial).
3. The establishing of zoning must be consistent with the Comprehensive Plan. If it does not meet the intent of the Comprehensive Plan, it must be amended. An amendment to the Comprehensive Plan, follows the same procedure as a zoning amendment and can be done at the same meeting.
3. Zoning must be established before the first ordinance reading for the annexation. The steps to establish zoning is listed below.

Note: A Zoning Ordinance amendment may be a change in the classification of parcels of land, a change in the text of the Zoning Ordinance, or the establishment of a new zoning district. The change may be initiated by the City Council, Planning Commission, or an individual.

For a change in the classification of land initiated by an individual, the following process occurs.

- Preliminary meeting with City Planner
- Designation of the area to be changed including maps, aerial photos, and current land uses.
- Review by planner and utility group.
- Narrative from developer and planner that it is consistent with the Comprehensive plan
- Preparation and receipt of application and fee.
- Schedule date for Public Hearing at Planning Commission. (The Planning Commission and City Council must complete public hearings and provide a decision to the applicant within 60 days of the date of the application.)
- Publish notice of public hearing in newspaper a minimum of 10 days prior to the hearing.
- Staff report is prepared.
- Planning Commission holds public hearing.
- Planning Commission submits minutes and proposed ordinance to the City Council for review and action.
- If an ordinance is adopted it goes into effect 30 days from the date of publication.

4. Review of the zoning request, possible comprehensive plan amendment request and 1st reading for the annexation ordinance can occur at the same City Council meeting. **This process of meeting, preparing, review by Planning Commission and City Council takes approximately 30 to 45 days.**
5. If rezoning, development plan review and comprehensive plan review is approved, the 2nd reading of annexation ordinance takes place at the next regular City Council meeting. **This takes 2 weeks.**
6. City Attorney prepares paperwork to send to the MN Office of Administrative Hearings and then submits paperwork to the state. **From paperwork preparation to review and approval from the state, the timeline is anywhere from 2 – 4 months.**
7. Once annexation is approved by the state, the Water and Light Dept. must obtain electrical territory and possible water territory. The timeline is dependent on the parties involved, could be months.
8. In order to build on a specific piece of property, the property must be platted from the fully annexed piece. The process to plat is as follows:
 - Preliminary discussion and review with Community Development Director and Development Team.
 - Preparation of preliminary plat.
 - Review by Development Team.
 - Prepare and submit application with fee. (This starts the 60 day time clock for approval or denial)
 - Review by utilities, engineering, public works and fire department.
 - Prepare staff report.
 - Set date for public hearing at Planning Commission.
 - Advertise public hearing in newspaper a minimum of 10 days prior to hearing date.
 - Notify applicant of public hearing minimum of 5 days prior to hearing.
 - Notify adjoining property owners as shown on preliminary plat 10 days prior to hearing.
 - Planning Commission hearing.
 - Submit minutes and possible resolution to City Council.
 - A final plat must be developed and submitted within one year of approval of the preliminary plat. If the Council so chooses and no changes are necessary to the preliminary plat, the plat can be reviewed as final.
 - Final plat review is same as above for preliminary plat.
 - Prior to approval and recording of the final plat, a development agreement must be completed and fees paid in accordance with the agreement.
 - Final plat must be recorded within one year of the date of approval or it becomes void.
 - **Timeline from start to recording of plat and development agreement is 1-2 months.**

9. When ready to build, a site plan and building drawings must be submitted for review by Planning and Building Inspections staff. Procedure is as follows:

Preliminary plans shall include the following:

- A description of the use of the building and how the building and land use contribute to the Zoning District.
- General interior floor plans.
- External architectural plans including views of each building façade, as seen from the highways, local streets and adjoining properties, and drawings and descriptions of building materials.
- A site plan including grading, topography, vegetation, wetlands, floodplains, access and egress (both existing and proposed), landscaping, building locations, parking and loading, sidewalks, stormwater retention and drainage, garbage facilities (if commercial, industrial or multifamily), existing and proposed utilities including sewer, water, gas, electric, telephone, cable and fiber.
- Plans shall be submitted on 22x34 sheets.
- Preliminary plans shall be consistent with development standards.
- **The timeline for this could be weeks to months, dependent on completion of plans.**

THIS PROCESS FROM CONCEPTION TO CONSTRUCTION WILL TAKE AT A MINIMUM 4- 5 MONTHS TO A YEAR. THIS IS NOT A QUICK PROCESS.

**BUILDING INSPECTION AND PERMITTING
INFORMATION**

BUILDING PERMITS

FREQUENTLY ASKED QUESTIONS

When do I need a building permit?

Building permits are required for virtually any new construction, addition, remodeling project, or structural alteration as well as mechanical or plumbing projects. Any work started without an approved building permit is subject to a stop work order and the possibility of an increased building permit cost; up to double the original cost.

Why do I have to get a building permit?

The building code, which is the collection of rules and regulations governing construction projects (both new and/or remodel work), requires you to obtain a permit before doing certain types of construction. The building code is adopted by the City of East Grand Forks as a law. Permits allow the City of East Grand Forks to know when you are building or adding to a structure so that our staff knows which jobs need to be inspected. A permit also establishes a record of the construction and remodeling history of your property, which can be important when it comes time to sell, refinance, or insure your home.

What work is exempt from a permit?

- A. One-story detached accessory structures used as tool and storage sheds, playhouses and similar uses, provided the floor area does not exceed 180 square feet.
- B. Driveways and other flat concrete work.
- C. Painting, papering, tiling, and carpeting; cabinets, counter tops, and similar finish work.
- D. Prefabricated swimming pools that are less than 24 inches deep.
- E. Swings and other playground equipment.

How do I get a permit?

Come to City Hall at 600 DeMers Ave. Make sure you know the address of the property where the work will be done. Bring a sketch or plan for what you would like to do and an estimate of how much the project is going to cost. If you are having contractors do part or all of the work, make sure you ask them if they will be obtaining the permit.

How long does it take to receive a permit?

It can take as long as 48 hours for the city staff to process your permit request. Once the review is completed, you will be contacted by City Hall staff regarding how to pick up the permit and pay the fee.

What documents need to be submitted when applying for a new construction permit?

For new construction projects, a complete plan must be submitted. It shall include a site plan, floor plan, elevations, and typical wall cross sections including the size and depth of the foundation. (Sample attached.) It does not have to be to scale but shall show dimensions to clearly illustrate the intent of the work being done. The site plan shall show distances to property lines. A curb, sidewalk, or fence is not property lines. The owner is responsible for location and conformance with required setback and side yard distances.

FREQUENTLY ASKED QUESTIONS (CONT'D)

I'm building a shed. What are the City's requirements?

If your shed will be larger than 180 square feet, then you will need a permit. All buildings fewer than 180 square feet are considered storage sheds and figured at owner's cost. Whatever the size, it must be at least 3 feet from the rear or side property lines, out of the easement, and completely behind the house.

What if I'm putting up a fence?

A permit must be obtained. All fences closer to the street line than the average setback in the area shall not exceed three feet in height, and all other fences shall not exceed six feet in height and placed not less than one foot from the respective property lines. All fences bordering the sides of the property shall be placed no less than one foot from the property line on which it borders and shall be no more than six feet in height. The finished side of the fence must face your neighbor. If you are putting up a fence on the property line, you MUST have your neighbors sign off.

What if I'm installing a sidewalk?

Any time a public sidewalk is poured or replaced, a permit is needed. The name of the contractor must be provided if you are not pouring the sidewalk yourself. The proper code requirements must be followed and the Building Inspections Department can answer any questions you may have. There is a refund of \$1.00 per square foot from the City if you replace your sidewalk.

What is the cost of a permit?

Permit fees are based on the estimated cost of the work being done. This includes all plumbing and mechanical costs. For people doing their own labor, the estimated cost should be based on the amount the project would cost if a licensed contractor was hired to do the total job.

Can only licensed contractors apply for a permit?

Minnesota State Law requires that all contractors building or remodeling 1 to 4 unit residential dwellings must be licensed by the State of Minnesota. Under certain circumstances, a homeowner may act as the general contractor for their own home. An owner cannot legally obtain a building permit for an unlicensed contractor. Owners who obtain building permits give up certain rights including the right to make a claim against the Minnesota State Recovery Fund to compensate for the contractor's failure to perform or fraudulent and dishonest practices.

When are inspections done and who inspects the work?

An orange building permit card will be given with the building permit and must be placed where it is visible from the street. Our inspectors will inspect your work for several things, including, but not limited to: footings, framings, final for building permit; plumbing and mechanical permits. Call 218.773.0124 between 8:00 AM and 5:00 PM to arrange for an inspection at least one business day in advance of the requested inspections.

How do I find my property lines?

Property lines are found by locating the property irons (buried in each corner of the lot) typically by using a metal detector. Otherwise, you will need to hire a licensed surveyor to accurately find your property lines. The City does not provide that service.

FREQUENTLY ASKED QUESTIONS (CONT'D)

What if I'm moving a building?

The name of the general contractor is required if you are not moving the building yourself and the cost of the permit is \$42.00. A map of the route the building will be taken through town will be required. We will provide a list of agencies that must be notified of this route. These agencies must receive notification 48 hours prior to the move. A moving permit must be obtained from the office.

What if I'm putting up a sign for my business?

New sign site plans must be submitted to the Planning Department for approval. Once the site plan has been approved, the permit can be issued. The name of the contractor and the value of the sign must be provided. The fee is based on the value.

Does the City have any rules regarding how a driveway is installed?

The City has specific regulations regarding the installation on how and where a driveway is built. Please see **Appendix D** for the City of East Grand Forks Driveway Regulations.

THE CITY BUILDING PERMIT APPLICATION CAN BE FOUND ON THE NEXT TWO PAGES.



PERMIT NO. _____ DATE _____
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City of East Grand Forks
600 DeMers Ave
East Grand Forks, MN
56721

Phone: 218.773.0124
Fax: 218.773.2507

MINNESOTA

EAST GRAND FORKS BUILDING PERMIT APPLICATION			
PERMIT APPLICANT IS: <input type="checkbox"/> Owner <input type="checkbox"/> Contractor <input type="checkbox"/> Other Anticipated Start Date:			
PERMIT SITE IS: <input type="checkbox"/> City of East Grand Forks			
SITE	Job Address		
	Legal Description		
PROJECT	Type of Property: <input type="checkbox"/> Residential <input type="checkbox"/> Multiple <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial		
	Class of Work: <input type="checkbox"/> New Construction <input type="checkbox"/> Addition <input type="checkbox"/> Remodel <input type="checkbox"/> Fence/Sign <input type="checkbox"/> Moved-in Structure <input type="checkbox"/> Garage		
	Site plans are required for New Construction, Additions & Moved-In Structures. Site plan submitted: <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Additional description of work		
Total Valuation: _____ **MATERIAL + LABOR (EVEN IF SELF)= VALUATION** Total Square Feet: _____			
OWNER	Owner	Phone Number	
	Owner Address	Cell Number	
	City, State, Zip	Fax Number	
CONTRACTOR	Company Name	Contact Person	
	Contractor Physical Address	Phone Number	
	Contractor Mailing Address	Cell Number	Fax Number
	City, State, Zip	License Number	Policy #
	Insurance Company Name	Expiration Date	Expiration Date
SUBCONTRACTORS	Architect/Designer	Heating Contractor	
	Plumbing Contractor & License #	Electrical Contractor & License #	
	Framing Contractor	Roofing Contractor	

I hereby apply for a Building Permit and acknowledge that the information above is complete and accurate; that this is not a permit; that the work will be performed in accordance with the conditions of the permit, the approved plans and specifications, and the Minnesota State Building Code; and, that I will cause the work to remain accessible and exposed for inspection purposes.

Applicant further understand and agrees that once a building permit is issued, the permit becomes void if construction is not begun, is suspended, or abandoned within 180 days at any time after work is commenced. Applicant understands and agrees that all provisions of the Laws and Ordinances governing this type of work will be complied with whether specified herein or not, the granting of a permit does not presume to give authority to violate or cancel the provisions of any state or local law regulating construction of the performance of construction.

The applicant understands and agrees that the City will review the plans and conduct periodic construction observations. The applicant further understands and agrees that the City's review of the plans and/or construction with all requirements of all codes. The City will provide continuous on-site observation of construction. The applicant at all times remains responsible for ensuring that the plans and specifications comply with all requirements of all codes and accepts full responsibility for all workmanship and construction.

The permit applicant/holder is in control of the construction project, the permit applicant/holder agrees to indemnify and hold the City harmless from any and all claims, demands, loss, cost, expenses, or causes of action, arising out of the City's review, or failure to review the building plans, the City's inspection or observation, or failure to inspect or observe, any aspect of the construction project, and/or failure of the construction project, and/or failure of the construction project to comply with the building codes. This agreement applies to any such claim brought by any subsequent purchaser or owner of the property.

Signature of Applicant	Date
------------------------	------

Are you as the homeowner acting as the General Contractor? YES NO

If YES, please complete and sign section below.

I understand that the State of Minnesota requires that all residential building contractors and residential remodelers obtain a state license unless they meet an exemption from licensure. As the homeowner who is building or improving my own home, I am exempt from state licensure as long as I am not in the business of building or remodeling residential real estate for the purpose of speculation or resale. I guarantee that the property that I am obtaining a permit for, located at _____ is the first residential property that I have built or remodeled in the past twelve (12) months.

Furthermore, I understand that some of the subcontractors hired by me are required to be licensed or registered by the state. Those most likely to require licensure are plumbers, electricians, roofers and any subcontractor who performs more than one skill.

(If you are uncertain whether or not a subcontractor is required to be licenses, you may contact the MN Department of Commerce, Enforcement Division, at 612.296.2594 or 1.800.657.3602. If unlicensed, non-exempt contractors are hired, the homeowner will not have the ability to make a claim against the contractor's recovery fund to compensate for the contractor's failure to perform or fraudulent and dishonest practices.)

_____	_____
Date	Homeowner's Signature

FOR OFFICE USE ONLY:
Special Conditions or special approval: _____
Permit Fee: _____ State Surcharge: _____
Investigation Fee: _____
Signature of Building Official _____ Date _____
Paid _____ Date _____

RESIDENTIAL ACCESSORY BUILDINGS

Residential Accessory Structures are subject to the following:

1. In case an accessory building is attached to the main building, it shall structurally be made a part of the main building and shall comply—in all respects—the requirement of this ordinance applicable to the main building.
2. A detached accessory building shall not be located in any required front or side yard.
3. Properties under ten thousand (10,000) square feet in area are allowed up to one thousand (1,000) square feet of accessory building area. Properties having lot areas of ten thousand (10,000) square feet or greater are allowed up to one thousand five hundred (1,500) square feet in accessory building area. The accessory building area includes all garages, sheds, or other buildings on the property. The above mentioned maximum allowable areas govern only when other more restrictive regulations are met (impervious coverage, setbacks, etc.).
4. Rear property line setback—25 feet (private garage exempt).
5. Side yard setback—
 - a. Lots of 100' in width or more—10 feet
 - b. Lots of less than 100' in width—6 feet
 - c. Detached private garages from alley and side or rear property lines—no less than 3 feet
6. Maximum impervious lot coverage—40% (this includes patios, driveways, decks, buildings)
7. No accessory building shall exceed the height of the principal building.

FENCE REGULATIONS

FENCE: Any partition, structure or gate erected as a dividing marker, barrier or enclosure.

It is unlawful for any person to construct a fence without first obtaining a permit from the City for it.

Every application shall introduce the type of fence, the material to be used in the construction for it, its height, and its location, particularly as to its proximity to the lot lines of the applicant.

Standards. All fences constructed or maintained in the City shall meet the following requirements:

- All fences closer to the street line than the average setback in the area shall not exceed three (3') feet in height, and all other fences shall not exceed six (6') feet in height, and be placed not less than one (1') foot from the respective property lines.
- All fences bordering the sides of any property and not facing or fronting on a street or alley shall be placed no less than one (1') foot from the property line on which it borders and shall be no more than six (6') feet in height.
- No fence shall be allowed to be constructed with a fence area of more than fifty (50%) percent solid construction and the Building Inspector's approval of the material and manner of construction and appearance shall be obtained.
- The Council shall have the power upon application, for cause shown, to waive the strict application of the preceding requirements and compliance therewith.

BARBED WIRE AND OTHER FENCES

It is unlawful for any person to construct and maintain a barbed wire fence or any fence charged or connected with any electrical current in such a manner as to transmit said current to persons, animals or things which intentionally or unintentionally come in contact it. However, the City Council may permit a barbed wire fence or other type of fence that meets the applicant's requirements for the purposes intended at their discretion.

Maintenance.

- All fences shall be painted and maintained so that the exposed, outer-face shall be smooth and in neat condition and appearance at all times.
- In all cases, the side of the fence facing the street or neighboring property shall be finished as such.

BARBED WIRE AND OTHER FENCES (CONT'D)

Location.

- All fences must be located entirely upon the private property of the person constructing it; given that adjoining the property owners may agree in writing that the fence shall be located on the division line of their properties. If such an agreement is made, said neighboring property owners shall file an executed copy of the agreement with the Building Inspector, before said Building Inspector shall issue a permit for it.

Construction.

- Every fence shall be constructed in a substantial manner, and of a substantial material reasonably suitable for the purpose for which the fence is proposed to be used.
- Every fence shall be maintained in a condition of reasonable repair, and shall not by reason of age, decay, accident or other cause be allowed to become and remain in a state of disrepair.
- Any fence which is dangerous by reason of its construction, state of disrepair, or is in any other way injurious to public safety, health or welfare, is a nuisance. The Building Inspector shall notify the owner of the property of which the fence is located of the existence of such nuisance, and said nuisance shall be abated and corrected within fourteen (14) days after receiving such notice.

ACCESS

Private accesses shall meet the requirements set forth in Chapter 6.07 of City Code. The City has Access Management Standards and an Access Management Map that designates driveways and/or roadway spacing. This Map can be found in Appendix B.

At no time shall any part of a truck or van be allowed to extend into the right-of-way of a public thoroughfare while the truck or van is being loaded or unloaded.

DRIVEWAY WIDTH STANDARDS : The following standards shall apply to all new construction of driveways proceeding the adoption date of this Chapter. **A curb cut permit and inspection is necessary so that the curb and gutter is removed and the driveway is poured according to City Ordinance (See Appendix D).**

- A. Lots less than seventy-five (75') in average width:
 - 1. No driveway shall exceed twenty-four feet (24') in width at the sidewalk line.
 - 2. No driveway shall exceed thirty feet (30') in width at the curb line.
- B. Lots seventy-five (75') to one-hundred (100') in average width:
 - 1. No driveway shall exceed thirty feet (30') in width at the sidewalk line.
 - 2. No driveway shall exceed thirty-six feet (36') in width at the curb line.
- C. Lots greater than one-hundred feet (100') in average width:
 - 1. No driveway shall exceed thirty-six feet (36') in width at the sidewalk line.
 - 2. No driveway shall exceed forty-two feet (42') in width at the curb line.
- D. When two driveways serve the same residential property, they shall be separated by at least twenty feet (20') as measured at the sidewalk line.
- E. No driveway shall be provided nearer than twenty feet (20') to the street intersection on a corner lot.
- F. A common driveway to serve two lots may be permitted at the line common to said properties provided that such common driveway shall not exceed thirty feet (30') in width at the sidewalk line nor thirty-six feet (36') in width at the curb line.

*** CURB CUT PERMITS ARE REQUIRED WHEN CUTTING CURB TO PLACE NEW DRIVEWAY. ***



Economic Development Authority Programs

- 1) Builder Loan Program for New Houses
- 2) Tax Abatement Program for New Houses
- 3) Landscape Grant for New Houses

1) Builder Loan Program

Home builders can apply for the \$100k builder loan and \$1k down payment on the residential lot. Must demonstrate proof of certified Minnesota licensed contractor, license/bonding/insurance, and site plan approval with active permits from the Planning/Zoning Dept. Application & full program description available upon request.

\$100k + \$1k down combined use example

1. A MN Licensed contractor wants to buy a waters edge lot
2. The MN licensed contractor pulls all the permits and gets building plans approved by P&Z at City Hall
3. EDA board votes to approve the use of the builder's incentives
4. The MN license contractor signs the disbursement agreement for the \$100k program and promissory note (for the \$1k down payment) on the land
5. The 1-year countdown to utilize and repay the funds begins
6. They start calculating building material costs and submit quotes to the EDA
7. The expenses are reimbursed
8. When the house sells, the loan is repaid and the remaining lot down payment is repaid at closing

Contact: Maggie Brockling, Economic Development Director
mbrockling@eastgrandforks.gov | 218.773.8939
<https://egfEDA.org>

2) TAX ABATEMENT/REBATE

Newly built houses can apply for a 2-year tax abatement on their property taxes when the house hits full value. This program is in the process of renewal for 2027-2029 for any houses built by December 31, 2029. Download the application from <https://egfEDA.org/housing>.

1. City, County and School District participate in abating a portion of the property tax bill.
2. Applies to new residential construction only that are single-family dwellings, town homes and twin homes, including modular homes and stick built homes.
3. The abatement/rebate of real property taxes is for two years, in the first two years where payment of taxes are based upon full value of the new dwelling. (Does not include specials.)
4. It can take 2-4 years for the house to hit full value. The abatement will be off the full value.

3) Landscaping Grant

Newly built houses can apply for a \$500 reimbursement style grant towards landscaping the property. Buyers who purchased a city-owned residential lot, or subsequent home buyer if original owner did not use this grant previously can qualify.

What's Eligible All varieties of trees, shrubs, and/or perennials used in residential setting. East Grand Forks is in Hardiness Zone 4a.

Grant Process Available for owner within the first year of occupancy.
Save all receipts from purchased trees & shrubs.
Submit these to the EDA Office in City Hall for reimbursement.

Sales tax, labor, and tools are not reimbursable.

Download the application from <https://egfEDA.org/housing>. It is combined with the Tax Abatement Application.



ENERGY REBATE INCENTIVES NEW HOME ENERGY REBATES

Energy Star Appliance Rebates

Refrigerator.....	\$75
Freezer	\$75
Dishwasher.....	\$50
Clothes Washer	\$100
Electric Water Heater.....	\$50

Heating and Cooling Equipment Rebates

Central Air Conditioner	\$200
Heat Pump \$250	
ECM Fan Motor	\$150

CFL and LED Bulb Rebate

LED Bulbs or fixtures	\$400
CFL Bulbs	\$50

TOTAL REBATES\$1,150.00

Contact: Jordan Midgarden, Energy & Customer Service Specialist 218.773.1163 |
 jmidgarden@eastgrandforks.gov
<https://www.eastgrandforks.gov/262/Apply-for-Energy-Rebates-Load-Management>

APPENDIX A: ZONING MAP AND ZONING DISTRICT HANDOUTS

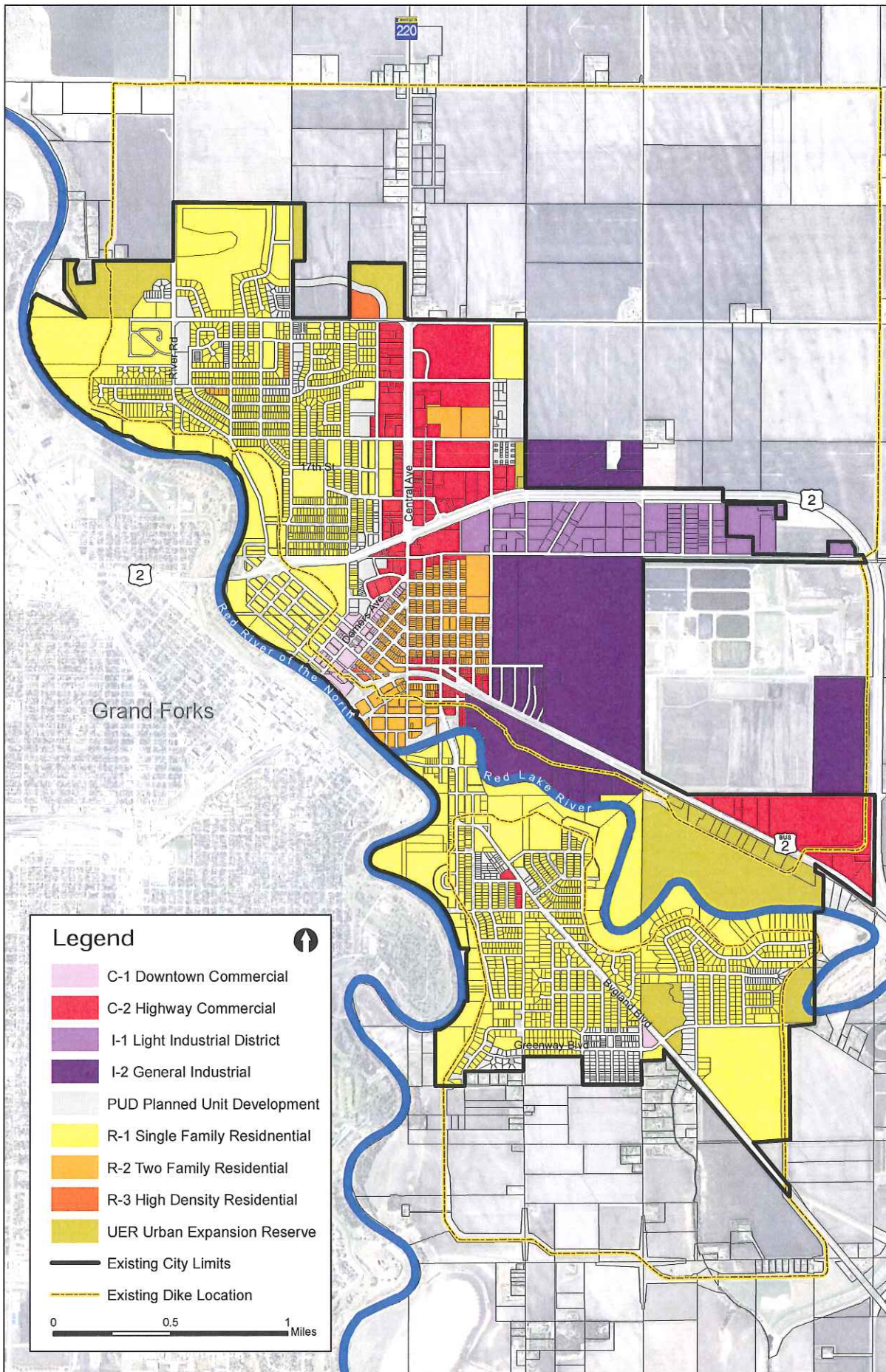


Figure 3.12

SEC. 10.07 or 152.075 R-1 – SINGLE FAMILY RESIDENCE

Uses Permitted.

- A. Drainage system, flood control and watershed structure, and erosion control device meeting all City and State standards.
- B. Essential Services – Governmental uses, buildings and storage not industrial in nature.
- C. Public and private educational institutions, limited to elementary, middle or junior high and senior high schools.
- D. Public parks, and public recreation areas.
- E. Religious institutions such as chapels, churches, temples and synagogues.
- F. Single family detached dwellings.
- G. State licensed residential care facility in a single family detached dwelling, of 6 or fewer persons.

Accessory Uses Permitted.

- A. Administrative offices, meeting rooms, classrooms and service areas in private and public recreational facilities, the uses of which are incidental and directly related to the primary use.
- B. Day care facilities serving 12 or fewer persons in a single family detached dwelling.
- C. Home occupations in a single family dwelling, as regulated in Sect. 10.26 or 152.380.
- D. Private garages and off-street parking and loading areas, as regulated in Sect. 10.24 or 152.345.

Special Uses.

- A. Bed and Breakfast.
- B. Cemeteries.
- C. Campgrounds.
- D. Essential Services – Public Utility Uses, Transmission Services, Buildings and Storage.
- E. Hospitals, sanatoriums, or philanthropic institutions except correctional institutions and animal hospitals. Any such buildings permitted to be used shall be set back not less than 100' from any lot or street line and that the appearance of the building shall be in appropriate harmony with the residential character of the area and provided that they meet the parking and loading and unloading facilities requirements as set forth for such uses in Sect. 10.24 or 152.345
- F. Outdoor Commercial Recreation, including golf courses, tennis clubs, public swimming pools.
- G. Railroad Right-of-Way.
- H. Two Family Dwellings and Twinhomes, provided they meet the requirements set forth for such uses in the R-2 district.
- I. Wireless Communication Antennas, as regulated by Sect. 10.22 or 152.315.
- J. Daycare centers.

District Performance Standards.

- A. Lot Size (minimum) – 8,400 square feet
- B. Lot Width (minimum) – 65 feet
- C. Lot Depth (minimum) – 120 feet

- D. Front property line setback – 30 feet. On corner lots, the second front property line setback (minimum) – 15 feet
- E. Rear property line setback – 25 feet (private garage exempt).
- F. Side yard setback –
 - a. lots of 100' in width or more – 10 feet
 - b. lots of less than 100' in width – 6 feet
 - c. detached private garages from alley and side or rear property lines – no less than 3 feet
- G. Maximum impervious lot coverage – 40%
- H. Maximum Building Height – 35' from average grade
- I. Minimum Dwelling Size – 900 sq.ft. of finished floor area.

SEC. 10.08 or 152.090 R-2 – TWO-FAMILY RESIDENTIAL DISTRICT

Uses Permitted.

- A. Drainage system, flood control and watershed structure, and erosion control device meeting all City and State standards.
- B. Essential Services – Governmental uses, buildings and storage not industrial in nature.
- C. Public and private educational institutions, limited to elementary, middle or junior high and senior high schools.
- D. Public parks, and public recreation areas.
- E. Religious institutions such as chapels, churches, temples and synagogues.
- F. Single family detached dwellings.
- G. State licensed residential care facility serving 16 or fewer persons.
- H. Twinhomes.
- I. Two-family dwellings.
- J. Townhouses.

Accessory Uses Permitted.

- A. Administrative offices, meeting rooms, classrooms and service areas in private and public recreational facilities, the uses of which are incidental and directly related to the primary use.
- B. Day care facilities serving 12 or fewer persons in a single family detached dwelling.
- C. Home occupations in a single family dwelling, as regulated in Sect. 10.26 or 152.380.
- D. Private garages and off-street parking and loading areas, as regulated in Sect. 10.24 or 152.345.

Uses by Special Permit.

- A. Bed and breakfast
- B. Campgrounds
- C. Cemeteries
- D. Essential Services, Public Utility Uses, Transmission Services, Buildings and Storage.
- E. Hospitals or sanatoriums, philanthropic, or eleemosynary institutions except correctional institutions and animal hospitals. Any such buildings permitted to be used shall be set back not less than one hundred (100') feet from any lot or street line and that the appearance of the building shall be in appropriate harmony with the residential character of the area and provided that they meet the parking and loading and unloading facilities requirements as set forth for such uses in Sect. 10.24 or 152.345.
- F. Outdoor Commercial Recreation, including golf courses, tennis clubs, public swimming pools.
- G. Railroad Right-of-Way.
- H. Wireless Communication Antennas, as regulated by Sect. 10.22 or 152.315.
- I. Daycare centers.

District Performance Standards.

- A. Lot size (minimum) – 7,400 square feet
- B. Lot width (minimum) – 50 feet
- C. Lot depth (minimum) – 120 feet
- D. Front property line setback – 30 feet. On corner lots, the second front property line setback (minimum) – 15 feet.
- E. Rear property line setback – 25 feet (private garages exempt).
- F. Side yard setback –
 - a. lots of 100' in width or more – 10 feet

- b. lots less than 100' in width – 6 feet
 - c. detached private garages from the alley and side or rear property lines – no less than 3 feet
 - d. Except on lots containing an attached twinhome or an attached townhome, one side will be set at 0 feet and the remaining side yard setback shall be as otherwise required in this Section.
- G. Maximum lot coverage –
- a. 40% for single family uses
 - b. 45% for multi-family uses
- H. Maximum Building Height – 35 feet from average grade
- I. Minimum Building Size – 900 sq.ft. of finished floor area

SEC. 10.09 or 152.105 R-3 – HIGH DENSITY RESIDENTIAL DISTRICT

Uses Permitted.

- A. Condominiums or Apartments.
- B. Dormitory.
- C. Drainage system, flood control and watershed structure, and erosion control device meeting all City and State standards.
- D. Essential Services – Governmental uses, buildings and storage not industrial in nature.
- E. Public and private educational institutions, limited to elementary, middle or junior high and senior high schools.
- F. Public parks, and public recreation areas.
- G. Religious institutions such as chapels, churches, temples and synagogues.
- H. Single family detached dwellings.
- I. State licensed residential care facility, serving 16 or fewer persons.
- J. Townhomes.
- K. Twinhomes.
- L. Two-family dwellings.

Accessory Uses Permitted.

- A. Administrative offices, meeting rooms, classrooms and service areas in private and public recreational facilities, the uses of which are incidental and directly related to the primary use.
- B. Day care facilities serving 12 or fewer persons in a single family detached dwelling.
- C. Home occupations in a single family dwelling, as regulated in Sect. 10.26 or 152.380.
- D. Private garages and off-street parking and loading areas, as regulated in Sect. 10.24 or 152.345.

Uses by Special Permit.

- A. Bed and breakfast
- B. Campgrounds
- C. Cemeteries
- D. Essential Services, Public Utility Uses, Transmission Services, Buildings and Storage.
- E. Hospitals or sanatoriums, philanthropic, or eleemosynary institutions except correctional institutions and animal hospitals. Any such buildings permitted to be used shall be set back not less than one hundred (100') feet from any lot or street line and that the appearance of the building shall be in appropriate harmony with the residential character of the area and provided that they meet the parking and loading and unloading facilities requirements as set forth for such uses in Sect. 10.24 or 152.345.
- F. Outdoor Commercial Recreation, including golf courses, tennis clubs, public swimming pools.
- G. Railroad Right-of-Way.
- H. Wireless Communication Antennas, as regulated by Sect. 10.22 or 152.315.
- I. Daycare centers.

District Performance Standards.

- A. Lot size (minimum) – 7,000 square feet
- B. Lot width (minimum) – 50 feet
- C. Lot depth (minimum) – 120 feet

- D. Front property line setback – 30 feet. On corner lots, the second front property line setback (minimum) – 15 feet.
- E. Rear property line setback – 25 feet (private garages exempt).
- F. Side yard setback –
 - a. lots of 100' in width or more – 10 feet
 - b. lots less than 100' in width – 6 feet
 - c. detached private garages from the alley and side or rear property lines – no less than 3 feet
 - d. Except on lots containing a twinhome, townhome, or adjoining condominium apartments, one side will be set at 0 feet and the remaining side yard setback shall be as otherwise required in this Section.
- G. Maximum impervious lot coverage –
 - a. 45% for single family uses;
 - b. 50% for 2-family use;
 - c. 60% for apartment uses
- H. Maximum Building Height –
 - a. 70 feet from average grade for apartments.
 - b. 35 feet from average grade for all other uses.
- I. Required off-street parking and loading area impervious surface minimum setback requirements –
 - a. front property line – 20 feet
 - b. rear property line – 5 feet

SEC. 10.10 or 152.120 PLANNED UNIT DEVELOPMENT (PUD)

Purpose. The purpose of this section is to make provision for a harmonious variety of housing choices within the Planned Unit Development District. The PUD District allows for larger tracts of land under single or unified ownership to be developed with greater flexibility and imaginative design than is generally possible under the conventional zoning regulations. The PUD District is exclusively for the development of residential housing. Such planned unit developments shall be developed in accordance with an overall design and an integrated general development plan, be consistent with the intent and purposes of the Section and Land Use Plan, and not adversely affect the property adjacent to the land included in the project.

Uses Permitted.

- A. Condominiums and apartments.
- B. Dormitory.
- C. Drainage system, flood control and watershed structure, and erosion control device meeting all city and state standards.
- D. Essential services – governmental uses, buildings and storage not industrial in nature.
- E. Nursing homes, convalescent homes, retirement homes, and other housing options for senior citizens.
- F. Public and private educational institutions, limited to accredited elementary, middle or junior high and senior high schools.
- G. Public parks, and public recreation areas.
- H. Religious institutions such as chapels, churches, temples and synagogues.
- I. Single-family detached dwellings.
- J. State licensed residential care facility, serving 16 or fewer persons.
- K. Townhouses.
- L. Twinhomes.
- M. Two-family dwellings.

Accessory Uses Permitted.

- A. Administrative offices, meeting rooms, classrooms and service areas in private and public recreational facilities, the uses of which are incidental and directly related to the primary use.
- B. Day care facilities serving 12 or fewer persons in a single-family detached dwelling.
- C. Home occupations in a single-family dwelling, as regulated in 152.380 or Sect. 10.26
- D. Private garages and off-street parking and loading areas, per 152.345 or Sect. 10.24

Special Permitted Uses within a PUD.

- A. Bed and breakfast.
- B. Essential services – public utility uses, transmission services, buildings and storage.
- C. Hospitals or sanatoriums, philanthropic, or eleemosynary institutions, except correctional institutions and animal hospitals. Any such buildings permitted to be used **shall be set back not less than 100 feet from any lot or street line** and that the appearance of the building shall be in appropriate harmony with the residential character of the area and provided that they meet the parking and loading and unloading facilities requirements set forth for such uses in 152.345 or Section 10.24
- D. Wireless communication antennas, as regulated by 152.315 or Sect. 10.22
- E. Daycare centers.

District Performance standards.

- A. The project shall propose reasonable yard, building setback, lot size, lot depth, lot width, height, frontage requirements, landscaping, density, and open space provisions for the protection and aesthetic enhancement of both the immediate property and the adjacent property for approval by the city council after review and recommendation by the Planning Commission.
- B. No private infrastructure shall be permitted, with the exception of private roadways and street lighting shall be permitted within the project provided they are approved by the City Council and installed to City specifications for similar public streets.
- C. Front property line setback (minimum) – 20 feet.
- D. Impervious lot coverage – 45% for single-family uses, 50% for 2-family uses, 60% for apartment uses.
- E. Required off-street parking and loading areas. Shall meet the following impervious surface minimum setback requirements.
 - 1. 20 feet from the front property line.
 - 2. 5 feet from the rear property line.
- F. Minimum dwelling size.
 - 1. 1,000 sq.ft. of finished floor area for single-family uses,
 - 2. 800 sq.ft of finished floor area for all multi-family uses.

Administrative Procedure.

- A. Pre-application meeting. Prior to submittal of a general development plan, the applicant shall submit a concept plan and meet with the planning staff to discuss the application. Through the pre-application meeting, the planning staff shall summarize the information requirements and issues related to the request.
- B. Planning Commission. The proponents of a planned unit development shall submit a general development plan to the planning commission for its review and secure the approval of the council after receiving a recommendation from the planning commission. The planning commission shall hold a public hearing on the proposed general development plan in conformance with the provisions as provided in 152.022 or Sect. 10.02 subd.2.
- C. City Council.
 - 1. If the plan is approved, any substantial change to the plan will require a resubmission to, and approval of the Council after review and recommendation by the Planning Commission. The Planning Commission will hold a public hearing on the proposed substantial change to the plan.
 - 2. Substantial change may include, but is not necessarily limited to: rearrangement of structures, increase in any building size, change in location of open space or parking lots, an increase in the number of dwelling units, reduction in setback from adjoining properties, delay in planting schedule of more than 1 year, reduction in landscaping area or number of plants.
- D. Sunset clause. If the plan is approved, the subsequent plat shall be recorded within a period of 1 year from the date of approval of the general development plan. The general development plan will become null and void if the subsequent plat has not been recorded with the 1 year. Resubmittal and approval of the general development plan is required if the plat has not been recorded with 1 year.

NAME OF PUD
PUD Review

DATE:

MATTER OF THE REQUEST FROM :

GENERAL AGREEMENT WITH COMPREHENSIVE PLAN

<u>STATUS OF REQUEST</u>		
YES	NO	N/A

- A. Land Use Element
- B. Transportation Element
- C. Urban Design Element
- D. Downtown Design Element
- E. River Forks Element
- F. Community Facilities Element
- G. Parks & Open Space Element

Comments, if any (Specify):

PLANNING STAFF RECOMMENDATIONS CONDITIONS:

Denial

Approval

Approval Subject to the Following

1. Review Access Requirements
2. If necessary, plat property and ROW for all public and private roads and show surrounding plats and ROW. Road ROW should line up with surrounding ROW
3. Determine stormwater requirements – needed if disturbing more than 1 acre. This must be determined with City Engineers Office and Public Works Director.
4. Show the architectural elevations and dimensions/square footage of the buildings.
5. Show impervious coverage of PUD. See PUD requirements for impervious coverage.
6. Show setbacks for buildings (front, side and back). Front yard setback is a minimum of 20' from front property line. (Section 10.10 Subdivision 6.)
7. Utility easements are required for the development. NO private utilities/infrastructure is allowed; Section 10.10 Subdivision 6. Section 11.07 Subdivision 2 states "Easements shall be provided, where necessary and shall generally be 20 feet wide or 10 feet wide of the lot line. They shall be centered on rear and other lot lines.
8. Show future lot lines on the drawing.

9. Show landscaping including schedule of planting.
10. Show parking lot(s) and provide details (number of stalls, size of stalls, etc.) if PUD has any multi-family buildings.
11. Private roadways shall be permitted within the project provided they are approved by the City Council and installed to City specifications for similar public streets.
12. Provide connections with sidewalks from adjacent property.
13. The Fire Department will need to approve any cul-de-sacs for appropriate turnaround.
14. Show Homeowner (townhome) association documentation, if needed for maintenance and repair of private streets, sidewalks, lighting, etc.
15. Submit documentation to show how a pond will be maintained as well as the land around it if needed for storm water retention.
16. Will accessory buildings (sheds, detached garages, etc.) be allowed in the PUD? If so, what setbacks (rear and side) will be required as well as max lot coverage
17. Will any other uses, other than single family and two family, be allowed in the development (i.e. home occupations etc.) (include in Homeowner documentation)?

*** In addition, a copy of our Planned Unit Development (PUD) Zoning requirements, Parking Requirements and Rezoning Application will be included for your review.

SEC. 10.14 or 152.195 C-1 – DOWNTOWN COMMERCIAL

Uses permitted.

- A. Art galleries and museums.
- B. Bars or nightclubs, except bowling alleys.
- C. Bookstore, except adult bookstores.
- D. Business and professional services, except self-service laundries and food locker plants.
- E. Business, technical or professional schools.
- F. Drainage system, flood control and watershed structure, and erosion control device meeting all city and state standards.
- G. Essential services – governmental uses, buildings and storage.
- H. Library.
- I. Liquor store, package, and meeting the local liquor dispensing laws, not including drive-up and/or drive-in services.
- J. Lodges, clubs, social or fraternal organizations, except adult entertainment oriented (i.e. adult cabaret, adult mini motion theater or full theaters).
- K. Medical offices.
- L. Municipal administrative buildings, fire stations and other municipal service buildings, except those customarily considered industrial in use.
- M. Offices, including banks and financial institutions with or without drive-up and/or drive-in services.
- N. Parking garage.
- O. Police Station.
- P. Post office.
- Q. Public parks, and public recreation areas.
- R. Public utility and service uses.
- S. Radio and television broadcasting uses.
- T. Railroad right-of-way.
- U. Combination of residential or senior citizens housing with Commercial uses (mixed use) provided that:
 - 1. No less than 35% of the main/street level is a commercial use permitted in the C-1 district.
 - 2. The Commercial use located within the building is adjacent to the front property line.
- V. Restaurants, not including drive-up and/or drive-in services.
- W. Retail, not including drive-up and drive-in services.
- X. Theaters, except adult entertainment uses (i.e., adult cabaret, adult mini motion theater or full theaters).
- Y. Wholesaling.
- Z. Daycare Centers.

Uses by Special Permit.

- A. Essential services – public utility uses, transmission services, buildings and storage.
- B. Residential and senior citizens housing in upper levels only.
- C. Hotel, motel, bed and breakfast hotel.
- D. Satellite dish antennas, as an accessory or incidental use.

Design Guidelines.

- A. General.** Because the City of East Grand Forks is committed to the highest quality in this District, design guidelines may be developed to provide guidance and development objectives to be applied to all renovations and new construction within this District, with the objective of managing and guiding growth toward the realization of specific urban design objectives. These guidelines are provided for the enhancement of the downtown area as the functional and symbolic center of the City. Buildings should contribute to a strong overall downtown character; building facades should add richness and detail of this vision that these guidelines are intended to serve. The City Council may from time to time by resolution adopt such design guidelines.
- B. Design Review.**
1. The Planning Commission shall review and recommend to the City Council to approve, conditionally approve or disapprove any or all elements of all development within this District for compliance with the above design.
 2. A request for any development in this District shall furnish the Planning Commission with detailed plan views, elevations, and/or any other documents as requested by the Planning Commission that may assist the Planning Commission in its determination of whether the finished development will be compatible with the design guidelines.
 3. The Planning Commission shall use the following guidance in their design review: In order to recreate the small scale and diversity of traditional downtown's, require that new development maintain the continuity of the streetscape, with appropriate window patterns, entrances, paving and zero lot line development; require that developments include architectural features such as awnings, canopies and recessed entries that can protect pedestrians from inclement weather; utilize the State Historic Building Code; prohibit demolition of any historically significant structures and require review of buildings greater than 40 years old.
 4. Applicants are encouraged to meet with staff prior to the preparation of the development drawings.
 5. After the City Council receives the recommendation of the Planning Commission, the Council shall act to approve, approve with conditions, or disapprove the application for design review, or the Council may, before it acts upon the application, submit such application to any employee of the City it may designate for further review and study. If the Council disapproves the application, the grounds for such disapproval shall be set forth in the proceedings of the Council, and report to the design review applicant.

District Performance Standards.

- A. Platting is required for all uses within the C-1, Downtown Commercial District. No building permits will be issued on unplatted properties, except for the addition of accessory structures or additions to existing buildings.
- B. Maximum Impervious Lot Coverage: 85%
- C. NO Outdoor Storage

SEC. 10.13 or 152.215 C-2 – HIGHWAY COMMERCIAL

Uses Permitted.

A. All other uses permitted in the C-1 District,

- Combination of residential or senior citizens housing with Commercial uses (mixed use) provided that:
 1. No less than 35% of the main/street level is a commercial use permitted in the C-1 district (City Code Sec. 152.196).
- Art galleries and museums.
- Bars or nightclubs, except bowling alleys.
- Bookstore, except adult bookstores.
- Business and professional services, except self-service laundries and food locker plants.
- Business, technical or professional schools.
- Drainage system, flood control and watershed structure, and erosion control device meeting all city and state standards.
- Essential services – governmental uses, buildings and storage.
- Library.
- Liquor store, package, and meeting the local liquor dispensing laws, not including drive-up and/or drive-in services.
- Lodges, clubs, social or fraternal organizations, except adult entertainment oriented (i.e. adult cabaret, adult mini motion theater or full theaters).
- Medical offices.
- Municipal administrative buildings, fire stations and other municipal service buildings, except those customarily considered industrial in use.
- Offices, including banks and financial institutions with or without drive-up and/or drive-in services.
- Parking garage.
- Police Station.
- Post office.
- Public parks, and public recreation areas.
- Public utility and service uses.
- Radio and television broadcasting uses.
- Railroad right-of-way.
- Restaurants, not including drive-up and/or drive-in services.
- Retail, not including drive-up and drive-in services.
- Theaters, except adult entertainment uses (i.e., adult cabaret, adult mini motion theater or full theaters).
- Wholesaling.
- Daycare Centers.

B. Accessory Store.

C. Altering, pressing and repair of wearing apparel.

D. Appliance Store.

E. Automobile garage, accessory store, sales

F. Building materials sales.

G. Bowling alley.

H. Café, cafeteria, including drive-in eating establishments.

I. Dairy products store.

- J. Drainage system, flood control and watershed structure, and erosion control device meeting all city and state standards.
- K. Essential services – governmental uses, buildings and storage – public utility uses.
- L. Food locker plant.
- M. Furniture store.
- N. Grocery store.
- O. Hardware store.
- P. Hotel and motel
- Q. Laundries.
- R. Liquor store, package, and meeting local dispensing laws.
- S. Machinery, equipment, sales, storage and service.
- T. Office.
- U. Public and private secondary educational institutions.
- V. Public parks and public recreation areas.
- W. Railroad right-of-ways.
- X. Supermarkets.
- Y. Temporary roadside stand for sale of in-season agricultural products, subject to site plan review by planning staff.
- Z. Small animal veterinary clinic.

Uses by Special Permit.

- A. Essential services – public utility uses, transmission services, buildings and storage.
- B. Gasoline filling stations.
- C. Satellite dish and antennas, as regulated by 152.315 et.seq.
- D. Tattoo parlor that meet the following criteria:
 1. Provide at least 1 separate wash facility for every 3 work stations
 2. Provide at least 1 separate wash facility for customer use.

District Performance Standards.

- A. Front property line setback – 20 feet
- B. Rear property line setback – 10 feet.
- C. Side property line setback – 10 feet.
- D. Building height maximum – 40 feet.
- E. Impervious lot coverage – NO more than 85% of the lot.
- F. Required off street parking and loading areas. Shall meet the following impervious surface minimum setback requirements.
 1. 20 feet from the front property line
 2. 5 feet from the rear property line
- G. Outside storage. All businesses shall meet 1 of the following criteria for business related storage in the C-2, Highway Commercial District:
 1. Storage must be completely within enclosed building(s)
 2. Appropriately landscaped to 80% opaque, and according to the standards set forth in 152.299
 3. Effectively screened with a fence that is at least 80% opaque, not less than 6 feet no more than 8 feet in height.
- H. Landscaping. All business' located along any of the Greenway Corridors, as designated by the Land Use Plan, shall be appropriately landscaped according to the standards set forth in 152.295
- I. Sales, rental, or display (indoor and outdoor). As an accessory use in association with an allowed principal use provided that:

1. The area so occupied shall not exceed 30% of the principal building.
2. No storage or display of merchandise shall be permitted in required rear, side, or front yards,
3. The outdoor sales, rental, or display area shall be included in the calculations for parking spaces required for the use and shall not occupy space required for parking as stipulated by 152.345 et seq.

SEC. 10.16 or 152.231 I-1 – LIGHT INDUSTRY.

Uses Permitted.

- A. Automobile, truck repair, body shop.
- B. Building material sales.
- C. Cartage and express facilities.
- D. Contractors offices, shops and yards, such as building, cement, electrical, heating, ventilating and air conditioning, masonry, painting, plumbing, refrigeration and roofing.
- E. Drainage system, flood control and watershed structure, and erosion control device meeting all city and state standards.
- F. Essential services – governmental uses, buildings and storage.
- G. Fuel and ice sales.
- H. Greenhouses, wholesale.
- I. Highway maintenance shops and yards.
- J. Laundries.
- K. Machining.
- L. Office or office building.
- M. Packing and crating.
- N. Printing and publishing.
- O. Public parks and public recreation areas.
- P. Radio and television broadcasting uses, excluding towers.
- Q. Restaurants.
- R. Railroad right-of-way.
- S. Tool and dye cast.
- T. Warehousing.
- U. Wholesaling, all commodities except live animals, commercial explosives and junk.
- V. Veterinary clinic.

Uses by special permit.

- A. Essential services – public utility uses, transmission services, buildings and storage.
- B. Hotel and motel.
- C. Limited manufacturing, of products and materials when in conjunction with retail sales that meets the requirements set forth in this chapter.
- D. Wireless communications tower and antennas, as regulated by Section 152.315 or 10.22.

Performance Standards.

- A. Front property line structure setback – 20 feet.
- B. Rear property line structure setback – 10 feet (except a 0 foot exception for lots 2-15, Block 2 of the Industrial Park 1st Addition – Ord. No. 294 3rd Series).
- C. Side property line setback – 10 feet.
- D. Principal building height maximum – 40 feet.
- E. Impervious lot coverage – No more than 85% of the lot.
- F. Off street parking and loading areas - Impervious surface minimum setback requirements:
 - 1. Front property line – 20 feet.
 - 2. Rear property line – 5 feet.
- G. Outside storage – must meet 1 of the following criteria for business related storage:
 - 1. Storage must be completely within enclosed building(s)

2. Appropriately landscaped to 80% opaque, and according to the standards in 152.299
3. Effectively screened with a fence that is at least 80% opaque, not less than 6 feet no more than 8 feet in height.

H. All businesses located along the Greenway Corridors, designated in the 2025 Land Use Plan, shall be appropriately landscaped according to the standards in Sect. 152.295.

I. Sales, rental, or display (indoor and outdoor) as an accessory use in association with an allowed principal use must meet the following:

1. The area so occupied shall not exceed 30% of the principal building.
2. No storage or display of merchandise shall be permitted in required rear, side, or front yards.
3. The outdoor sales, rental, or display area shall be included in the calculation for parking spaces required for the use and shall not occupy space required for parking in Sect. 152.345

SEC. 10.17 OR 152.245 I-2 – GENERAL INDUSTRIAL.

Uses Permitted.

- A. All permitted uses allowed in the I-1 (Light Industrial) district
- B. Drainage system, flood control and watershed structure, and erosion control device meeting all city and state standards.
- C. Indoor storage or garage rental.
- D. Manufacturing, processing, packaging or assembly of products and materials.
- E. Railroad right-of-way
- F. Wholesaling.

Uses by Special Permit.

- A. Adult uses provided that:
 - 1. The adult use is located 1000 feet from any other sensitive receptor.
 - 2. The adult use has frontage on an arterial roadway.
- B. Billboards as regulated by Sect. 152.390
- C. Bulk fuel storage.
- D. Concrete mixing plant.
- E. Essential services – public utility uses, transmission services, buildings and storage
- F. Fairs and fairgrounds
- G. Freight transportation terminal.
- H. Grain terminal.
- I. Railroad yard.
- J. Recycling yard.
- K. Salvage yard.
- L. Sanitary or demolition landfill.
- M. Solid and hazardous waste transfer station.
- N. Solid waste processing facility.
- O. Wireless communications tower and antennas, as regulated by Sect. 152.315
- P. Yard and tree waste composting site.

District Performance Standards.

- A. Minimum building setback from front property line – 50 feet.
- B. Minimum building setback from rear property line – 20 feet.
- C. Minimum building setback from side property line – 4 feet.
- D. Impervious lot coverage – NO more than 85% of the lot.
- E. Off street parking and loading area – will meet the following impervious surface minimum setback requirements, which are:
 - 1. Front property line – 20 feet.
 - 2. Rear property line – 5 feet.
- F. Outside Storage – must meet 1 of the following criteria for business related storage:
 - 1. Storage must be completely within enclosed building(s)
 - 2. Appropriately landscaped to 80% opaque, and according to the standards set forth in 152.298
 - 3. Effectively screened with a fence that is at least 80% opaque; and not less than 6 feet or more than 8 feet in height.
- G. Landscaping. All business' located along any of the Greenway Corridors, as designated by the Land Use Plan, shall be appropriately landscaped according to the standards in Sect. 152.294.

H. Sales, rental or display (indoor and outdoor). Is accessory use to an allowed principal use with the following regulations:

1. The area so occupied shall not exceed 30% of the principal building.
2. No storage of display of merchandise shall be permitted in required rear, side or front yards.
3. The outdoor sales, rental or display area shall be included in the calculations for parking spaces required for the use and shall not occupy space required for parking as stipulated by Sect. 152.345.

APPENDIX B: ZONING PERMIT APPLICATIONS

The City of East Grand Forks

File # _____
Comp. App. Date _____
PC Rec. Date _____
CB Action Date _____
CB Approval _____ Denial _____

Special Use Permit Application

Page 1

Applicants(s):

Name(s) _____

Address _____

City _____ State _____ Zip _____

Phone # _____ Fax # _____

Cell # _____ Other # _____

Email _____

Property Owner(s)/Fee Owner(s), if different from above:

Name(s) _____

Address _____

City _____ State _____ Zip _____

Phone # _____ Fax # _____

Email _____

Parcel Information:

Property ID#(s): _____ Parcel Size: _____

Complete Legal Description (not abbreviated description from tax statement): _____

Present Zoning: _____ Pursuant to Section #: _____

Brief Description of Request: _____

Primary Contact:

East Grand Forks
Planning Department

600 Demers Avenue
East Grand Forks, MN 56721
218.773.0124

Application Fee & Financial Guarantee Deposit:

Application & Recording Fees	Receipt #	Financial Guarantee	Receipt #
\$125.00			

I hereby authorize East Grand Forks Planning Staff to enter upon property subject to this application to gather information pertinent to this request.

Signature(s) of Applicant(s): _____ Date: _____

_____ Date: _____

Signature(s) of Owner(s): _____ Date: _____

_____ Date: _____

APPLICATION INFORMATION:

I. Application Quantities and Submittal Formats:

- ___ a. One (1) reproducible copy reduced to 11" x 17" of the request and all other supporting documents.
- ___ b. One (1) reproducible copy reduced to 8.5" x 11" of the request and all other supporting documents.

II. Complete Application Submittal Requirements:

Complete applications shall consist of the following site plan and narrative information, unless waived by the Planning Department following a pre application meeting. Information shall be provided in graphic and/or written formats as appropriate. Additional information or modifications may be required by Planning Staff, Planning Commission, or City Council, and additional information may be requested during the review process.

A. Written explanation on how the proposed Special Use Permit will comply with each of the following standards:

- ___ 1. The use will not create an excessive burden on public facilities and utilities, which serve or are proposed to serve the area.
- ___ 2. The use will be sufficiently compatible with, or separated by sufficient distance from, or screened from adjacent land uses so that there will be no deterrence to the use or development of adjacent land and uses.
- ___ 3. Each structure or improvement is so designed and constructed that it is not unsightly in appearance to the extent that it will hinder the orderly and harmonious development of the district wherein proposed.
- ___ 4. The use is consistent with the purposes of City Code 152, and the purposes of the zoning district in which the applicant intends to locate the proposed use.
- ___ 5. The use is not in conflict with the East Grand Forks Land Use Plan.
- ___ 6. Adequate measures have been taken to provide ingress and egress so designed as to minimize traffic congestion, provide adequate access to public roads, and provide sufficient on-site parking.
- ___ 7. All buildings/structures must meet the intent of the State Building Code and/or fire codes.
- ___ 8. Documentation that describes the proposed Special Use Permit's potential effects or impacts on public facilities, utilities, and services, including, but not limited to:
 - (1) Streets.
 - (2) Law enforcement.
 - (3) Ambulance/emergency services.

- (4) Fire protection.
- (5) City administration.
- (6) Schools.
- (7) Utilities.

B. Specific submittal requirements related to the proposed Special Use Permit as identified by Planning Staff following a pre-application meeting:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

C. Site boundaries, buildings, structures and other improvements shall be identified on-site with a current certificate of survey, prepared and signed by a Minnesota licensed land surveyor, depicting the following:

- ___ 1. Scale of plan (engineering scale only).
- ___ 2. North point indication.
- ___ 3. Existing boundaries with lot dimension and area.
- ___ 4. Existing site improvements.
- ___ 5. All encroachments.
- ___ 6. Easements of record.
- ___ 7. Legal description of the property.
- ___ 8. Ponds, rivers, wetlands, 100 year flood elevations or other waterways bordering on or running through the subject property.

D. A site plan utilizing a copy of the current certificate of survey as a base for the site in question, depicting the following:

- ___ 1. Name and address of developer/owner.
- ___ 2. Name and address of architect/designer.
- ___ 3. Date of plan preparation.
- ___ 4. Dates and description of all revisions.
- ___ 5. Name of project or development.
- ___ 6. All proposed improvements, including:
 - ___ a. Required and proposed setbacks.
 - ___ b. Location, setback and dimensions of all proposed buildings and structures.
 - ___ c. Location of all adjacent buildings located within one hundred (100) feet of the exterior boundaries of the property in question.
 - ___ d. Location, number, dimensions, and setbacks of proposed parking spaces and drive aisles.
 - ___ e. Location, number, and dimensions of proposed loading spaces.
 - ___ f. Location, width, and setbacks of all curb cuts and driveways.
 - ___ g. Vehicular circulation.

- _____ h. Provisions for storage and disposal of waste, garbage, and recyclables, including details for screening exterior trash/recycling enclosures.

Submittal Deadlines:

The Special Use Permit Application shall be considered to be officially filed when the Planning Department has received and examined the application and has determined that the application is complete.

The person applying for Special Use Permit approval shall submit to the Planning Department a complete application and all other information required no later than three (3) weeks prior to a regularly scheduled Planning Commission Meeting. The application shall address the informational requirements and issues identified through the sketch plan review procedure.

The City of East Grand Forks

File # _____
Comp. App. Date _____
PC Rec. Date _____
CC Action Date _____
CC Approval _____ Denial _____

Variance or Appeal Application

Page 1

Applicant(s):

Name(s) _____

Address _____

City _____ State _____ Zip _____

Phone # _____ Fax # _____

Cell # _____ Other # _____

Email _____

Property Owner(s)/Fee Owner(s), if different from above:

Name(s) _____

Address _____

City _____ State _____ Zip _____

Phone # _____ Fax # _____

Email _____

Parcel Information:

Property ID#(s): _____ Parcel Size: _____

Complete Legal Description (not abbreviated description from tax statement): _____

Present Zoning: _____ Pursuant to Section #: _____

Brief Description of Request: _____

Primary Contact:

East Grand Forks
Planning Department

600 Demers Avenue
East Grand Forks, MN 56721
218.773.0124

Application Fee & Financial Guarantee Deposit:

Application & Recording Fees	Receipt #	Financial Guarantee	Receipt #
\$90.00			

The undersigned certifies that they are familiar with application fees and other associated costs, and also with the procedural requirements of the City Code and other applicable ordinances. I hereby authorize East Grand Forks Planning Staff to enter upon property subject to this application to gather information pertinent to this request

Signature(s) of Applicant(s): _____ Date: _____
_____ Date: _____

Signature(s) of Owner(s): _____ Date: _____
_____ Date: _____

APPLICATION INFORMATION:

I. Application Quantities and Submittal Formats:

- _____ 1. One (1) reproducible copy at 8.5" x 11" of the request, including site plan; and all other supporting documents.

II. Complete Application Submittal Requirements:

Complete applications shall consist of the following site plan and narrative information, unless waived by the Planning Department following a pre application meeting. Information shall be provided in graphic and/or written formats as appropriate. Additional information or modifications may be required by Planning Staff, Planning Commission, or City Council, and additional information may be requested during the review process.

Please answer the following questions as they relate to your specific variance request:

1. In your opinion, is the variance in harmony with the purposes and intent of the ordinance?
Yes () No () Why or why not?

2. In your opinion, is the variance consistent with the comprehensive plan?
Yes () No () Why or why not?

3. In your opinion, does the proposal put property to use in a reasonable manner?
Yes () No () Why or why not?

4. In your opinion, are there circumstances unique to the property?
Yes () No () Why or why not?

5. In your opinion, will the variance maintain the essential character of the locality?
Yes () No () Why or why not?

The Planning Commission must make an affirmative finding on all of the five criteria listed above in order to grant a variance. The applicant for a variance has the burden of proof to show that all of the criteria listed above have been satisfied.

Submittal Deadlines:

The person applying for Variance or Appeal shall submit to the Planning Department a complete application and all other information required no later than three (3) weeks prior to a regularly scheduled Planning Commission Meeting. The application shall address the informational requirements and issues identified through the sketch plan review procedure.

The City of East Grand Forks

File # _____
Comp. App. Date _____
PC Rec. Date _____
CB Action Date _____
CB Approval _____ Denial _____

Rezoning Application

Page 1

Applicant(s):

Name(s) _____

Address _____

City _____ State _____ Zip _____

Phone # _____ Fax # _____

Cell # _____ Other # _____

Email _____

Property Owner(s)/Fee Owner(s), if different from above:

Name(s) _____

Address _____

City _____ State _____ Zip _____

Phone # _____ Fax # _____

Email _____

Parcel Information:

Property ID#(s): _____ Parcel Size: _____

Complete Legal Description (not abbreviated description from tax statement): _____

Present Zoning: _____ Pursuant to Section #: _____

Brief Description of Request: _____

Primary Contact:

East Grand Forks
Planning Department

600 Demers Avenue
East Grand Forks, MN 56721
218.773.0124

Application Fee & Financial Guarantee Deposit:

Application & Recording Fees	Receipt #	Financial Guarantee	Receipt #
\$150.00			

I hereby authorize the East Grand Forks Planning Staff to enter upon property subject to this application to gather information pertinent to this request.

Signature(s) of Applicant(s): _____ Date: _____

_____ Date: _____

Signature(s) of Owner(s): _____ Date: _____

_____ Date: _____

I. Application Quantities and Submittal Formats:

- ___ a. One (1) reproducible copy reduced to 11" x 17" of the request and all other supporting documents .
- ___ b. One (1) reproducible copy reduced to 8.5" x 11" of the request and all other supporting documents.

II. Complete Application Submittal Requirements:

Complete applications shall consist of the following site plan and narrative information, unless waived by Planning Staff following a pre application meeting. Information shall be provided in graphic and/or written formats as appropriate. Additional information or modifications may be required by Planning Staff, Planning Commission, or City Council, and additional information may be requested during the review process.

A. Written explanation regarding how the proposed rezoning will not be in conflict with each of the following standards, at a minimum:

- ___ 1. The proposed action has been considered in relation to the specific policies and provisions of and has been found to be consistent with the East Grand Forks Land Use Plan.
- ___ 2. The proposed use is or will be compatible with present and future land uses of the area.
- ___ 3. The proposed use conforms with all performance standards contained in Chapter 152.
- ___ 4. The proposed use can be accommodated with existing and planned public services and will not overburden the City's service capacity.
- ___ 5. Traffic generation by the proposed use is within capabilities of streets serving the property.

B. Specific submittal requirements related to the proposed rezoning as identified by Planning Staff following a pre application meeting:

- ___ 1. _____

- ___ 2. _____

- ___ 3. _____

- ___ 4. _____

- ___ 5. _____

- ___ 6. _____

- ___ 7. _____

- ___ 8. _____

III. Submittal Deadlines:

The Rezoning Application shall be considered to be officially filed when the Planning Department has received and examined the application and has determined that the application is complete.

The person applying for Rezoning shall submit to the Planning Department a complete application and all other information required no later than Three (3) weeks prior to a regularly scheduled Planning Commission Meeting. The application shall address the informational requirements and issues identified through the sketch plan review procedure.

The City of East Grand Forks

Comp. App. Date _____
PC Rec. Date _____
CC Action Date _____
CC Approval _____ Denial _____

Preliminary Plat Application

Page 1

Applicant(s):

Name(s) _____

Address _____

City _____ State _____ Zip _____

Phone # _____ Fax # _____

Cell # _____ Other # _____

Email _____

Property Owner(s)/Fee Owner(s), if different from above:

Name(s) _____

Address _____

City _____ State _____ Zip _____

Phone # _____ Fax # _____

Email _____

Parcel Information:

Property ID#(s): _____ Parcel Size: _____

Complete Legal Description (not abbreviated description from tax statement): _____

Present Zoning: _____

Proposed Name of Subdivision: _____

Proposed Zoning: _____ Proposed # of Lots: _____

Primary Contact:

East Grand Forks
Planning Department

600 Demers Avenue
East Grand Forks, MN 56721
218.773.0124

Application Fee & Financial Guarantee Deposit:

Fee	Receipt #	Financial Guarantee	Receipt #
\$175 plus \$10 per lot \$400 Maximum (40 lots)			

I hereby authorize East Grand Forks Planning Staff to enter upon property subject to this application to gather information pertinent to this request.

Signature(s) of Applicant(s): _____ Date: _____

_____ Date: _____

Signature(s) of Owner(s): _____ Date: _____

_____ Date: _____

APPLICATION INFORMATION:

I. Application Quantities and Submittal Formats:

- ___ 1. Fifteen (15) **folded** paper copies of the preliminary plat and supporting graphic materials that are larger than 11" x 17" in size. Additional copies may be requested as deemed necessary by the Planning Department
 - ___ a. One (1) reproducible copy reduced to 11" x 17" of the above.
 - ___ b. One (1) reproducible copy reduced to 8.5" x 11" of the above.
- ___ 2. One (1) reproducible copy at 8.5" x 11" of all other supporting documents.
- ___ 3. One (1) copy of the preliminary plat and all related engineering plans in a digital format (**DWG file in North Dakota State Plane [North] coordinates**) compatible with City requirements.

II. Complete Application Submittal Requirements:

Complete applications shall consist of the following information, unless waived by the Planning Department. Information shall be provided in graphic and/or written formats as appropriate. Additional information or modifications may be required by Planning Staff, Planning Commission, or City Council, and additional information may be requested during the review process.

A. General Information

- ___ 1. The proposed name of the plat.
- ___ 2. Date of application, name, address, and phone number of the owner, agent, applicant, engineer, surveyor, planner, attorney or other principle involved in the development of the plat.
- ___ 3. Proof of ownership or legal interest in the property in order to make application.
- ___ 4. Existing zoning or any zoning changes needed, or reference to any zoning or similar land use actions that have already occurred that are pertinent to the proposed development.
- ___ 5. Total acreage of the land to be subdivided.
- ___ 6. Boundary line survey and legal description. Identify any property within the subdivision that is registered (torrens).
- ___ 7. North arrow and scale of one to two hundred (1/200) to one to fifty (1/50) depending upon the size of the plat and the detail of the information to be shown.
- ___ 8. Existing covenants, liens, or encumbrances on all property within the plat.
- ___ 9. Proposed street names.
- ___ 10. Application fee, and financial guarantee (if applicable).

- ___ 11. Documentation that describes the subdivision’s potential effects or impacts on public facilities, utilities, and services, including, but not limited to:
- (1) Streets.
 - (2) Law enforcement.
 - (3) Ambulance/emergency services.
 - (4) Fire protection.
 - (5) City Administration.
 - (6) Schools.
 - (7) Utilities.

- ___ 12. Any additional information as requested by the Planning Department.

B. Existing Features to Be Shown

- ___ 1. Existing property lines and property lines extending two hundred (200) feet from the exterior boundaries of the parcel to be subdivided, including the names of the adjacent property owners shall be indicated.
- ___ 2. Existing roads, both public and private, showing width of road, type of construction, and any associated easements.
- ___ 3. Any and all existing public and private easements with purpose of easement and types and location of any facility or installation that is located in the easement.
- ___ 4. Permanent buildings or other substantial land uses located on the property and to a distance of two hundred (200) feet beyond the property.
- ___ 5. Topography at two (2) foot intervals, extending at least one hundred (100) feet beyond the limits of the property if in the flood zone.
- ___ 6. Waterways, watercourses, lakes, and wetlands with ordinary high water level and one hundred (100) year flood elevations shown on the map.
- ___ 7. The toe and top of any bluffs present.

C. Proposed Features to Be Shown

- ___ 1. Proposed lot lines, and dimensions.
- ___ 2. Proposed uses, including parks, storm water retention areas, and areas of common ownership.

- ___ 3. Location, grade, and width of proposed streets, pedestrian ways, bicycle paths, trails, walking paths and provision for extending streets to serve adjacent areas. Access and street classifications shall be consistent with the Grand Forks-East Grand Forks Transportation Plan.
- ___ 4. Plans for the installation of electricity, street lights, telephone, gas, and drainage and storm water facilities.
- ___ 5. Location of proposed structures and driveways.
- ___ 6. The minimum setback requirements with resulting building envelope.

D. Grading Plans.

- ___ 1. Project Description - narrative describing existing site conditions and the nature and extent of the land disturbing activity.
- ___ 2. Adjacent Areas - narrative describing how neighboring properties will be affected by the proposed project.
- ___ 3. Existing Contours - show existing 2-foot contours and spot elevations (at least 100 ft beyond property boundaries).
- ___ 4. Critical Erosion Areas - show areas with potential for serious erosion problems.
- ___ 5. Elevation and Grade - existing street and ditch grades, pond, wetland, and floodplain normal water levels, ordinary high water levels, and high water levels.
- ___ 6. Proposed easements for drainage, slope protection, flood protection, and protection of wetlands and water bodies, including storm water retention areas and easements for the installation of utilities.
- ___ 7. Location of Utilities - location of existing utilities. Include all pipe sizes, materials and inverts.
- ___ 8. Proposed Project - show on the plans the site improvements proposed by the project.
- ___ 9. Disturbed Area - show limits of land disturbance. Include clearing, stockpile and exposed soil areas.
- ___ 10. Final Contours - proposed 2 foot contours showing how the site will be graded and showing the final contours into the existing contours. Show changes to drainage patterns and sub-basin areas. Show cut and fill slopes and areas.
- ___ 11. Show types, locations and quantities of temporary erosion and sediment control measures proposed.
- ___ 12. Storm Sewer Inlets - protection provided to prevent sediment-laden water from entering.
- ___ 13. Permanent Erosion Control - list grass seed, fertilizer and mulching specifications and rates. Include mulch anchoring methods and time requirements for permanent seeding within 15 days after

substantial grading completion. Temporary mulch and seed must be used when grading completion is delayed.

- ___ 14. Rip Rap - place at all culvert out falls to minimize scour.
- ___ 15. Rock Construction Entrances - plan entrance locations to minimize tracking onto roads.
- ___ 16. Implementation Schedule - with starting and completion dates of each land disturbing activity.

F. Additional Information Required

- ___ 1. A build out plan (ghost plat), when applicable, depicting how the land within the subdivision may be further subdivided in the future.
- ___ 2. Documents outlining the content of proposed conservation easements, restrictive covenants, deed restrictions, and establishment of homeowners associations for review.
- ___ 3. Proposed title declarations for residential lots adjoining potential future development open spaces notifying the perspective homeowner of the intent to have the open space develop in the future.
- ___ 4. Information or easements showing how public and/or private utilities, drainage, and roads can be extended to serve adjacent property.
- ___ 5. Landscape and screening plans showing landscape plantings for street boulevards, subdivision entrances, and buffer yards.

III. Submittal Deadlines:

The Preliminary Plat Application shall be considered to be officially filed when the Planning Department has received and examined the application and has determined that the application is complete.

The person applying for preliminary plat approval shall submit to the Planning Department a complete application and all other information required no later than three (3) weeks prior to a regularly scheduled Planning Commission Meeting. The application shall address the informational requirements and issues identified through the sketch plan review procedure.

The City of East Grand Forks

Comp. App. Date _____
PC Rec. Date _____
CC Action Date _____
CC Approval _____ Denial _____

Final Plat Application

Page 1

Applicant(s):

Name(s) _____

Address _____

City _____ State _____ Zip _____

Phone # _____ Fax # _____

Cell # _____ Other # _____

Email _____

Property Owner(s)/Fee Owner(s), if different from above:

Name(s) _____

Address _____

City _____ State _____ Zip _____

Phone # _____ Fax # _____

Email _____

Parcel Information:

Property ID#(s): _____ Parcel Size: _____

Complete Legal Description (not abbreviated description from tax statement): _____

Present Zoning: _____

Proposed Name of Subdivision: _____

Proposed Zoning: _____ Proposed # of Lots: _____

Primary Contact:

East Grand Forks
Planning Department

600 Demers Avenue
East Grand Forks, MN 56721
218.773.0124

Application Fee & Financial Guarantee Deposit:

Fee	Receipt #
\$0	

Additional Fees. Must be paid prior to scheduling a request for City Council action on the Final Plat.

Infrastructure fee or Financial Guarantee		_____ # of Lots	\$ _____
City Park Dedication			
New Residential Lots	\$250 per lot	_____ # of Lots	\$ _____
Fee Total to be Collected Prior to Scheduling City Council Action		_____ Receipt #	\$ _____

I hereby authorize East Grand Forks Planning Staff to enter upon property subject to this application to gather information pertinent to this request.

Signature(s) of Applicant(s): _____ Date: _____

_____ Date: _____

Signature(s) of Owner(s): _____ Date: _____

_____ Date: _____

APPLICATION INFORMATION:

I. Application Quantities, Submittal Formats, & Complete Application Submittal Requirements:

Complete applications shall consist of the following information, unless waived by the Planning Department. The Final Plat Application shall have incorporated all the conditions of City Council approval of the Preliminary Plat. Information shall be provided in graphic and/or written formats as appropriate. Additional information or modifications may be required by Planning Staff, Planning Commission, or City Council, and additional information may be requested during the review process.

- ___ 1. Three (3) mylar copies of the final plat.

- ___ 2. 3 folded copies of the final plat and supporting graphic materials that are larger than 11" x 17" in size. Additional copies may be requested as deemed necessary by the Planning Department.
 - ___ a. One (1) reproducible copy reduced to 11" x 17" of the above.
 - ___ b. One (1) reproducible copy reduced to 8.5" x 11" of the above.

- ___ 3. One (1) copy of the final plat, topography contours, and all related engineering plans in a digital format (**DWG file in North Dakota State Plane [North] coordinates**) compatible with City requirements.

- ___ 4. One (1) reproducible copy at 8.5" x 11" of all other supporting documents.

- ___ 5. One (1) copy of any title declaration, deed restriction, restrictive covenant, or homeowner's association documents in recordable form.

- ___ 6. Application fee and financial guarantee.

- ___ 7. Any additional information as requested by the Planning Department.

II. Submittal Deadlines:

The Final Plat Application shall be considered to be officially filed when the Planning Department has received and examined the application and has determined that the application is complete.

The following is a list of deadlines for a complete application to be accepted by the Planning Department for scheduling to be on the Planning Commission Meeting agenda. The Planning Commission meets on the 2nd Thursday of each month. Applications are due dates three (3) weeks prior to the meeting date if a public hearing is required, otherwise applications are due one (1) week prior to the meeting date.

ORDINANCE NO. 3 4TH SERIES

AN ORDINANCE OF THE CITY OF EAST GRAND FORKS, MINNESOTA, AMENDING CITY CODE TITLE XV ENTITLED "LAND USAGE" BY AMENDING CHAPTER 151 "SUBDIVISION REGULATION" WITH THE ADDITION OF SECTIONS 151.030 "DEVELOPMENT AGREEMENT" AND 151.121 "IMPROVEMENT FINANCING". SECTION 151.120 "REQUIRED IMPROVEMENTS" IS ALSO AMENDED WITH THE ADDITION OF THE UNDERLINED PORTIONS.

THE CITY OF EAST GRAND FORKS ORDAINS:

Section 1. That Chapter 151 entitled "Subdivision Regulations" shall have the following additions:

Section 151.030 Development Agreement

Before a final plat may be approved by the city council, the owners of the development shall execute and submit to the council an agreement, subject to review and approval by the City Attorney, which shall be binding on the owners and their heirs, personal representatives and assigns, that no private construction on said land will occur except with approval of the city engineer, until all improvements required under this chapter have been petitioned for arranged for, or have been constructed. The developers agreement embodies the modifications and conditions of approval of the plat, and contains such other terms and conditions as the City may require to impose, enforce and make effective such modifications and conditions. The development agreement shall be recorded if requested by the City, at the expense of applicant.

Section 151.121 Improvement Financing

All utilities and streets shall be financed by one of the following methods. Regardless of the method used, all utilities and streets shall be installed according to city construction specifications and shall be approved by the city engineer prior to commencement of any construction activity. All public improvements shall be subject to review and approval by the city engineer. Improvement financing shall as follows:

1. Provided by the City of East Grand Forks through a special assessment at the developer's request;
2. Developer obtained financing; or
3. Under special circumstances the developer may request alternate payment arrangements.

Section 1. That Chapter 151 entitled "Subdivision Regulations" shall have the following modification, adding the underlined portions:

Section 151.120 Required Improvements, Streets, Street Paving, and Sidewalks.

All the streets shall be provided in accordance with engineering specifications established by the Council. Street paving shall be installed on a schedule as outlined in the development agreement, with non-binding, good-faith cost estimates provided for each lot. Sidewalks shall be

installed per 151.106(12). Street paving and sidewalks shall be installed within three (3) years of City Council approval of the Development Agreement.

Section 3. City Code Title I, Chapter 10 entitled "General Provisions" applicable to entire city code including penalty for violation and Section 10.99 entitled "General Penalty" are hereby adopted in their entirety, by reference, as though repeated verbatim herein.

Section 4. This ordinance shall take effect and be in force from and after its passage and publication and be given the Number 3, 4th Series.

Voting Aye: DeMers, Vonasek, Buckalew, Tweten, Gregoire, Leigh, and Pokrzywinski.

Voting Nay: None.

Absent: None.

The President declared the Ordinance passed.

ATTEST:

PASSED: January 3, 2012



City Administrator



President of Council

I hereby approve the foregoing Ordinance this 3rd day of January, 2012.



Mayor

Final Plat Checklist

Signatures and dates by all parties are on all hard cards and mylars

Park dedication fees and all other fees associated with this plat have been paid to the city

Reviewed and approved for release by Planning Staff

Signature

Date

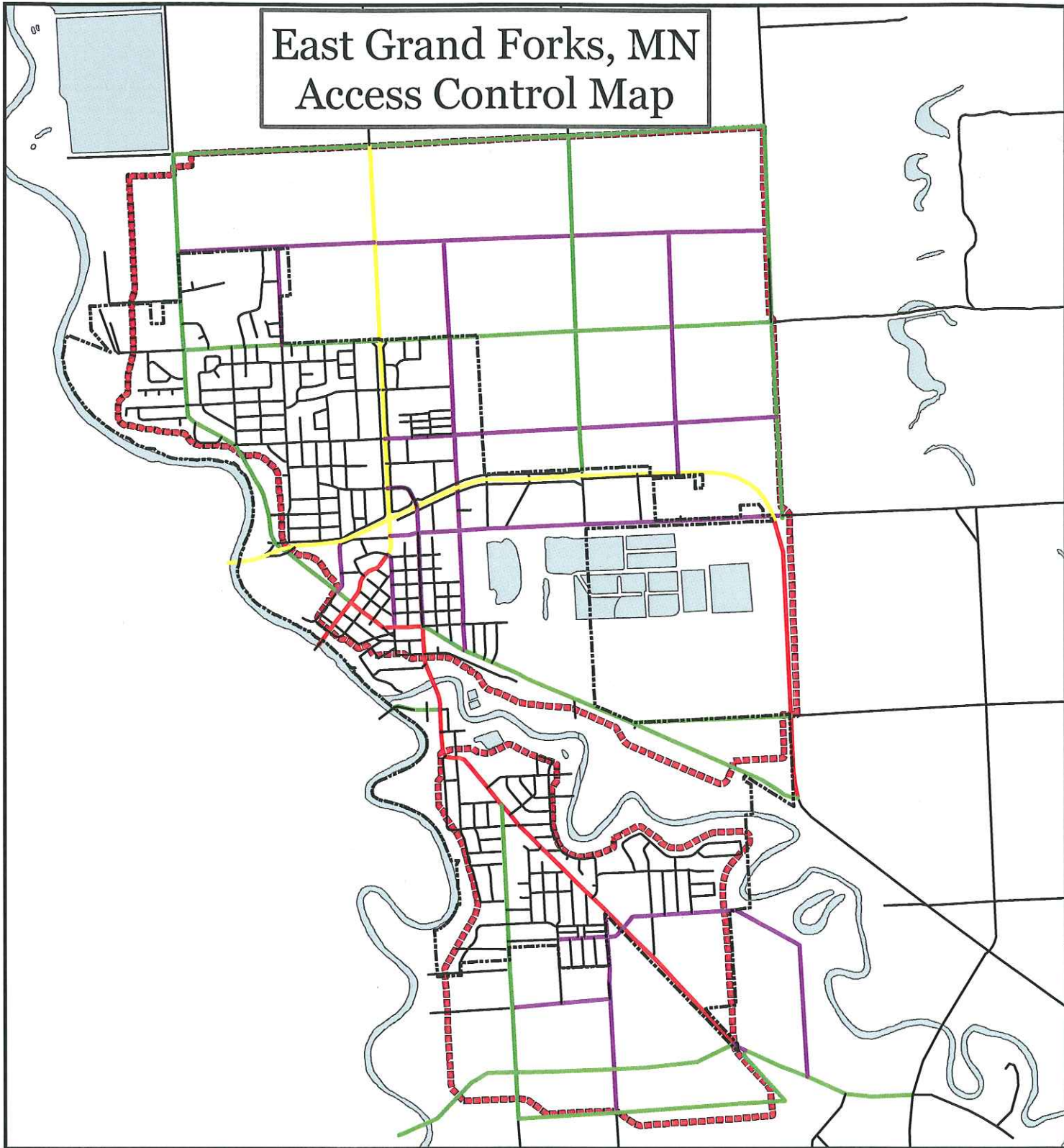
I act as representative of this plat and by signing I verify that (1) I have received all copies of the final plat and (2) the plat will be recorded according to Polk County regulations for plat recording.

Signature

Date

APPENDIX C: ACCESS MANAGEMENT MAP

East Grand Forks, MN Access Control Map



Access Control

- Access Guidelines*
- High Priority Roadway: 880 ft spacing
- Medium Priority Roadway: 660 ft spacing
- Low Priority Roadway: No residential access, 120 ft spacing
- Local Roadway: All users have direct access
- City Boundary
- Dike
- Water

*Set by Hwy 2 Access Management Study & Hwy 220 Corridor Study

City Administrator

President of City Council

Mayor

APPENDIX D: DRIVEWAY REGULATIONS

GENERAL SPECIFICATIONS FOR RIGHT OF WAY CONCRETE CONSTRUCTION

SECTION 1. Public Sidewalks: Where the contractor has to remove and replace non-reinforced concrete sidewalk because of utility work under the sidewalk, the following provisions shall govern:

THICKNESS: All sidewalks constructed under these specifications are to be of concrete, 4 inches thick, placed in one course. All sidewalks located within driveways shall be 6 inches thick.

TRANSVERSE SLOPE: Public sidewalks, unless otherwise directed by the Engineer, shall be constructed with a maximum transverse slope of $\frac{1}{4}$ inch per foot towards the roadway.

WIDTH: The width of all public sidewalks shall be 5 feet as described in the City Sidewalk Ordinance No. 313 3rd Series.

FILL: Wherever fills are required to meet the grades established by the Engineer, all but the top 2 inches of said fill shall be comprised of native clay free of vegetation, sod, and other perishable material. The top 2 inches of said fill shall be comprised of clean pit run gravel passing a 1 inch screen. All fills must be thoroughly compacted in layers 6 inches or less, to the extent that no settlement will take place beneath the finished walk. The cross section of all fills shall be such that the compacted surface of said fill is to at least 12 inches wider (6 inches on each edge of the sidewalk) than the public sidewalk to be placed upon it. The side slopes of all fills shall be 2 horizontal to 1 vertical.

PAVERS: Decorative concrete block pavers shall be installed on a lean concrete base with compacted sand fill to 100% of Standard Proctor Density. Decorative concrete block pavers shall be approved by the Building Official.

DRAINAGE PROVISIONS: Wherever public sidewalks are constructed across natural drains or ditches and/or where directed by the engineer, the contractor shall install 12 inch diameter concrete culverts to the lines and grades established by the Engineer.

FORMS: Forms shall have a height equal to the edge thickness of the walk or crossing being constructed. The maximum deviation of the sides of the forms from a straight line shall not exceed $\frac{1}{4}$ inch when measured against a 10 foot straight edge. Sections of straight forms not over 10 feet long may be used for curves having radii of 150 feet or more. Where a public sidewalk is to be placed on curves of radii shorter than 150 feet, the forms shall be bent to conform to the actual circumference of the curve.

REIMBURSEMENT: The City of East Grand Forks will offer to pay residential property owners \$.50 per square foot for the replacement of sidewalks on the Right-of-way property, restricted to an annual limit of \$5000.

NONCOMFORMANCE: (1) Any public sidewalk, constructed after the effective date of this Ordinance not conforming to the provisions of this ordinance shall be altered and corrected to conform at the expense of the property owner upon notice from the Building Official. (2) Failure of a property owner to conform to the notice of the Building Official within sixty days after the date of such notice shall be sufficient cause for the City to have such work be done and assessed to the property owner.

SECTION 2: Street Removal and Replacement:

NON-REINFORCED PAVEMENT: Where the contractor has to remove and replace, non-reinforced concrete pavement because of utility work under the street, the following provisions shall govern:

- 1) Removal and replacement shall be full width and length of any panel affected.
- 2) Joints shall be sawn to a depth of 100% of the depth of the pavement prior to the removal or replacement of such pavement.
- 3) After replacement of concrete all joints shall be sealed with a silicone sealant material such as manufactured by DOW #888 or equal.
- 4) Prior to concrete replacement, contractor shall insert a 1/2" diameter reinforcement rod dowel into the surrounding pavement by drilling at 30" on center.

REINFORCED PAVEMENT: Where the contractor has to remove and replace reinforced concrete pavement because of utility work under the street, the following provisions shall govern:

- 1) Concrete removal and replacement shall be no less than the full width and length of any panel affected.
- 2) All joints shall be sawn to a depth of 100% of the depth of the pavement prior to removal or replacement of such pavement.
- 3) All reinforcement bars shall be No. 4 Rebar Epoxy C... at 24" on center. Contractor shall insure that he replacement panel is tied to the surrounding concrete panels by inserting a 1/2" reinforcement rod dowel into the surrounding panel(s) by drilling at 30" on center.
- 4) All backfill under replaced pavement shall be typical of the adjacent street section and compacted to 98% of Standard Proctor Density.
- 5) After replacement of concrete all joints shall be sealed with a silicone sealant material such as manufactured by DOW #888 or equal.

ASPHALT, SOIL CEMENT AND ASPHALT OVERLAY PAVEMENT: Where the contractor has to remove and replace pavement consisting of full depth asphalt, soil cement with asphalt overlay, or concrete base with an asphalt overlay because of utility work under the street, these provisions shall govern:

- 1) Pavement removal and replacement shall not be less than the excavation area.
- 2) Prior to replacing the pavement the contractor shall saw the edges of the removal section to a depth of 1 1/2 inches and shall provide a straight line joint.
- 3) The contractor may, at his option, use the following methods of pavement replacement:
 - a. Replacement of full depth asphalt
 - i. Method 1 – Replace pavement with full depth asphalt to depth equal to existing pavement
 - ii. Method 2 – Replace pavement with concrete base to a depth of 2 inches from the top of the pavement. The top 2 inches of pavement shall be asphalt.
 - b. Replacement of soil cement or concrete base with asphalt overlay.
 - i. Method 1 – Replace pavement with concrete base to a depth of 2 inches from the top of the pavement. The top 2 inches of pavement shall be asphalt.

SECTION 3. CURB CUTS AND GUTTER REPLACEMENTS: Where the contractor/home owner has to remove and/or replace concrete curb and gutter because of utility work or for driveway construction, the following provisions shall govern:

- 1) Removal and replacement of concrete curb and gutter shall be no less than the width of the excavation trench. NOTE: the contractor shall remove the existing curb and gutter to the nearest joint.
- 2) Contractor shall tie new concrete curb and gutter to adjacent curb and gutter by drilling ½ inch reinforcement bars into adjacent curb and gutter (a minimum of 3 bars)
- 3) The contractor may, at his option, use the following methods of pavement replacement:
 - a. Replacement of full depth asphalt
 - i. Method 1 – Replace pavement with full depth asphalt to depth equal to existing pavement
 - ii. Method 2 – Replace pavement with concrete base to a depth of 2 inches from the top of the pavement. The top 2 inches of pavement shall be asphalt.
 - b. Replacement of soil cement or concrete base with asphalt overlay.
 - i. Method 1 – Replace pavement with concrete base to a depth of 2 inches from the top of the pavement. The top 2 inches of pavement shall be asphalt.

SECTION 4. DRIVEWAYS AND OTHER FLATWORK: There the contractor/home owner has to remove and/or replace concrete driveways or other flatwork because of utility work or other penetrations, the following provisions shall govern:

- 1) All driveways under this section shall be constructed and repaired of Portland Cement concrete placed five inches thick with steel reinforcement or six inches thick without steel reinforcement.

DRIVEWAY WIDTH STANDARDS: The following standards shall apply to all new construction of residential driveways.

- 1) Lots less than seventy-five feet (75') in average width;
 - a. No driveway shall exceed twenty-four feet (24') in width at the sidewalk line.
 - b. No driveway shall exceed thirty feet (30') in width at the curb line.
- 2) Lots seventy-five feet (75') to one-hundred feet (100') in average width;
 - a. No driveway shall exceed thirty feet (30') in width at the sidewalk line.
 - b. No driveway shall exceed thirty-six feet (36') in width at the curb line.
- 3) Lots greater than one-hundred feet (100') in average width;
 - a. No driveway shall exceed thirty-six feet (36') in width at the sidewalk line.
 - b. No driveway shall exceed forty-two feet (42') in width at the curb line.
- 4) When two driveways serve the same residential property, they shall be separated by at least twenty feet (20') as measured at the sidewalk line.
- 5) No driveway shall be provided nearer than twenty feet (20') to the street intersection on a corner lot.
- 6) A common driveway to serve two lots may be permitted at the line common to said properties provided that such common driveway shall not exceed thirty feet (30') in width at the sidewalk line nor thirty-six feet (36') in width at the curb line.

DRIVEWAY WIDTH STANDARDS: The following standards shall apply to all new construction of business and industrial driveways.

- 1) No driveway shall exceed thirty feet (30') in width at the property line.
- 2) No driveway shall exceed forty feet (40') in width at the curb line.
- 3) No one property may be served by more than two such driveways from the same street unless the additional driveway shall be one hundred feet (100') or more distant from any other such driveway as measured along the property line. When two driveways shall serve the same property from the same street, they shall be separated by at least ten feet (10') as measured at the property line.
- 4) No driveway shall be permitted nearer than twenty feet (20') to the street intersection on a corner lot.

GENERAL CONCRETE SPECIFICATIONS:

FORMS: Forms shall be substantially constructed of either high quality lumber or steel and shall be sufficiently tight to prevent leakage of mortar. They shall be adequately braced and tied to maintain their shape and position without deformation or deflection during the placing of concrete. Form shall have a height equal to the edge thickness of the walk or crossing being constructed. The maximum allowable vertical deflection of forms shall not exceed 1/8 inch when checked against a 10 foot straight edge. The maximum deviation of the sides of the forms from a straight line shall not exceed ¼ inch when measured against a 10 foot straight edge. Sections of straight forms not over 10 feet long may be used for curves having radii of 150 feet or more.. Where a public sidewalk is to be placed on curves of radii shorter than 150 feet, the forms shall be bent to conform to the actual circumference of the curve.

REINFORCEMENT:

- 1) Tie Bars: ASTM A615/A 615M Grade 60 (420); deformed billet steel bars; Epoxy Coated

CONCRETE MATERIALS:

- 1) Aggregate: Class A aggregate as defined in 3137.2B shall be used in all surface concrete for the project
- 2) Cement: ASTM C 150 Normal – Type 1 Portland type, grey color
- 3) Fine and Coarse Mix Aggregates: ASTM C 33
- 4) Fly Ash: ASTM C 618, Class C or F
- 5) Water: Clean, and not detrimental to concrete
- 6) Air Entrainment Admixture: ASTM C 260
- 7) Chemical Admixtures: ASTM C 494/C, 494M, Type A – Water Reducing

ACCESSORIES:

- 1) Curing Compound: ASTM C 309, Type 2, Class B
- 2) Joint Sealer: Silicone joint material as manufactured by DOW #888 or equal

CONCRETE MIX DESIGN:

- 1) Admixture: Add acceptable admixtures as recommended in ACI 211.1 and at rates recommended by manufacturer.
- 2) Concrete Properties:
 - a. Compressive Strength, when tested in accordance with ASTM C 39/C 39M at 28 days: 4000 psi
 - b. Fly Ash Content: Maximum 15 percent of cementitious materials by weight.
 - c. Water-Cement Ratio: Maximum 40 percent by weight
 - d. Total Air Content: 6 percent (+/- 1.5 percent), determined in accordance with ASTM C 173/C 173M
 - e. Maximum Slump: 3 inches

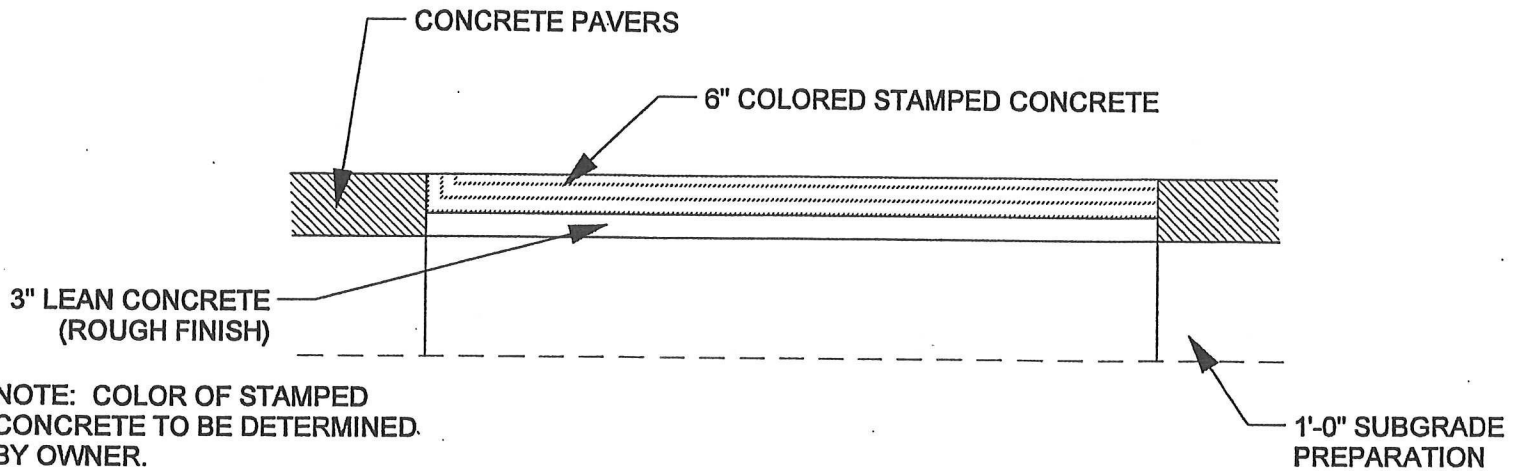
PLACEMENT:

A 6" colored, stamped concrete mixture shall be placed on a full 3" lean, rough-finish concrete base, with a 1 foot sub-grade compaction to a minimum of 95% Standard Proctor Density. Color of stamped concrete shall be selected by the property owner and approved by the Public Works Director or City Engineer.

Any deviation from any of the above provision shall be submitted to the City Engineer or Public Works Director for approval or disapproval prior to construction

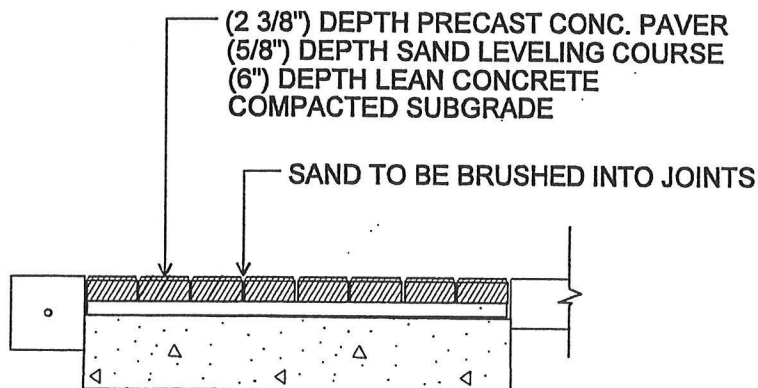
STAMPED CONCRETE SECTION

no scale

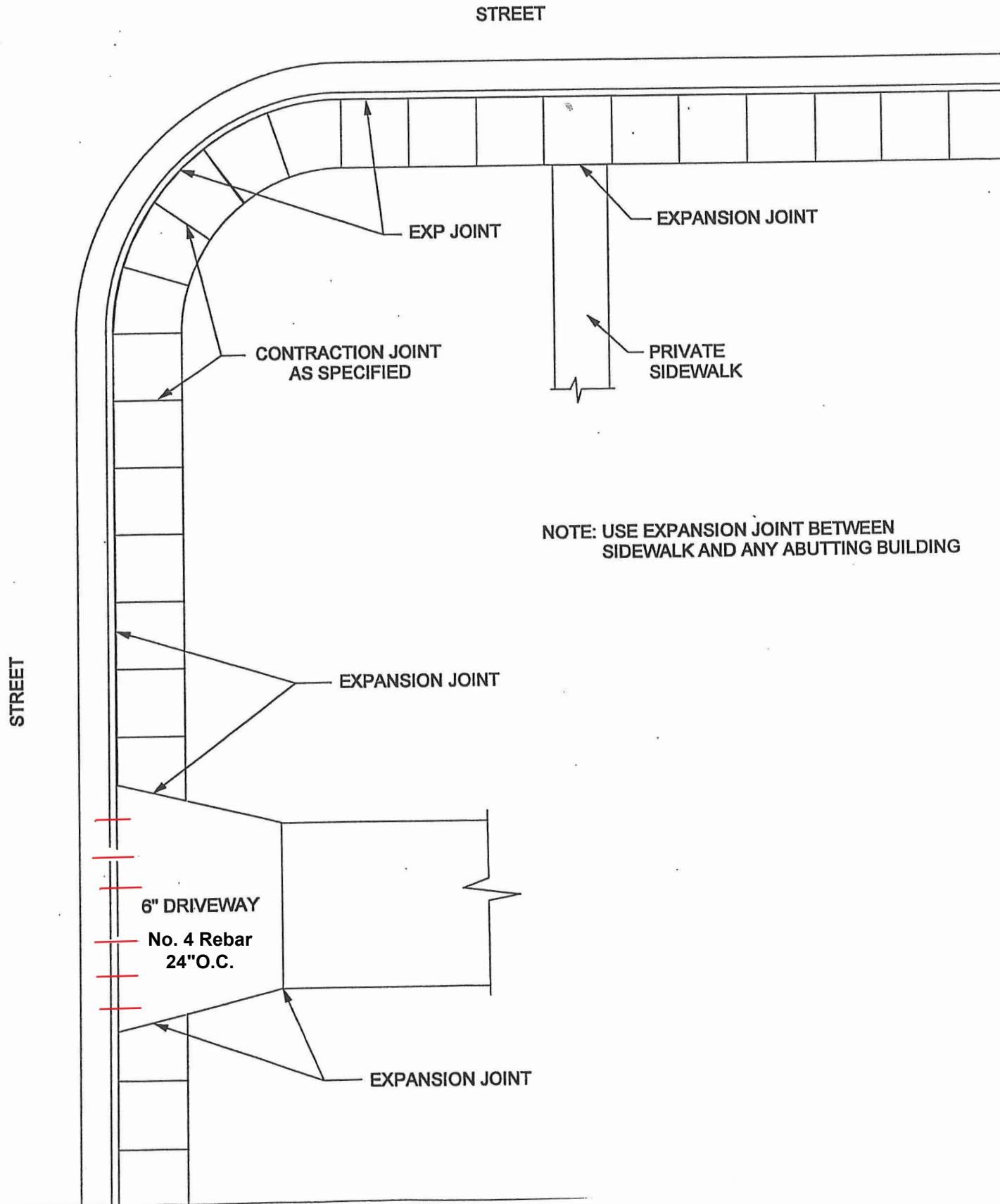


CONCRETE PAVERS OVER LEAN MIX

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TYPICAL 5 FT. SIDEWALK PLAN

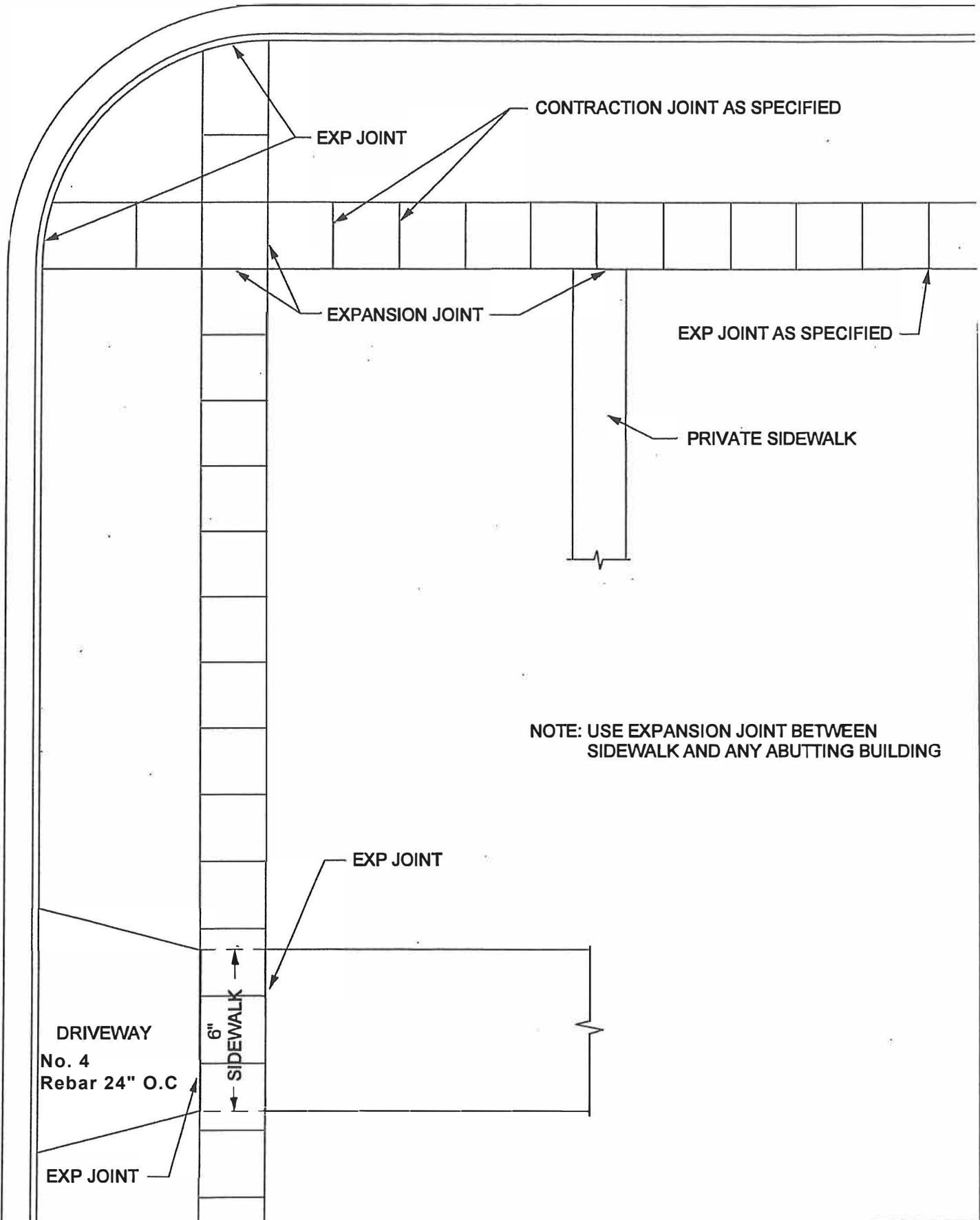


NOTE: USE EXPANSION JOINT BETWEEN SIDEWALK AND ANY ABUTTING BUILDING

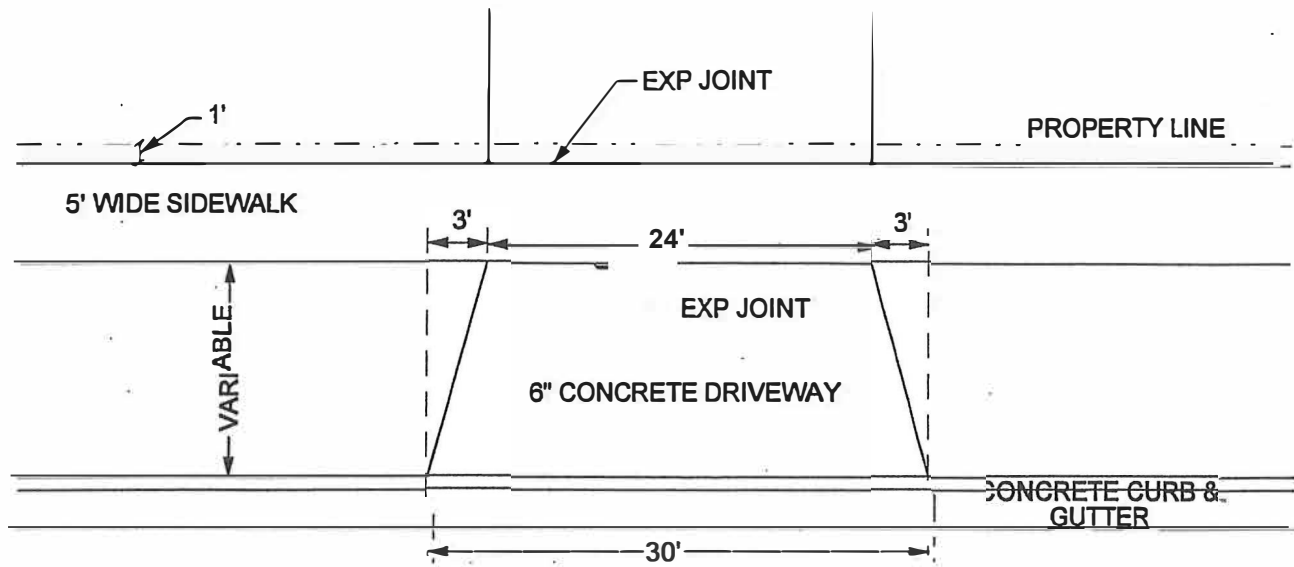
TYPICAL 5 FT. SIDEWALK PLAN

STREET

STREET

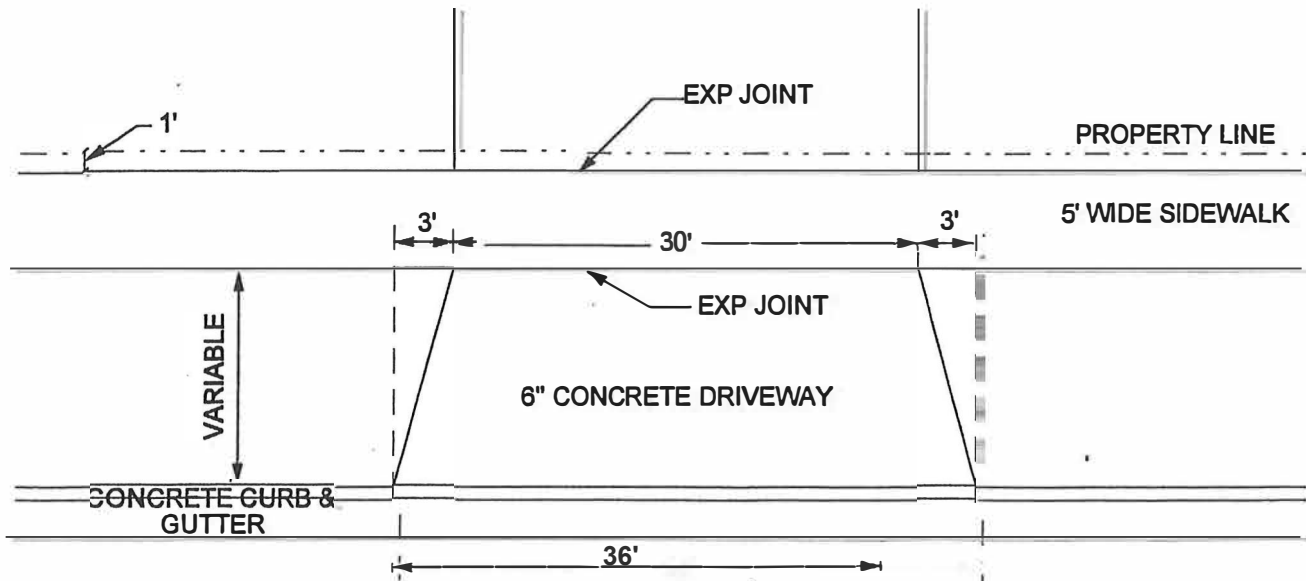


VEHICLE ENTRANCE FOR LOTS LESS THAN 75' IN WIDTH



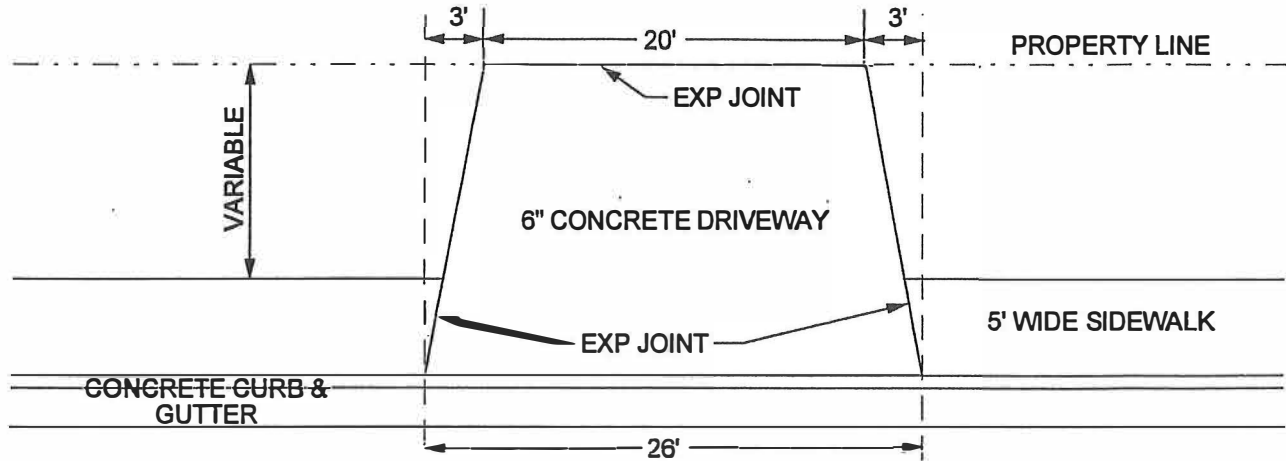
REMOVE CURB & GUTTER TO NEAREST JOINT
TIE INTO EXISTING CURB WITH NO. 4 BARS

VEHICLE ENTRANCE FOR LOTS 75' to 100' IN WIDTH



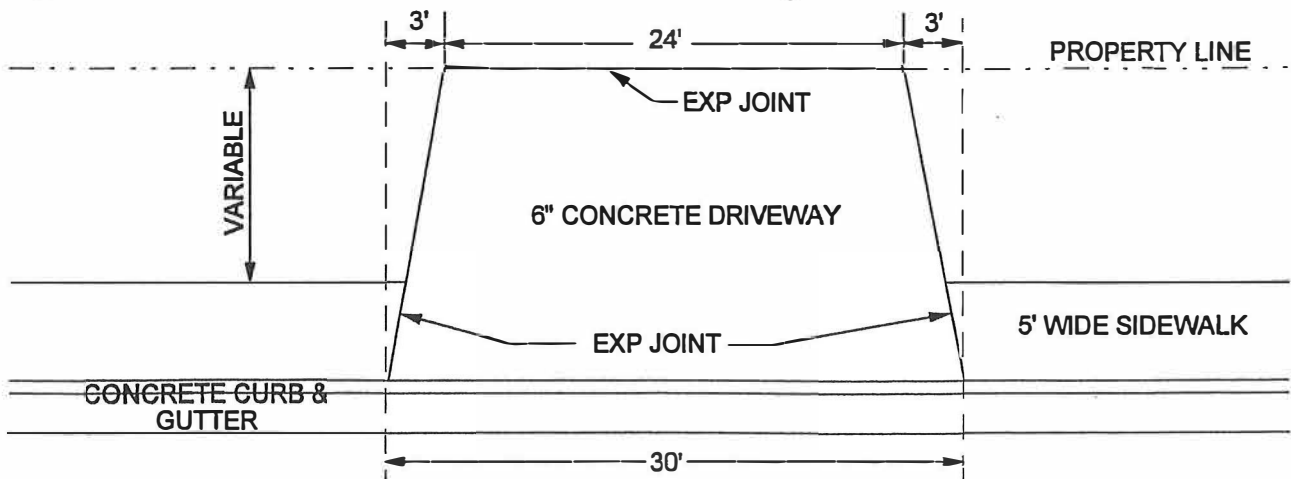
REMOVE CURB & GUTTER TO NEAREST JOINT
TIE INTO EXISTING CURB WITH NO. 4 BARS

VEHICLE ENTRANCE FOR LOTS LESS THAN 75' IN WIDTH



REMOVE CURB & GUTTER TO NEAREST JOINT
TIE INTO EXISTING CURB WITH NO. 4 BARS

VEHICLE ENTRANCE FOR LOTS 75' to 100' IN WIDTH



REMOVE CURB & GUTTER TO NEAREST JOINT
TIE INTO EXISTING CURB WITH NO. 4 BARS

CURB PENETRATION

PIPE MUST BE FLUSH WITH FACE OF CURB

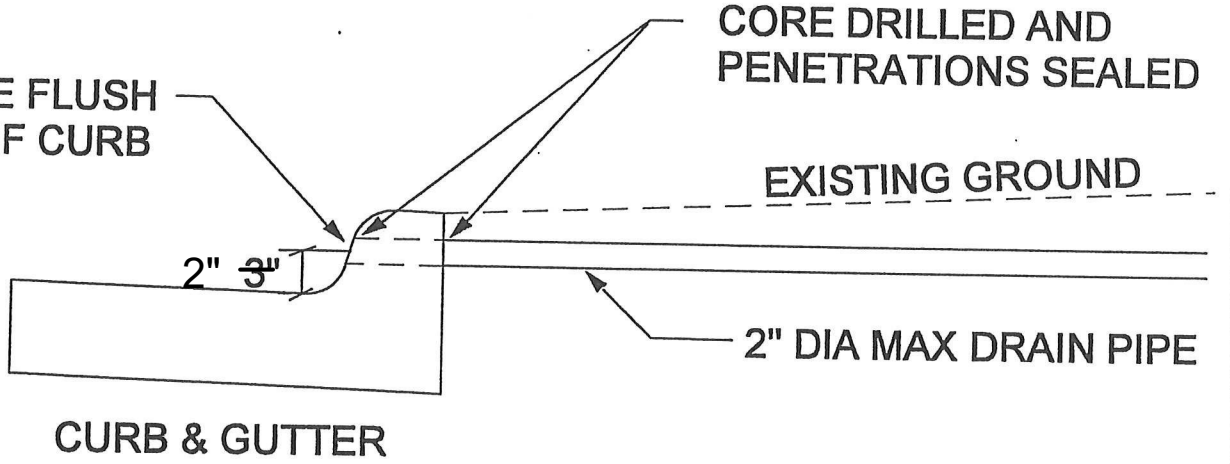
CORE DRILLED AND PENETRATIONS SEALED

EXISTING GROUND

2" 3"

2" DIA MAX DRAIN PIPE

CURB & GUTTER



CURB OPENING AT ENTRANCES

no scale

