

**2016  
SITE PLAN APPLICATION  
COMMUNITY DEVELOPMENT, CITY OF WINONA, MINNESOTA 55987  
P.O. BOX 378      507/457-8250      FAX: 507/457-8212**

SITE ADDRESS: \_\_\_\_\_

<p><b><u>Property Owner:</u></b>  <i>Company/Individual</i> _____  <i>Contact Person</i> _____  <i>Mailing Address</i> _____  <i>City/State/Zip</i> _____  <i>E-Mail</i> _____  <i>Office Phone</i> _____  <i>Mobile Phone</i> _____</p>	<p><b><u>Contractor:</u></b>  <i>Company/Individual</i> _____  <i>Contact Person</i> _____  <i>Mailing Address</i> _____  <i>City/State/Zip</i> _____  <i>E-Mail</i> _____  <i>Office Phone</i> _____  <i>Mobile Phone</i> _____</p>
<p><b><u>Permit Applicant:</u></b>  <i>Company/Individual</i> _____  <i>Contact Person</i> _____  <i>Mailing Address</i> _____  <i>City/State/Zip</i> _____  <i>E-Mail</i> _____  <i>Office Phone</i> _____  <i>Mobile Phone</i> _____</p>	<p><b><u>Engineer/Architect:</u></b>  <i>Company/Individual</i> _____  <i>Contact Person</i> _____  <i>Mailing Address</i> _____  <i>City/State/Zip</i> _____  <i>E-Mail</i> _____  <i>Office Phone</i> _____  <i>Mobile Phone</i> _____</p>

**NOTE:** The **Contractor and Applicant** assume all responsibility for compliance with approved site plan.

**NOTE:** Any project involving the disturbance of over one acre of land is subject to an NPDES permit and stormwater management plan.

**NOTE:** Any project which will generate 200+ semi-truck trips per day is required to complete a Transportation Impact Analysis prior to submitting this application. An analysis is also required if semis from the proposed use will increase the amount of traffic on any non-truck route by more than 20%. If potentially applicable, contact the Community Development Department to set up a pre-application meeting.

**Site plans will not be accepted without the following information:**

- **Six** hard copies of the site plan at a scale of 1" = 20' showing at a minimum the information required under Section 44.06(b) of the Winona City Code (other side of page). Failure to include this information may result in a need to submit six additional copies.
- **One** electronic copy of the site plan. (e.g. Adobe .pdf)
- Type of Development: \_\_\_\_\_
- Payment of the \$146.00 fee.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Land Owner  
(If different from applicant)

<b>For Staff Use Only</b>		
Date Received: _____	Site Plan # _____	Receipt # _____
Parcel #: _____	Zoning _____	Property Size _____
LEGAL DESCRIPTION OF PROPERTY: _____		
_____		

(See Site Plan application requirements on next page)

### **Required Information (Section 44.06(b))**

- Name and address of the developer;
- Name and address of the property owner;
- Survey information including distances with angles or bearings and north points;
- Small key map;
- The recommended plan scale is one inch equals 20 feet or larger in size;
- Zoning classification of the site plan land and the zoning classification of adjacent lands;
- Existing and proposed street curb cut radii and curb cut width;
- Location dimensions and area of existing building(s) to remain or be removed;
- Proposed buildings with location dimensions, area and number of stories, occupancy classification and type of construction pursuant to State Building Code;
- Existing and proposed contours or spot grades:
- Distance on all sides between buildings and property lines and between buildings;
- Building use including number of employees or apartments or family units;
- Area of land in square feet;
- Drainage design for roof areas, parking lot and driveways, showing area for or method of disposal of surface runoff;
- Location of proposed or existing streets and curbs, sidewalks, easements and rights-of-way;
- Location, size and elevation of proposed and existing sanitary sewers, storm sewers, water mains, hydrants, gas lines, underground power and communication lines, catch basins and drywells, along with information as to how new utilities will be connected to existing utilities;
- Location and approximate diameter of proposed or existing trees and other woody stemmed plantings together with the common names of the plantings;
- Limits and location of plantings or physical structures designed to screen vehicle lights preventing illumination of residential areas;
- Limits, location and size of retaining walls and the type of materials to be used in construction;
- Location of parking lots, driveways, parking bays, outside storage, burning, rubbish and garbage areas, loading and unloading areas and surfacing and screening thereof;
- Directions of vehicular traffic flow to, from and within the area, together with locations of traffic-control signs and markings;
- Locations, height and type of all outside lighting including street, sign, and security lighting;
- Locations, size, height and overall dimensions of outside signs;
- Such other or different information as may be required by the design standards set forth hereinafter or as required elsewhere in this Code.

### **Other Information that should be shown.**

- Fire vehicle access (International Fire Code, Section 503).
- Required stormwater management/erosion plans (City Code, Chapter 68).
- Location and size of water / sewer service, water meter(s) and 6" isolation valves on fire hydrants.

The City Code can be found online at: <http://www.cityofwinona.com>.

The following departments review site plans and should be contacted in advance to assure compliance:

Planning (457-8250)

Public Works (457-8274)

Fire (457-8266)

Engineering (457-8269)