



City of Lakeville

Commercial & Industrial Development Guide

*Updated
September 2011*

*Lakeville City Hall
20195 Holyoke Avenue
Lakeville, MN 55044*

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www.lakevillemn.gov

COMMERCIAL & INDUSTRIAL DEVELOPMENT GUIDE

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**This document does not replace City Zoning Ordinances,
but is intended as a development guide.**

****Please confirm all development fees with the appropriate department as they
may have changed since the last update to this guide.***

City of Lakeville
 952-985-4400
 20195 Holyoke Avenue
 Lakeville, Minnesota 55044
 Hours 8:00 a.m. - 4:30 p.m., Monday through Friday

City Departments

City Hall, General Information	952-985-4400
Administration	952-985-4403
City Administrator	952-985-4401
Building Permits & Inspections	952-985-4440
Building Official	952-985-4441
Cable Channel 16	952-985-4415
City Council	952-985-4410
Community & Economic Development Department	952-985-4420
Director	952-985-4421
Planning & Zoning Department	952-985-4420
Director	952-985-4422
Economic Development	
E.D. Specialist	952-985-4425
Engineering Department	952-985-4500
City Engineer	952-985-4501
Asst. City Engineer	952-985-4505
Env. Resource Manager	952-985-4520
Finance Department	952-985-4480
Director	952-985-4481
Fire Department	952-985-4700
Fire Chief	952-985-4701
Fire Marshal.....	952-985-4706
Fire Inspector.....	952-985-4705
Parks & Recreation Dept.	952-985-4600
Director	952-985-4601
Recreation Supervisor	952-985-4610
Police Department (Non-Emergency) ..	952-985-2800
Chief of Police.....	952-985-4801
Emergency (Police, Fire, Ambulance)	911
Arts Center	952-985-4640
Public Works	952-985-2700
Operations & Maintenance	
Director.....	952-985-2701

City Departments (CONTINUED)

Sewer & Water	
Billing.....	952-985-4580
After Hours Emergencies	911
Utilities Superintendent.	952-985-2740
Streets	952-985-2710
Maintenance, Drainage, & Snowplowing	
Street Superintendent	952-985-2714
Recycling	
Recycling Coordinator	952-985-4528
Senior Citizens Center	
Director.....	952-985-4622

Other Useful Numbers

Dakota County Government Center

1590 Hwy. 55, Hastings 55033

General Information.....	651-437-3191
County Assessor	651-438-4200

**Dakota County Western Service Center
 14955 Galaxie Ave., Apple Valley 55124**

General Information.....	651-891-7570
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Cable Television Service

Charter Communications.....	800-581-0081
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Electrical

Xcel Energy	800-895-4999
Dakota Electric Association	651-463-6212

Lakeville Chamber of Commerce

Executive Director	952-469-2020
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Lakeville Post Office..... 800-275-8777
 20711 Holt Avenue

Natural Gas

Minnesota Energy Resources.	800-889-9508
CenterPoint Energy/Minnegasco.....	612-372-4727

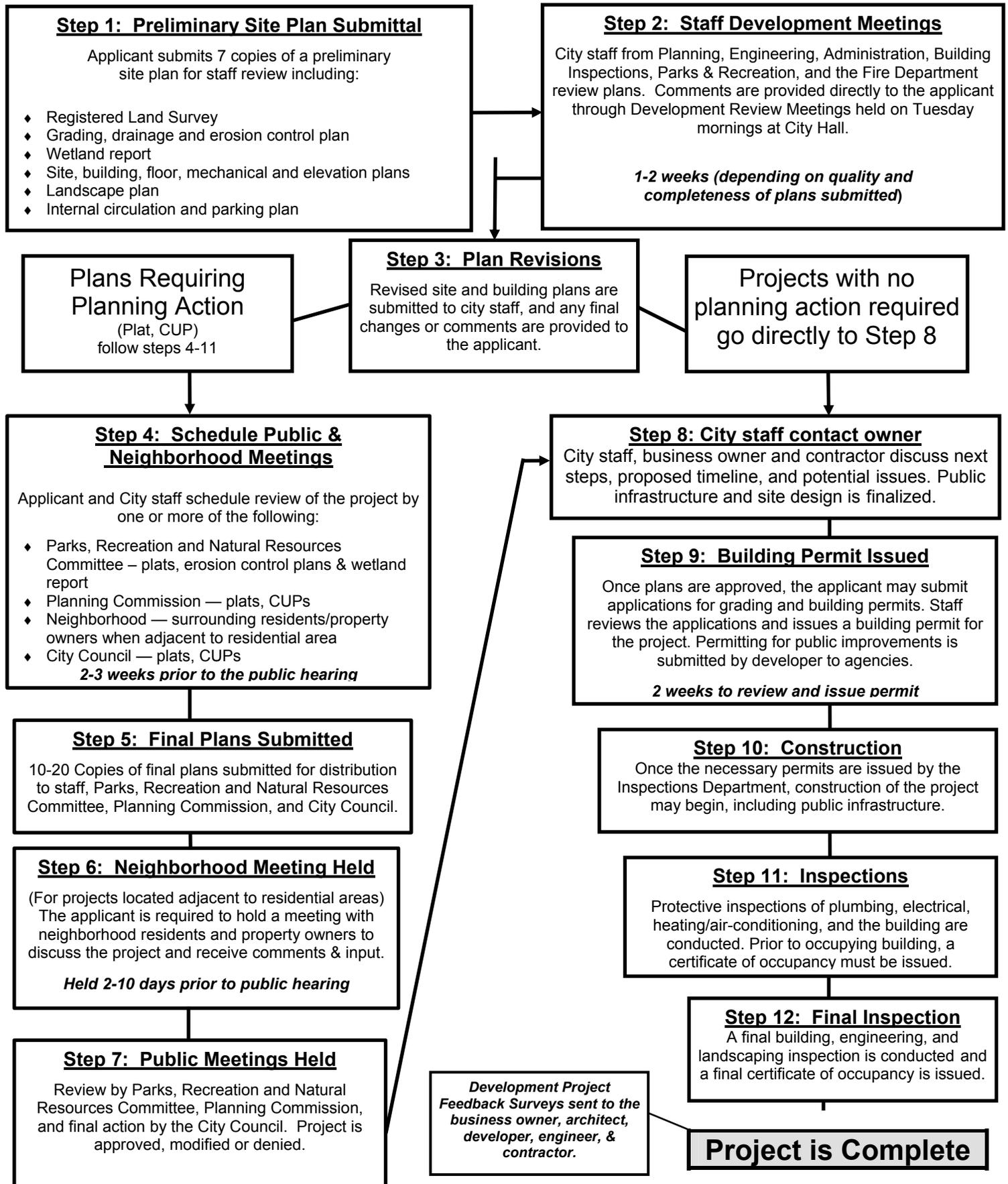
Telephone

Frontier Communications	952-435-3600
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Underground Utility Location

Gopher State One Call	651-454-0002
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COMMERCIAL/INDUSTRIAL DEVELOPMENT REVIEW PROCESS



COMMERCIAL & INDUSTRIAL DEVELOPMENT PROCESS

SERVICES OFFERED BY CITY DEPARTMENTS

Community & Economic Development Department.....952-985-4420

- Site identification and current demographic information
- Identify incentives for major industrial projects
- Staff/Development meetings for multi-department review of development projects
- Assist commercial and industrial businesses, developers, and contractors with questions regarding zoning requirements, preliminary and final platting (subdivisions), conditional use permits, rezonings, etc.

Building Inspections Department952-985-4440

- "Walk-through" of existing buildings with owner/potential buyer to determine code issues
- Building code plan review
- Protective inspections of construction work
- Assist commercial and industrial businesses and contractors with questions regarding building codes and zoning requirements
- Review plans and issue building permits

Engineering Department.....952-985-4500

- Assist owners on traffic issues including driveway accesses and site circulation
- Determine sanitary sewer and water service availability
- Assist with storm water management and storm water quality requirements
- Assist with erosion control practices and monitor sites for grading and improvements during plan review and construction
- Provide as-built plans - utility and grading

Fire Department.....952-985-4700

- "Walk-through" of existing buildings with owner/potential buyer to determine code issues
- Fire code plan review
- Review plans for sprinkler systems, fire alarms, hoods and ducts for kitchen equipment, etc.
- Conduct fire drills for businesses
- Hold fire extinguisher classes

WHAT IS A PERMIT

A permit is an authorization granted by the City to the applicant. In applying for a permit, the applicant agrees to follow all City codes and agrees to inspection by the City. Receiving the permit is authorization to begin work.

The City of Lakeville, like most cities in Minnesota, has adopted the Minnesota State Building Code, which provides minimum standards to ensure your safety in order to “safeguard life and limb, health, property, and public welfare by regulating materials, use and occupancy, location and maintenance of all structures” as part of the permit process.

City staff reviews construction plans and completes inspections in order to assure these standards are achieved.

WHEN ARE PERMITS REQUIRED?

- New commercial & industrial buildings
- Additions, remodeling, structural alterations, and accessory structures
- Demolition of buildings or structures
- Electric, new circuits & equipment
- Excavation and/or obstruction within City right-of-way and/or public easement including street crossings
- New or replacement of water or sewer services
- Fences
- Relocate or widen driveway access
- Electrical replacement – service cable, meters and panels
- Filling, grading or excavating land, including impacts to wetlands
- Re-roofing
- Storage buildings
- Installation or replacement of heating, ventilation, and air-conditioning
- Signs, permanent or temporary, and replacement signs
- Plumbing
- Drain tile connections

PLAN REVIEW PROCESS AND APPLICATION CHECKLIST

The plan review process is used to verify that construction documents (i.e. plans and specifications) comply with the zoning ordinances, building codes and other ordinances enforced by the City. A building permit applicant must submit drawings and specifications that completely and properly illustrate the project. Depending upon the type of project, additional site plans, construction drawings and specifications may be required. For major development projects, the following items are required before review of development plans takes place. Multiple copies may be required before review of the development plans takes place.

√	ITEM
	Completed Application
	Three (3) Architect Plans
	Three (3) Civil Plans, including Site & Grading Plans, Erosion Control, utility, and tree preservation plans
	Three (3) Plumbing Plans
	Three (3) Landscaping Plans
	Three (3) Mechanical Plans
	Three (3) Sprinkler Plans
	Three (3) Electrical Plans
	Three (3) Structural Plans
	One (1) Exterior Envelope Calculation
	Three (3) Certificates of Survey
	One (1) Specification
	One (1) Code Analysis
	One (1) Soil Test Report
	Special Inspection Agreement

After the plan review process is completed, City staff will identify any deficiencies, in writing, to the applicant. Depending upon the specific project needs, plans may be reviewed by the Fire Inspector, City Engineer, Planning Director, and/or Building Official.

All site and construction plans officially submitted to the City are considered part of the authorization granted by the City to the applicant. After plan review and approval of plans, **no changes, modifications or alterations shall be made to any plan detail, standard or specification without prior submission of a plan modification request to the Building Official** for review and approval. Depending upon the scope of the project and the degree of complexity, the amount of time to review plans will vary. The plan review process typically takes ten (10) working days to complete.

A Plan Review Fee is charged and payment is required along with the Building Permit Fee. The Plan Review Fee equals 65% of the Building Permit Fee for those projects over \$10,000 in valuation. Building fees, based on project valuation and the City of Lakeville adopted fee schedule, can be found in **Appendix A** of this guide.

Platting is a necessary step for some commercial and industrial projects that require creation of a new parcel. Fees for the preliminary and final platting process are summarized below. If the project requires platting (subdivision) or a conditional use permit, a public hearing before the Planning Commission followed by formal action of the City Council is also required.

Preliminary Plat Fees

- Application \$400.00 per addition
- Engineering..... \$150.00 per acre (\$500.00 minimum, \$3,200.00 maximum)
- Escrow \$2,000.00

Final Plat Fees

- Application \$250.00 per addition
- Engineering..... \$150.00 per acre (\$500 maximum)
- Escrow \$2,000.00

PERMIT APPLICATION

You may apply for a permit from the City of Lakeville's Building Inspections Department, located at City Hall, 20195 Holyoke Avenue. The Inspections Department phone number is **952-985-4440** and **office hours are Monday through Friday, 8:00 a.m. to 4:30 p.m.** Inspectors are available at these times, but we ask that you please call 24 hours in advance for site inspections so that we may avoid scheduling conflicts. The application for a permit may be made by the owner of the property where the work will be performed, or by the contractor who will be performing the work.

PERMIT TIMELINE

After the building permit is issued, work on the project must begin within 180 days of the date of issuance. Work must be continuous until completion. Abandoning work for more than 180 days will cause the permit to become null and void. Time extensions may be granted in certain circumstances.

INSPECTIONS

All construction work, for which a permit is required, will be inspected by a Building Inspector and the Fire Inspector. The inspection will include, at a minimum, the following:

- Foundation inspections
- Concrete slab or under-floor inspections
- Structural/framing inspections
- Energy inspections
- Mechanical, plumbing, heating, electrical, ventilation and air-conditioning rough-in, and final building inspections
- Fire protection systems inspection
- Final inspection of the project

CERTIFICATE OF OCCUPANCY

When the Building Official, Fire Inspector, City Engineer, and Planning Director have approved a final inspection of the project, a Certificate of Occupancy will be issued. The certificate indicates that the building meets the applicable codes and ordinances enforced by the City. If a change of occupancy or use takes place in the future, a certificate must be obtained before occupying the building.

**2011 CITY CONNECTION CHARGES &
OTHER FEES CHARGED TO DEVELOPMENT**

Trunk Storm Sewer Area Charge

Single Family Residential.....	\$ 0.167 per Square Foot
Multi Family Residential.....	\$ 0.186 per Square Foot
Commercial and Industrial.....	\$ 0.235 per Square Foot

Crystal Lake Surcharge for Crystal Lake Drainage Areas Only

Single Family Residential.....	\$ 0.0126 per Square Foot
Multi Family Residential.....	\$ 0.0144 per Square Foot
Commercial and Industrial.....	\$ 0.0183 per Square Foot

Lateral Watermain Access Charge *(for adjacent watermain previously unassessed)*

Residential.....	\$38.40 per Front Foot plus \$383.00 per service
Non-Residential.....	\$45.00 per Front Foot plus \$383.00 per service for 12" or larger main

Lateral Sanitary Sewer Access Charge *(for adjacent sanitary sewer previously unassessed)*

Residential and Non-Residential.....	\$ 39.00 per Front Foot plus \$393.00 per service
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Sanitary Sewer Availability Charge..... \$ 307.00 per unit

Sanitary Sewer Connection Charge *(Paid with building permit)*..... \$ 775.00 per Unit
(Funds trunk oversizing & lift stations)

Watermain Unit Charge *(paid with building permit)*

(Funds trunk oversizing, source (i.e. wells) and storage)

Residential.....	\$3,900.00 per Unit
Non-Residential.....	\$1,950.00 per Unit

M.C.E.S. Sac Unit *(paid with building permit)*..... \$2,230.00 per Unit

Cash Escrow for Future Upgrading of Adjacent St. *(State and Street Assessment Rates)*

Residential Urban Section.....	\$ 72.00/Front Foot
Residential Rural Section.....	\$ 42.00/Front Foot
Commercial Urban Section.....	\$ 108.00/Front Foot
Commercial Rural Section.....	\$ 63.00/Front Foot

Park Dedication Fee:

Single-Family Dwelling Units.....	\$ 4,747 per Dwelling Unit
Multi-Family Dwelling Units.....	\$ 4,153 per Dwelling Unit
Commercial.....	\$ 7,693 per acre
Industrial.....	\$ 4,558 per acre

APPLICABLE CODES FOR COMMERCIAL & INDUSTRIAL PROJECTS

ZONING ORDINANCE

Planning Department staff will review the project plans to verify compliance with zoning requirements pertaining to proposed use, amount and location of parking, loading docks, building setbacks, landscaping, exterior storage, and the overall design of the project.

BUILDING TYPE AND CONSTRUCTION - GENERAL PROVISIONS

No galvanized or unfinished steel, or unfinished aluminum buildings, (walls or roofs) except those specifically intended to have a corrosive designed finish shall be permitted in any commercial or industrial district.

Buildings in all commercial or industrial zoned districts shall maintain a high standard of architectural and aesthetic compatibility with surrounding properties to insure that they will not adversely impact the community's public health, safety, and general welfare.

Exterior building finishes shall consist of materials comparable in grade and quality to the following:

- Brick
- Stone (Natural or Artificial)
- Integral Colored Split Face (Rock Face) Concrete Block
- Cast-In-Place Concrete or Pre-cast Concrete Panels
- Wood, natural or composite, provided the surfaces are finished for exterior use and wood of proven exterior durability is used, such as cedar, redwood, and cypress.
- Curtain Wall Panels of Steel, Fiberglass and Aluminum, (non-structural, non-load bearing), provided such panels are factory fabricated and finished with a durable non-fade surface and their fasteners are of a corrosion resistant design (Industrial Districts only)
- Glass curtain wall panels
- Stucco (natural or artificial)
- Steel or Aluminum Siding

NOTE: In all industrial districts, all buildings constructed of curtain wall panels of finished steel, aluminum or fiberglass shall be required to be faced with brick, wood, stone, architectural concrete cast-in-place or pre-cast concrete panels on wall surfaces abutting public rights-of-way, a non-industrial zoning district, an adjacent industrial building with brick, wood, stone or decorative concrete wall surfaces, residential uses, or public areas. (See Section 11-17-9 of the Zoning Ordinance for specific exterior building material requirements).

CONDITIONAL USE PERMIT

Certain designated uses (i.e., animal kennels, major and minor auto repair, motor vehicle fuel sales, truck stops, commercial car washes, drive-in and convenience food establishments) may require a conditional use permit. After submitting a completed application and support information, a public hearing is scheduled. Minnesota law requires that a ten (10) day public notice be given before the hearing is held. The City Planning Commission conducts the public hearing and forwards its recommendation to the City Council. The City Council will have the final decision on whether to approve the conditional use permit.

Along with the conditional use permit application, the following support material must be submitted:

- Certificate of Survey
- Site and Landscaping Plan
- Building Plan
- Grading & Erosion Control Plan
- Internal Traffic Circulation & Parking Plan
- Exterior Lighting Plan (if applicable)
- Signage Plan
- Abstract company list and mailing labels of all property owners within 500 feet of the property.

Note: Typical time frame to process a Conditional Use Permit is 45-60 days.

For more information on conditional use permits and the application process, contact the Building Official 952-985-4440 or City Planner at 952-985-4420.

FIRE CODE

The City is mandated to enforce the Minnesota State Fire Code, therefore, the Fire Inspector will review the project plans to ensure compliance with applicable fire codes.

ENGINEERING

The City Engineer reviews the plans for environmental issues, grading and erosion control, drainage, sanitary sewer and water main services, and traffic access.

SIGN ORDINANCE

Prior to the installation or replacement of any type of signage, completion of a sign permit application is required. The following information must accompany the sign permit application:

- Location of the sign in relation to all other structures and property lines
- Specifications
- Construction method
- Plans showing attachment of the sign to a building or ground placement

PLUMBING

Permits are required for plumbing projects. Work taking place at a commercial or industrial site requires a licensed, bonded contractor to perform the work. Contractors working within the City of Lakeville must provide proof of a \$25,000 Licensing Bond and a Certificate of Liability Insurance of at least \$50,000 per person and \$100,000 per occurrence in accordance with the provisions of Minnesota Statutes (State Master Plumber License Bond and Certificate of Insurance are acceptable). A list of licensed and bonded contractors is kept on file in the City Inspections Department.

SERVICE AVAILABILITY CHARGE (SAC)

Since 1973, the Service Availability Charge or SAC unit fee has been charged by Metropolitan Council Environmental Services (MCES) (formerly the Metropolitan Waste Control Commission) for the cost of new connections, interceptors and treatment plants. The Metropolitan Council is the state-designated owner and operator of sanitary sewage treatment in the seven-county metropolitan area and has delegated responsibility to the City to collect SAC fees. The SAC funds collected pay for the debt incurred to expand and improve sewer treatment and interceptor facilities.

Commercial and industrial SAC units are based on building floor plan square footage and type of usage, (i.e., manufacturing, warehouse, retail, office). Please refer to section **Application Fees, Permit Fees & Security Charges** for the current SAC fee per unit. Contact the MCES at (651) 602-1378 for assistance in determining your business SAC units.

SANITARY SEWER & WATER CONNECTION CHARGES

The City of Lakeville establishes water connection unit charges and sanitary sewer unit charges annually. The total charges are based on the number of SAC units a business incurs. The funds collected from water connection unit charges pay for the construction of city water wells, trunk water mains, water towers, and treatment plants. The funds collected from sanitary sewer connection unit charges pay for the installation or replacement of lift stations and trunk sanitary sewer lines.

Before a contractor connects a building to the public sanitary sewer and water systems, a sanitary sewer and water permit application must be submitted and applicable fees paid. All sanitary sewer and water permits must be applied for and hookups made by a licensed Master Plumber. Please refer to section **Application Fees, Permit Fees & Security Charges** for current connection charges.

HEATING, VENTILATION & AIR CONDITIONING

Permits are required for heating, ventilation or air-conditioned projects. Work taking place at a commercial or industrial site requires a licensed, bonded contractor to perform the work. Contractors working within the City of Lakeville must provide proof of a \$2,000 Licensing Bond and a Certificate of Liability Insurance.

ELECTRICAL

Permits are required for Electrical modifications. Building permits do not include electrical wiring. Electrical work taking place at a commercial or industrial site in Lakeville requires a separate permit from the City. Permits should be taken out and conducted by licensed electricians. Application forms for obtaining electrical permits are available at City Hall.

TELECOMMUNICATIONS SERVICE

Contact Frontier Communications at 952-435-3600 for custom calling and special telecommunication services.

WASTE & RECYCLING RECEPTACLES

Commercial Districts

In commercial districts, all waste and receptacles shall be stored within the principal structure or within an accessory enclosure area, totally screened from eye level view. Exterior wall treatment for enclosures shall be similar in color and materials and/or complement the principal structure. Accessory buildings used for storing waste and recycling receptacles must comply with minimum setback requirements.

Industrial Districts

In industrial districts, recycling receptacles do not have to be enclosed or screened, but they shall be located in the side or rear yard, comply with setback requirements and not contain any putrescible material.

OUTSIDE STORAGE

Industrial Districts

- **Storage or Parking of Land/Sea Containers and Semi-Tractor Trailers.**
Semi-tractor trailers used strictly for storage purposes must be certified by the State of Minnesota and display a current inspection certification decal issued by a state-certified mechanic. Trailers with out-of-state license plates must show proof of federal inspection requirements.

Land/sea containers cannot be stored and certified semi-tractor trailers cannot be parked in the required front yard setback area or in the required side yard setback area abutting a residential district or major and minor roadways.

Parking of land/sea containers and certified semi-tractor trailers is not allowed on required parking spaces unless the required parking spaces have been deferred.

Exemptions: Parking of semi-tractor trailers for a period of up to 120 consecutive days per calendar year for normal freight and cartage in transit is exempt from the ordinance. Temporary parking of construction trailers on a construction site is exempt.

Outdoor Storage

Open and outdoor storage within industrial-zoned districts is allowed under the following conditions:

Location:

- The storage area is grassed or surfaced to control dust
- Outdoor storage may occupy space within the front and side yard areas as long as it is not placed within the setback area and is properly screened
- Outdoor storage may also occupy space within the side or rear yard setback area; however, it is not allowed in side or rear yard setback area abutting a residential district
- Outdoor storage cannot encroach upon required loading space or required parking space

Lighting for outdoor storage shall be hooded and so directed that the light source shall not be visible from the public right-of-way or from neighboring residences.

Screening

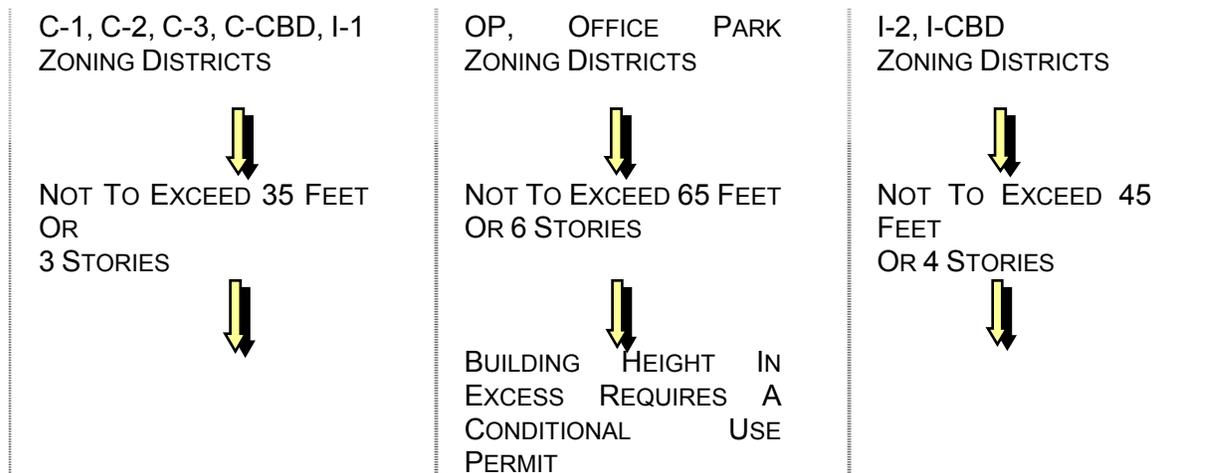
In industrial-zoned districts, screening is required of semi-tractor trailers on site, including those used for normal freight and cartage in-transit.

Outdoor storage in industrial districts must be screened. Outdoor storage must be fenced, screened and landscaped according to a plan approved by the Planning Department. A landscape security may be required. For additional information, contact the Planning Department at 952-985-4420.

Commercial-Zoned Districts

Screening is required in a commercial district if abutting a residential district. Please refer to the **Fencing & Landscaping** section for additional information.

BUILDING HEIGHT RESTRICTIONS



INTERNAL TRAFFIC CIRCULATION AND PARKING PLAN

All applications for a building or an occupancy permit in a commercial or industrial district must be accompanied by a site plan indicating internal traffic circulation, the location of off-street parking, and location of loading docks and berths. To assist in calculating the number of off-street parking spaces, please refer to Title 11-19-13 of the Lakeville Zoning Ordinance. In general, parking requirements are based on how the space is being used:

C-CBD District – Office and/or retail commercial uses, not including restaurants require three (3) parking spaces for each one thousand (1,000) square feet of floor area.

Office use - (1) space for each two hundred (200) square feet of floor area.

Manufacturing, fabricating or processing of a product or material use requires one (1) parking space for each three hundred fifty (350) square feet of floor area plus one (1) space for each company-owned truck (if not stored inside principal building).

Warehousing, storage or handling of bulk goods requires one (1) space for each one thousand (1,000) square feet of floor area and one (1) space for each company-owned truck (if not stored inside the principal building).

EXAMPLE: 9,000 square foot building with 6,000 square feet of manufacturing, 1,500 square feet of office, and 1,500 square feet of warehouse.

No company truck

Employees: 5 in manufacturing and 2 in office

6,000 s.f. ÷ 350	=17.0 parking spaces
1,500 s.f. ÷ 200 = 7.5	= 7.5 parking spaces
1,500 s.f. ÷ 1,000 = 1.5	= <u>1.5 parking spaces</u>
Total Required Parking Spaces	=26.0 parking spaces

PARKING DEFERMENT

The City, through an administrative process, may allow a reduction in the number of required parking stalls to be constructed if the proposed building usage will have a peak parking demand less than the required parking. Deferred parking (not constructed at this time) must be shown on a site plan. The following factors will be considered:

- Size of the building
- Type and use
- Number of employees
- Projected volume and turnover of customer traffic
- Projected frequency and volume of delivery or service vehicles
- Number of company-owned vehicles and storage of vehicles on-site
- Storage of vehicles on-site

OFF-STREET LOADING DOCKS AND BERTHS

The purpose of regulating loading spaces is to alleviate or prevent congestion of the public right-of-way, promote safety and general welfare of the public, and allow for the eventual re-use of industrial buildings. Chapter 20 of the Zoning Ordinance addresses specific issues of off-street loading space and includes: location, required size and number of loading berths, landscaping and screening from public rights-of-way, surfacing, and accessory use.

Industrial Districts

Loading berths located in industrial districts that are constructed at the front or side of a building located on a corner may be allowed subject to the following conditions:

- Loading berths shall not conflict with pedestrian movement
- Loading berths shall not obstruct the view of the public right-of-way from off-street parking access
- Loading berths and associated staging areas shall be screened from the abutting public right-of-way. Screening shall consist of either a screening fence or a green belt planting strip per Chapter 21 of the Zoning Ordinance
- Loading berths shall comply with all other requirements of the Zoning Ordinance

Commercial Districts

Loading berths located in commercial districts shall be located in the side or rear of lots away from public rights-of-way. Where physical conditions unique to the site warrant, loading berths may be located at the front or side of a building located on a corner lot by Conditional Use Permit subject to conditions stipulated Section 11-20-7.E.2 of the Zoning Ordinance.

FENCING & LANDSCAPING

Except in a required front yard, commercial and industrial fences may be erected up to eight (8) feet in height. Fences in excess of eight (8) feet, not located in a required front

yard, special purposes fences or fences differing in construction, height, or setback may be permitted in commercial and industrial districts by Conditional Use Permit.

Prior to approval of a building permit, commercial and industrial sites are subject to mandatory landscaping requirements. A security deposit is required to ensure landscaping work is completed. Upon completion of work, verified by the Planning Department, the security deposit is refunded. For more information regarding landscaping requirements, see Chapter 21 of the Lakeville Zoning Ordinance.

GRADING, EROSION CONTROL & DRAINAGE PLANS

No site will be developed and no use permitted that results in water runoff causing flooding, erosion, or deposit of minerals onto adjacent properties. Drainage plans must demonstrate that runoff is properly channeled into a storm drain, ponding area, or other public facilities. Drainage plans are subject to review and approval by the City Engineer.

Once a grading plan is approved, no modifications in grade, erection of retaining walls or other such actions are permitted unless reviewed and approved by the City Engineer.

All projects that involve site grading of one or more acres of land are required by Federal law to obtain a permit through the Minnesota Pollution Control Agency. This permit is a requirement of the 1987 Amendments to the Federal Clean Water Act.

Please refer to Appendix K - Filling/Grading Permit Application and Grading and Excavating Requirements.

DRIVEWAY OR ENTRANCE ACCESS OFF COUNTY ROADS

Industrial or commercial businesses who wish to construct an entrance off a county road must contact the Dakota County Highway Department 952-891-7100, located in the Dakota County Western Service Center in Apple Valley, for a Driveway or Entrance Access Permit.

Please refer to Appendix H for a copy of the permit application.

SPECIAL DISTRICTS: FLOODPLAIN, WETLAND, AND SHORELAND AND SOUTH CREEK STORM WATER DISTRICT

Development in Floodplain

The State of Minnesota delegates the responsibility to the City of Lakeville to adopt regulations designed to minimize flood losses in the state. Lakeville Ordinance No. 465 was adopted in June, 1992 with the intent to guide development in the floodplain district.

To determine if a project is located in or near a floodplain district, check with the Engineering Department at City Hall, 952-985-4500. If the project site is affected by the floodplain district, a Conditional Use Permit may be required.

Development in Wetlands

The Minnesota Wetlands Conservation Act of 1991 has delegated responsibility to the City of Lakeville to implement regulations designed to protect and preserve wetlands, surrounding natural vegetation and marshes. If the project is located on or near wetlands, permits are required from the following agencies:

- Army Corps Engineers
- Minnesota Pollution Control Agency
- Minnesota Department of Natural Resources
- City of Lakeville

Project plans should demonstrate how the development project will impact wetlands and the steps taken to avoid, minimize or mitigate wetland impacts.

The City of Lakeville **Wetland Management Plan** (WMP) was adopted by ordinance in 2003. The WMP has been developed in conformance with Minnesota Rules 8420.0650 and meets the requirements of the Wetland Conservation Act (WCA). The WMP is to be used in conjunction with the City of Lakeville Stormwater Management Plan and Comprehensive Land Use Plan.

The WMP provides a comprehensive approach for the protection and management of wetlands within the City and allows the City to have greater control over the rules governing decisions about these wetlands. The WMP provides greater flexibility and control over wetland management and protection, identifies regional wetland mitigation sites, and provides management strategies for different types of wetlands. For more information or to request a copy of the WMP, contact the City Engineering Department at 952-985-4500.

SHORELAND OVERLAY DISTRICT

The State of Minnesota delegates responsibility to the City of Lakeville to adopt regulations designed to protect shoreland areas, including the protection and preservation of lakes, rivers and streams. To determine if the project affects a Shoreland Overlay District, or for determination on permitted activities and development regulations within the district, contact the Planning Department at 952-985-4420. If the project site is affected by the Shoreland Overlay District, a conditional use permit may be required.

SOUTH CREEK STORMWATER DISTRICT

The South Creek located in the South Creek Drainage District, is a Minnesota Department of Natural Resources (DNR) designated trout stream. Properties within the South Creek Drainage District shall maintain and preserve a protective buffer of non-developed vegetated upland area within which no grading or altering of the natural vegetation is allowed except for public trail construction. To determine if your project is within the South Creek Drainage District, contact the Engineering Department at 952-985-4500.

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Building Permit Fees

TOTAL VALUATION	Fee
\$1.00 to \$500.00	\$30.00
\$501.00 to \$2,000.00	\$30.00 for the first \$500.00 plus \$3.25 for each additional \$100.00 or fraction thereof, to and including \$2,000.00
\$2,001.00 to \$25,000.00	\$73.75 for the first \$2,000.00 plus \$14.75 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$413.00 for the first \$25,000.00 plus \$10.75 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$681.75 for the first \$50,000.00 plus \$7.50 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$1,056.75 for the first \$100,000.00 plus \$6.00 for each additional \$1,000.00 or fraction thereof, to and including \$500,000
\$500,001.00 to \$1,000,000.00	\$3,456.75 for the first \$500,000.00 plus \$5.00 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$5,956.75 for the first \$1,000,000.00 plus \$4.00 for each additional \$1,000.00 or fraction thereof.
Other Inspections and Fees:	
1. Inspections outside of normal business hours	\$110.00 per hour ¹ (minimum charge – one hour)
2. Reinspection fees assessed under provisions of Section 305.8 ...	\$55.00 per hour ¹
3. Inspections for which no fee is specifically indicated	\$55.00 per hour ¹
4. Additional plan review required by changes, additions or revisions to plans	\$55.00 per hour ¹ (minimum charge – one-half hour)
5. For use of outside consultants for plan checking and inspections, or both	Actual Costs ²

¹Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.

²Actual costs include administrative and overhead costs.

PRELIMINARY PLAT APPLICATION & CHECKLIST:

APPENDIX B

Abstract Property

Torrens Property: *if Torrens, copy of Owner's Duplicate Certificate of Title must be attached.*

Name of Subdivision _____

Legal Description/PID No. _____
(If metes and bounds, attach description)

No. of Lots _____ Site Area (Acres) _____ Present Zoning _____

Existing Use of Property _____

Description of Plat Request _____

Name of Applicant _____

Address _____

City _____ State _____ Zip _____

Phone No. _____ E-mail _____ Fax No. _____

Signature _____ Date _____
Please Print Name

Property Owner/Fee Owner (If different from above) _____

Address _____

City _____ State _____ Zip _____

Phone No. _____ E-mail _____ Fax No. _____

Signature _____ Date _____
Please Print Name

A certified list prepared by an abstract company and mailing labels of the names and addresses of all property owners within 500 feet of the subject property must be submitted with this application.

FEES:	
Application.....	\$400 per addition
Engineering.....	\$150 per acre (\$500 minimum, \$3,200.00 maximum)
Escrow:	\$2,000.00 for legal notices, planning, engineering and legal services by staff and/or consultants.

PROCEDURES:

- A. Five (5) pre-sorted and pre-folded copies of the preliminary plat and list of property owners located within five hundred (500) feet of the subject property obtained from and certified by an abstract company, shall be submitted to the City Administrator. The required filing fee(s) as established by City Council resolution shall be paid and any necessary applications for related planning actions shall be submitted with the required fee. The plat shall be officially submitted when all the information requirements are complied with.

- B. Review By Other Commissions Or Jurisdictions: The City Administrator shall refer copies of the preliminary plat to the Park and Recreation Committee, County Soil and Water Conservation District, Environmental Affairs Sub-Committee, County, Metropolitan, State or other public jurisdictions for their review and comment, where appropriate and when required.

- C. Planning Commission Action:
 1. The City Administrator upon receipt of the application shall instruct the City Clerk to set a public hearing for public review of the preliminary plat. The hearing shall be held after adequate time has been allowed for staff and advisory body review of the plat. Notice of the hearing shall consist of a legal property description and description of request and shall be published in the official newspaper at least ten (10) days prior to the hearing. Written notification of the hearing shall be mailed at least ten (10) days prior to all owners of land within five hundred (500) feet of the boundary of the property in question. Failure of a property owner to receive notice shall not invalidate any such proceedings as set forth within the Subdivision Ordinance.
 2. The City Administrator shall instruct the appropriate staff to prepare technical reports where appropriate and provide general assistance in preparing a recommendation on the action.
 3. Unless excused by the Planning Commission Chair, the applicant or a representative thereof shall appear before the Planning Commission in order to answer questions concerning the proposed request.
 4. The Planning Commission shall conduct the hearing and recommend such actions or conditions relating to the request, as they deem necessary to carry out the intent and purpose of the Subdivision Ordinance. Such recommendation shall be accompanied by the report and recommendation of the City staff.

- D. City Council Action:
 1. City Council shall act upon the preliminary plat within one hundred twenty (120) days from the date of submission of a complete application, unless an extension of the review period has been provided by the applicant.
 2. Upon receiving the report and recommendation of the Planning Commission and the City staff, the City Administrator shall place the report and recommendation on the agenda of the City Council. Such reports and recommendations shall be entered in and made part of the permanent written record of the City Council meeting.

3. Upon receiving the report and recommendation of the Planning Commission and City staff, the City Council shall have the option to set and hold a public hearing if deemed necessary, and may impose any condition it considers necessary to carry out the purpose and intent of the Subdivision Ordinance.
4. If, upon receiving said report and recommendations of the Planning Commission and the City staff, the City Council finds that specific inconsistencies exist in the review process and thus the final recommendation of the City Council may differ from that of the Planning Commission, the City Council may, before taking final action, refer the matter back to the Planning Commission for further consideration. The City Council shall provide the Planning Commission with a written statement detailing the specific reasons for referral. This procedure shall be followed only one (1) time on a singular action.
5. If the preliminary plat is not approved by the City Council, the reasons for such action shall be recorded in the proceedings of the City Council. If the preliminary plat is approved, such approval shall not constitute final acceptance of the layout. Subsequent approval will be required of the engineering proposals and other features and requirements as specified by the Subdivision Ordinance to be indicated on the final plat. The City Council may require such revisions in the preliminary plat and final plat, as it deems necessary to carry out the purpose and intent of the Subdivision Ordinance.
6. If the preliminary plat is approved by the City Council, the subdivider must submit the final plat within one hundred (100) days after the approval or approval of the preliminary plat shall be considered void, unless a request for time extension is submitted in writing and approved by the City Council.

SUBMITTAL REQUIREMENTS:

- A. The subdivider shall prepare and submit a preliminary plat, together with any necessary supplementary information, preliminary utility plan and preliminary grading plan. All items on this checklist must be completed before the City will begin the formal review process.
- B. Proof of Ownership
 - _____ 1. Current Title Commitment or Current Title Opinion for abstract property and a Certificate of Title for Registered property (torrens).
 - _____ 2. Written authorization from current owner, if current owner is not making application for platting.
- C. A current certificate of survey, prepared and signed by a Minnesota licensed land surveyor, depicting the following:
 - _____ 1. Graphic Scale of drawing (engineering scale only, not less than one (1) inch equals one hundred (100) feet).
 - _____ 2. North arrow.
 - _____ 3. Date of survey.
 - _____ 4. Existing legal description of the parcel of land to be platted.

- _____ 5. Existing parcel boundaries shown with survey measurement data matching the existing legal description of the parcel of land to be platted.
- _____ 6. Area in square feet and acres of the outside boundary of the parcel of land to be platted.
- _____ 7. Existing site improvements inside the outside boundaries and fifty (50) feet outside the outside boundaries of the parcel of land to be platted.
- _____ 8. All encroachments along the outside boundary of the parcel of land to be platted.
- _____ 9. Easements of record (referenced in the current Title Commitment, current Title Opinion or Certificate of Title).
- _____ 10. Ponds, lakes, rivers, streams, creeks, wetlands, and other waterways bordering on or running through the parcel of land to be platted. The ordinary high water elevation and the one hundred (100) year flood elevation shall be shown where applicable, if available from the City or the DNR.
- _____ 11. Location, right-of-way widths and names of public streets or other public ways, showing type, width and condition of improvements, if any, which pass through and or are adjacent to the parcel of land being platted.
- _____ 12. Location, right-of-way widths and names of railroads, if any, which pass through and or are adjacent to the parcel of land being platted.
- _____ 13. Identify registered lands (torrens) within the outside boundaries of the parcel of land being platted.
- _____ 14. Identify all gaps and overlaps of the property being platted.
- _____ 15. The outside boundary of the property being platted must be clearly marked with survey monumentation.

D. Preliminary Plat:

1. General Requirements:

- _____ a. The current certificate of survey must be used as a base for the preparation of the preliminary plat.
- _____ b. Proposed name of subdivision; names shall not duplicate or too closely resemble names of existing platted subdivisions within Dakota County. Proposed names must be verified with the Dakota County Recorder.
- _____ c. Graphic Scale of drawing (engineering scale only, not less than one (1) inch equals one hundred (100) feet.
- _____ d. Date of preparation.
- _____ e. North arrow.
- _____ f. Location of boundary lines in relation to a known section, quarter section or quarter-quarter section lines comprising a legal description of the property.
- _____ g. Name and address of the property owner(s).
- _____ h. Name and address of the subdivider.

- _____ i. Name and address of the designer (and their Minnesota License Number), if any, of the proposed plat.
- _____ j. Existing zoning classifications for lands within and abutting the proposed plat, including shoreland zoning boundaries.
- _____ k. Boundary lines of adjoining unsubdivided or subdivided land, within three hundred fifty (350) feet, including all contiguous land owned or controlled by the subdivider.
- _____ l. In plats where public water and sewer are not available, the subdivider shall file a report prepared by a certified soils evaluator or registered civil engineer on the feasibility of individual on-site sewer and water systems on each lot, and shall include soils boring analysis and percolation tests to verify conclusions.

2. Proposed Design Features:

- _____ a. Layout of proposed streets showing the right-of-way widths, centerline gradients, typical street sections, and proposed names of streets in conformance with the County Uniform Street Naming and Addressing System. The name of any street heretofore used in the City or its environs shall not be used unless the proposed street is a logical extension of an already named street, in which event the same name shall be used.
- _____ b. Locations and widths of proposed alleys and pedestrian-ways.
- _____ c. Location, dimensions and purpose of all easements.
- _____ d. Layout, numbers, lot areas and preliminary dimensions of lots and blocks.
- _____ e. Minimum front and side street building setback lines.
- _____ f. When lots are located on a curve, the width of the lot at the building setback line.
- _____ g. Areas, other than streets, alleys, pedestrianways, and utility easements, intended to be dedicated or reserved for public use, including the size of such area or areas in acres.

3. Supplementary Information:

- _____ a. Any or all of the supplementary information requirements set forth in this subsection shall be submitted when deemed necessary by the City staff, consultants, advisory bodies and/or City Council.
- _____ b. Proposed protective covenants.
- _____ c. An accurate soil survey of the subdivision prepared by a qualified person.
- _____ d. A survey prepared by a qualified person identifying tree coverage in the proposed subdivision in terms of type, weakness, maturity, potential hazard, infestation, vigor, density and spacing.

- _____ e. Statement of the proposed use of lots stating type of buildings with number of proposed dwelling units or type of business or industry, so as to reveal the effect of the development on traffic, fire hazards and congestion of population.
 - _____ f. If any zoning changes are contemplated, the proposed zoning plan for the areas, including dimensions, shall be shown. Such proposed zoning plan shall be for information only and shall not vest any right in the applicant.
 - _____ g. The subdivider shall be required to submit a sketch plan of adjacent properties so as to show the possible relationships between the proposed subdivision and future subdivisions. All subdivisions shall be required to relate well with existing or potential adjacent subdivisions.
 - _____ h. Where structures are to be placed on large or excessively deep lots that are subject to potential replat, the preliminary plat shall indicate a logical way in which the lots could possibly be resubdivided in the future.
 - _____ i. When the City has agreed to install improvements in a development, the developer will be required to furnish a financial security satisfactory to the City.
 - _____ j. A comprehensive screening plan which identifies all proposed buffering and screening in both plan and sectional view.
 - _____ k. Where irregular shaped lots have been proposed, house plans shall be submitted which demonstrate such lots to be buildable and the resulting structure compatible in size and character to the surrounding area.
 - _____ l. Such other information as may be required.
- E. Preliminary Grading Plan: The developer shall submit a preliminary grading, drainage and erosion control plan utilizing a copy of the current certificate of survey as a base for the site in question, prepared and signed by a Minnesota licensed engineer, depicting the following information:
- _____ 1. North arrow and date of preparation.
 - _____ 2. Graphic Scale (engineering scale only, not less than one (1) inch equals fifty (50) feet).
 - _____ 3. Lot and block numbers, house pad location, home style and proposed building pad elevations at garage slab and lowest floor for each lot.
 - _____ 4. Drainage plan, including the configuration of drainage areas and calculations.
 - _____ 5. Location of all natural features on the tract. Natural features are considered to include, but are not limited to the following: tree lines, wetlands, ponds, lakes, streams, drainage channels, bluffs, steep slopes, etc.
 - _____ 6. Location of all existing storm sewer facilities, including pipes, manholes, catch basins, ponds, swales, and drainage channels within one hundred

fifty (150) feet of the tract. Existing pipe grades, rim and invert elevations, and normal and high water elevations must be included.

- _____ 7. If plat is located within or adjacent to a 100-year flood plain, flood elevations and locations must be clearly shown on the plan.
 - _____ 8. Spot elevations at drainage break points and directional arrows indicating site, swale and lot drainage.
 - _____ 9. Locations, grades, rim and invert elevations of all storm sewer facilities, including ponds, proposed to serve the tract.
 - _____ 10. Locations and elevations of all street high and low points.
 - _____ 11. Street grades shown, with a maximum permissible grade of ten (10) percent and a minimum of five-tenths (0.5%) percent.
 - _____ 12. Phasing of grading.
 - _____ 13. The location of all oversize nontypical easements.
 - _____ 14. All soil erosion and sediment control measures to be incorporated during and after construction must be shown. Locations and standard detail plates for each measure must be included on the plan.
 - _____ 15. All revegetation measures proposed for the tract, including seed and mulch types and application rates must be included on the plan.
 - _____ 16. Tree preservation plan, prepared in accordance with current City standards and specifications.
 - _____ 17. Existing contours at two (2) foot intervals shown as dashed lines (may be prepared by a Minnesota licensed surveyor). Existing contours shall extend one hundred fifty (150) feet outside of the tract.
 - _____ 18. Proposed grade elevations at two (2) foot intervals shown as solid lines.
- F. Preliminary Utility Plan, prepared and signed by a Minnesota licensed engineer, depicting the following information:
- _____ 1. Easements: Location, dimension and purpose of all easements.
 - _____ 2. Underground Facilities: Location and size of existing sewers, water mains, culverts, or other underground facilities within the tract and to a distance of one hundred fifty (150) feet beyond the tract. Such data as grades, invert elevations, and location of catch basins, manholes and hydrants shall also be shown.
 - _____ 3. Water Supply: Water mains shall be provided to serve the subdivision by extension of an existing community system wherever feasible. Service connections shall be stubbed into the property line and all necessary fire hydrants shall also be provided. Extensions of the public water supply system shall be designed so as to provide public water in accordance with the design standards as approved by the City Engineer and in accordance with the City's Comprehensive Water Plan. In areas where public water supply is not available, individual wells shall be provided on each lot, properly placed in relationship to the individual sewage disposal facilities on the same and adjoining lots. Well plans must

comply with the State Well Code, as may be amended, and be submitted for the approval of the City Engineer.

- _____ 4. Sewage Disposal, Public: Sanitary sewer laterals and service connections shall be installed in accordance with the design standards of the City as approved by the City Engineer.
- _____ 5. Sewage Disposal, Private: All individual sewage treatment systems shall be installed in accordance with all applicable State, County, and City requirements.
- _____ 6. Sanitary Sewer Facilities: Locations, grades, rim and invert elevations, and sizes of all proposed sanitary sewer facilities to serve the tract.
- _____ 7. Hydrants And Valves: Location of all proposed hydrants and valves for the proposed water mains.

FINAL PLAT APPLICATION & CHECKLIST:

APPENDIX C

Abstract Property

Torrens Property: *if Torrens, copy of Owner's Duplicate Certificate of Title must be attached*

Name of Subdivision _____

Legal Description/PID No. _____
(If metes and bounds, attach description)

No. of Lots _____ Site Area (Acres) _____ Present Zoning _____

Does the final plat include any modifications from the approved preliminary plat?

_____ Yes _____ No

IF YES, please describe the modifications on a separate sheet of paper and attach it to this application form.

Name of Applicant _____

Address _____

City _____ State _____ Zip _____

Phone No. _____ E-mail _____ Fax No. _____

Social Security No. _____ Federal Tax ID No. _____

Signature _____ Date _____
Please Print Name

Property Owner/Fee Owner (If different from above) _____

Address _____

City _____ State _____ Zip _____

Phone No. _____ E-mail _____ Fax No. _____

Social Security No. _____ Federal Tax ID No. _____

Signature _____ Date _____
Please Print Name

FEES:	
Application.....	\$250 per addition
Engineering.....	\$150 per acre (\$500 max.)
Escrow	\$2,000 for legal notices, planning, engineering and legal services by staff and/or consultants.

PROCEDURES:

- A. After the preliminary plat has been approved, the final plat shall be submitted for review as set forth in the subsections, which follow. The City may agree to review the preliminary and final plats simultaneously.
- B. Five (5) pre-sorted and pre-folded copies of the final plat shall be submitted to the City Administrator for distribution to the Planning Commission, City Council and appropriate City staff. The City staff shall examine the final plat and prepare a recommendation to the Planning Commission. Nature of approval, disapproval or any delay in decision of the final plat will be conveyed to the subdivider within ten (10) days after the meeting of the City Planning Commission at which such plat was considered.
- C. Approval of the City Council: After review of the final plat by the Planning Commission, such final plat, together with the recommendations of the Planning Commission and the City staff shall be submitted to the City Council for approval. If accepted, the final plat shall be approved by resolution providing for the acceptance of all agreements for basic improvements, public dedication and other requirements as indicated by the City Council. If disapproved, the grounds for any refusal to approve a plat shall be set forth in the proceedings of the Council and reported to the person or persons applying for such approval.
- D. Special Assessments: When any existing special assessments which have been levied against the property described shall be divided and allocated to the respective lots in the proposed plat, the City Administrator shall estimate the clerical cost of preparing a revised assessment roll, filing the same with the County Auditor, and making such division and allocation, and upon approval by the Council of such cost, the same shall be paid to the City Clerk before the final plat approval.
- E. Recording Final Plat: If the final plat is approved by the City Council, the subdivider shall record it with the County Recorder within one hundred (100) days after said approval or approval of the final plat shall be considered void, unless a request for time extension is submitted in writing and approved by the City Council. The subdivider shall, immediately upon recording, furnish the City Clerk with a print and reproducible tracing of the final plat showing evidence of the recording. No building permits shall be let for construction of any structure on any lot in said plat until the City has received evidence of the plat being recorded by the County.
- F. Recording Final Plats Of Multi-Phased Plats: If a preliminary plat is final platted in stages unless otherwise provided in the development contract, all stages must be final platted into lots and blocks, not outlots, within two (2) years after the preliminary plat has been approved by the City Council or the preliminary plat of all phases not so final platted within the two (2) year period shall be void.

SUBMITTAL REQUIREMENTS:

- A. The owner or subdivider shall submit a final plat, final grading, development, and erosion control plan, final utility plan, and final tree preservation plan, together with any necessary supplementary information. The final plat, prepared for recording purposes, shall be prepared in accordance with the provisions of State Statutes and Dakota County Surveyor's plat review regulations, and such final plat shall contain the following information:

- _____ 1. Name of the subdivision, which shall not duplicate or too closely approximate the name of any existing platted subdivisions within Dakota County. Proposed Names must be verified with the Dakota County Recorder.
- _____ 2. Location by section, township, range, County and State, and including descriptive boundaries of the subdivision, based on an accurate traverse, giving angular and linear dimensions which must mathematically close. The allowable error closure of any portion of a final plat shall be one (1) foot in seven thousand five hundred (7,500) feet.
- _____ 3. The location of monuments shall be shown and described on the final plat. Locations of such monuments shall be shown in reference to existing official monuments on the nearest established street lines, including true angles and distances to such reference points or monuments.
- _____ 4. Location of lots, streets, public highways, alleys, parks and other features, with accurate dimensions in feet and decimals of feet, with the length of radii and/or arcs of all curves, and with all other information necessary to reproduce the plat on the ground shall be shown. Dimensions shall be shown from all angle points of curve to lot lines.
- _____ 5. Lots and outlots shall be numbered clearly. Blocks are to be numbered, with numbers shown clearly in the center of the block.
- _____ 6. The exact locations, widths and names of all streets to be dedicated.
- _____ 7. Location and width of all easements to be dedicated.
- _____ 8. Name and address of land surveyor making the plat.
- _____ 9. Scale of the plat shall be 10, 20, 30, 40, 50, 60 or 100 scale with the scale shown graphically on a bar scale along with the date and north arrow.
- _____ 10. Statement dedicating all easements as follows: Easements for installation and maintenance of utilities and drainage facilities are reserved over, under and along the strips marked "drainage and utility easements".
- _____ 11. Statement dedicating all streets, alleys and other public areas not previously dedicated as follows: Streets, alleys, and other public areas shown on this plat and not heretofore dedicated to public use are hereby so dedicated.
- _____ 12. The final grading, development and erosion control plan must be prepared in accordance with the current City specifications.
- _____ 13. A title report prepared by a title company indicating owners and encumbrances on the property and a statement as to which parts of the property are registered (torrens).
- _____ 14. Construction cost estimates for all required basic improvements.
- _____ 15. Certification by registered surveyor in the form required by Minnesota Statutes, section 505.03, as amended.
- _____ 16. Execution of all owners of any interest in the land, any holders of a mortgage thereon, of the certificates required by Minnesota Statutes, section 505.03, as amended, and which certificate shall include a dedication of the utility easements and other public areas in such form as approved by the City Council.

_____ 17. Space for certificates of approval and review to be filled in by the signatures of the chair of the City Planning Commission and the Mayor and City Clerk.

B. Final grading, development and erosion control plan shall contain the following information and comply with the following standards:

- _____ 1. The current certificate of survey must be used as a base for the preparation of the final grading, development and erosion control plan.
- _____ 2. North arrow and date of preparation.
- _____ 3. Graphic Scale of drawing (engineering scale only, not less than one (1) inch equals fifty (50) feet).
- _____ 4. Key with all line types, symbols, shading and cross-hatching denoted.
- _____ 5. Illustration key showing symbols for all information pertaining to lot and house design, including grades, easements, lot and block, setbacks, etc.
- _____ 6. The benchmark provided must be based upon the City/County benchmark system established in 1990. Copies of level loops for newly established benchmarks must be provided with the initial submittal of the grading plan.
- _____ 7. Subject property's boundary lines, lot lines and right-of-way lines.
- _____ 8. All adjacent plats, parcels, right of ways, section lines and existing topography extended a minimum of one hundred fifty (150) feet beyond the subject parcel in all directions.
- _____ 9. Topography in two (2) foot contour intervals with existing contours shown as dashed lines and proposed contours shown as solid lines. All existing and proposed contours labeled at each edge of the plan and at appropriate locations within the plan.
- _____ 10. Locations of all existing natural features must be clearly shown. Natural features are considered to include, but are not limited to, the following: tree lines, wetlands, ponds, lakes, streams, drainage channels, bluffs, steep slopes, etc.
- _____ 11. Location of existing storm sewer facilities within one hundred fifty (150) feet of the subject parcel.
- _____ 12. If the property is within or adjacent to a 100-year flood plain, flood elevations and locations must be clearly shown on the plan.
- _____ 13. Total area of plat, all lots, outlots and ponding areas denoted on plan (tabulation permitted).
- _____ 14. Direction arrows indicating sites, swale and lot drainage patterns. Spot elevations must be provided at drainage break points.
- _____ 15. Maximum 3:1 slopes.
- _____ 16. Lot and block numbers.
- _____ 17. Proposed lot corner elevations.
- _____ 18. Street names.
- _____ 19. Emergency overflow swales located, labeled and spot elevations. Rear or side lot line swales minimum one (1.0) percent grade sandy soils, and one and five-tenths (1.5) percent grade clay soils.

- _____20. All ponds, swales and channels must be constructed on public easements or land owned by the City.
- _____21. Percent grades indicated along major drainage swales (more than twelve (12) lots).
- _____22. Proposed elevations at garage floor and lowest floor elevation. Proposed finished ground elevations around home for final grading. The top of the foundation and garage floor of all structures shall be a minimum of eighteen (18) inches or three (3) percent above the grade of the crown (center) of the street.
- _____23. Style of home indicated for each lot; e.g., rambler, split level, walkout, full basement, etc.
- _____24. Finished spot elevations at all high and low points.
- _____25. Locations of all temporary cul-de-sacs.
- _____26. Locations of permanent street barricades.
- _____27. Locations of all proposed storm sewer facilities.
- _____28. Maximum of four hundred (400) lineal feet of drainage from rear yard areas permitted. Rear yard catch basins must be installed at the four hundred (400) foot mark, or as determined by the City Engineer.
- _____29. Location of proposed draintile including cleanout locations and inverts of services to each lot (five (5) feet from the lot line on the downstream side of the lot). Invert information is required only if depth of tile is other than thirty six (36) inches City standard depth.
- _____30. Location of all oversized drainage and utility easements.
- _____31. All existing and proposed storm water basins must have outlet elevation (OE) and 100-year high water level (HWL) shown and total volume (acre feet) of storm water retention indicated above the OE.
- _____32. Invert elevation of inlets and outlets into ponds.
- _____33. Location of tree preservation fencing, and limits of clearing and grading clearly shown on plans.
- _____34. Designation of lots to be mass graded and custom graded.
- _____35. Location of all structural erosion control measures including but not limited to the following: temporary gravel construction entrances, temporary and permanent sediment basins, silt fence, staked bales, storm sewer inlet filters, rock filter dikes, storm sewer outlet protection, erosion control mats, fiber blankets and nettings.
- _____36. Locations of soil stockpile areas with temporary stabilization measures indicated.

- _____37. Seeding specifications, including:
- _____a. Type of seeding (permanent, temporary, and dormant);
 - _____b. Type of seed and application rate;
 - _____c. Fertilizer type and application rate;
 - _____d. Mulch type, application rate, and method of anchoring;
 - _____e. Specifications for the installation and maintenance of erosion control mats, blankets or netting;
 - _____f. Note requiring seeding to be completed within forty eight (48) hours of rough grading with revegetation to occur within forty eight (48) hours of fine grading.
- _____38. Standard lot benching detail must be provided.
- _____39. Standard detail plates and maintenance information for each of the above measures used must also be included.
- _____40. Requirements for certified grading plan:
- _____a. A certified plan must be submitted within thirty (30) days of grading completion.
 - _____b. The “as constructed” grading plan must include certification by a registered land surveyor or engineer that all ponds, swales and drainageways have been constructed on public easements or land owned by the City.
 - _____c. The “as constructed” grading plan shall include field-verified elevations of the following:
 - i) Cross sections of ponds.
 - ii) Location and elevations of swales, drainageways and emergency overflows.
 - iii) All lot corners and center of house pads.
 - iv) Tops of castings of rear yard catch basins.
 - v) All slopes steeper than four to one (4:1).
 - vi) The location and elevation of any retaining walls.
 - vii) The location, restored elevation and bottom elevation of any borrow areas, temporary sediment basin/trap, or temporary drainage ditch/culvert that were located within a proposed lot or outlot building pad, or that had a bottom elevation more than three feet (3') below final grade.
 - viii) All permanent drain tile installed.
 - ix) Elevation of all flared ends and outlet structures for sediment basins and storm water basins.
 - x) The location and elevation of all landscape berms.
 - _____d. After construction, one set of mylar/sepia drawings is to be prepared and submitted to the City.
 - _____e. Certified Grading Plans are to be submitted to the City on an electronic file. The electronic file must be AutoCAD.DWG or *.DXF format and consistent with the City's standard specification manual for *Minimum Layering Requirements*.

Minimum Lot & Setback Requirements

A setback is the minimum distance between a building and lot line. The following information sets forth the minimum building setbacks for commercial and industrial districts.

I-CBD Industrial Central Business District

Lot Area	None
Lot Width	None
Front Setback	5 feet *
Side and Rear Setback	5 feet *

*Setbacks are 5 feet from a property line and 30 feet where abutting a residential district.

I-1 Light Industrial

Lot Area	Minimum 30,000 sq. ft. (SF)
Lot Width	100 feet
Front Setback	50 feet
Side Setback	10 feet *
Rear Setback	30 feet

*Side setback is 30 feet abutting a street and 50 feet abutting a residential district.

I-2 General Industrial

Lot Area	Minimum of 1 acre
Lot Width	100 feet
Front Setback	40 feet
Side Setback	15 feet *
Rear Setback	30 feet **

*Side setback is 40 feet abutting a street

**Rear setback is 50 feet abutting a residential district

C-1 Neighborhood Commercial District

Lot Area	20,000 SF
Lot Width	100 feet
Front Setback	30 feet
Side Setback	20 feet *
Rear Setback	30 feet

*Side setback is 30 feet abutting a street or residential district.

C-2 Highway Commercial District

Lot Area	20,000 SF
Lot Width	100 feet
Front Setback	30 feet
Side and Rear Setback	10 feet *

*Side and rear setbacks are 30 feet abutting a street or residential district.

C-3 General Commercial

Lot Area	20,000 SF
Lot Width	100 feet
Front Setback	30 feet
Side and Rear Setback	10 feet *

*Side and rear setbacks are 30 feet abutting a street or residential district.

O-P Office Park District

Lot Area	30,000 SF
Lot Width	100 feet
Front Setback	50 feet
Side Setback	10 feet *
Rear Setback	30 feet **

*Side setback is 30 feet abutting a street.

*Side setback is 40 feet abutting a residential district.

** Rear setback is 40 feet abutting a residential district.

C-CBD Commercial - Central Business District

Lot Area	None
Lot Width	None
Front Setback	0 feet*
Side and Rear Setback	0 feet*

*Setbacks are 30 feet where abutting a residential zoned property.

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**BUILDING PERMIT APPLICATION
COMMERCIAL AND INDUSTRIAL
CONSTRUCTION**

CITY OF LAKEVILLE
BUILDING INSPECTIONS DEPARTMENT
20195 HOLYOKE AVENUE
LAKEVILLE, MN 55044
952-985-4440
www.ci.lakeville.mn.us

Office Use Only

Permit Number

Received By

Date Received

Fee Total

JOB SITE ADDRESS: _____ SUITE# _____

SITE BUSINESS NAME: _____

LEGAL DESCRIPTION: LOT _____ BLOCK _____ SUBDIVISION: _____

APPLICANT/CONTRACTOR: _____

OFFICE PHONE: _____ CELL PHONE: _____ FAX: _____

STREET ADDRESS: _____ CITY: _____ ZIP: _____

CONTRACTOR: _____ CONTR #: _____ PHONE: _____

STREET ADDRESS: _____ CITY: _____ ZIP: _____

ARCHITECT: _____ LICENSE#: _____

CIVIL ENGINEER: _____ LICENSE#: _____

STRUCTURAL ENGINEER: _____ LICENSE#: _____

MECHANICAL ENGINEER: _____ LICENSE#: _____

ELECTRICAL ENGINEER: _____ LICENSE#: _____

PROPOSED USE (Describe in Detail): _____

_____ SQUARE FOOT _____

VALUATION OF WORK (excluding land): _____

IS BUILDING SPRINKLED? _____ STANDPIPES? _____

<p>I HEREBY APPLY FOR A BUILDING PERMIT AND I ACKNOWLEDGE THAT THE INFORMATION ABOVE IS COMPLETE AND ACCURATE; THAT THE WORK WILL BE IN CONFORMANCE WITH THE ORDINANCES AND CODES OF THE CITY AND WITH THE STATE BUILDING CODE, THAT I UNDERSTAND THIS IS NOT A PERMIT AND WORK IS NOT TO START WITHOUT A PERMIT AND THAT THE WORK WILL BE IN ACCORDANCE WITH THE APPROVED PLAN.</p>
--

NAME OF APPLICANT (Please Print) _____

APPLICANT'S SIGNATURE: _____ DATE: _____

OFFICE USE ONLY

BUILDING PERMIT TYPE:

- _____ Apartment Building (50)
- _____ Commercial Bldg – New (80)
- _____ Commercial Bldg – Add/Remodel (81)
- _____ Industrial Bldg – New (85)
- _____ Industrial Bldg – Add/Remodel (86)
- _____ Tax Exempt Bldg – Add/Remodel (89)
- _____ Tax Exempt Bldg – New (90)
- _____ Commercial Re-roof/Reside (82/83)
- _____ Retaining Wall (63)
- _____ Buildings Moved (94)
- _____ Buildings Demolished (95)
- _____ Footing/Foundation Only (96)
- _____ Grading (98)
- _____ Miscellaneous (98)

CODE INFORMATION

- _____ IBC Occupancy Group
- _____ Type of Construction
- _____ Fire Suppression System
- _____ Zoning District
- _____ Code Edition

VALUATION: \$ _____

PERMIT FEES:

- PERMIT FEE: \$ _____
- PLAN CHECK \$ _____
- STATE SURCHARGE \$ _____
- M.C.E.S. SAC UNIT (____) \$ _____
- WATERMAIN UNIT (____) \$ _____
- SANITARY SEWER UNIT (____) \$ _____
- SANITARY SAC UNIT (____) \$ _____
- ESCROWS _____ \$ _____
- OTHER \$ _____

TOTAL FEES: \$ _____

REQUIRED INSPECTIONS:

- _____ FOOTING (61)
- _____ FOUNDATION (67)
- _____ FRAMING (62)
- _____ INSULATION (63)
- _____ FIREPLACE (68)
- _____ SITE (71)
- _____ OTHER (70) _____
- _____ BUILDING FINAL (65)

COMMENTS: _____

APPROVALS:

PLANNING or CED DIRECTOR: _____ **DATE:** _____

CITY ENGR or ASSIST CITY ENGR: _____ **DATE:** _____

FIRE MARSHAL: _____ **DATE:** _____

BUILDING OFFICIAL: _____ **DATE:** _____

**BUILDING PERMIT APPLICATION REQUIREMENTS FOR
COMMERCIAL, INDUSTRIAL, AND MULTI-UNIT RESIDENTIAL
BUILDING INSPECTION DEPARTMENT**

SITE ADDRESS: _____

APPLICANT: _____ **PHONE #:** _____
PLEASE PRINT

✓ **Check appropriate box**

- ONE (1)** signed and completely filled out application form
- THREE (3)** Architect certified plans
- THREE (3)** Structural certified plans
- THREE (3)** Civil plans including site, grading and utility plans
- THREE (3)** Certificate of Surveys prepared by a Minnesota registered land surveyor
- THREE (3)** Landscaping certified plans
- ONE (1)** Specification
- ONE (1)** Exterior envelope calculation
- ONE (1)** Code analysis on plans or separate sheet
- ONE (1)** Soil test report
- ONE (1)** Special inspection agreement
- ONE (1)** Copy of letter from Metropolitan Council on number of SAC units

Separate review and individual permit approvals required for Sewer/water, plumbing, mechanical, fire suppression and electrical prior to commencing work. The following plans must be submitted at time of perspective permit application:

- TWO (2)** Sanitary Sewer/watermain/storm sewer plans
- TWO (2)** Plumbing certified plans
- TWO (2)** Mechanical certified plans
- TWO (2)** Fire suppression certified plans
- TWO (2)** Electrical certified plans

The above submittals constitute a **complete** application for a Building Permit for a new commercial, industrial, or multi-unit residential building. (Uniform Building Code 106.3). Only **complete** applications will be accepted at the counter for the permit review process. The plans and submitted documents will be reviewed within 10 working days from receipt of the **complete** application. If the submitted documents are not accurate or additional information is required, delays in the approval process may occur. You will be contacted when the plan review and fee calculation has been completed. Upon receipt of payment, the permit will be issued.

Abstract Property

Torrens Property: *if Torrens, copy of Owner's Duplicate Certificate of Title must be attached*

Property Address _____

Legal Description/PID No. _____
(If metes and bounds, attach description)

Reason for Request: _____

Name of Applicant _____

Address _____

City _____ State _____ Zip _____

Phone No. _____ E-Mail _____ Fax No. _____

Signature _____ Date _____
Please Print Name

Property Owner/Fee Owner *(If different from above)* _____

Address _____

City _____ State _____ Zip _____

Phone No. _____ E-Mail _____ Fax No. _____

Signature _____ Date _____
Please Print Name

A certified list prepared by an abstract company and mailing labels of the names and addresses of all property owners within 500 feet of the subject property must be submitted with this application.

✓ *Attach the information submission materials listed on the attached sheets.*

Fees:	
Single Family Residences.....	\$.300 plus a \$500 escrow for legal notices, planning, engineering and legal services by staff and/or consultants.
All Others.....	\$.500 plus a \$1,000 escrow for legal notices, Planning, engineering and legal services by Staff and/or consultants.

PROCEDURE:

An application for a conditional use permit shall be approved or denied within sixty (60) days from the date of its official and complete submission unless extended by the City pursuant to Statute or a time waiver is granted by the applicant. Additional City requirements are as follows:

- A. Request for conditional use permits shall be filed with the Zoning Administrator on an official application form. Unless modified by the Zoning Administrator, such application shall be accompanied by a fee as provided for by City Council resolution. Such application shall also be accompanied by five (5) pre-sorted and pre-folded copies of detailed written and graphic materials fully explaining the proposed change, development, or use and a list of property owners located within five hundred (500) feet of the subject property. Said listing shall be obtained from and certified by an abstract company. The request shall be considered as being officially submitted when all the information requirements are satisfied. In cases where an application is judged to be incomplete, the Zoning Administrator shall notify the applicant, in writing, within ten (10) days of the date of submission.
- B. Upon receipt of said application, the City Clerk shall set a public hearing following proper hearing notification. The Planning Commission shall conduct the hearing, report its findings and make recommendations to the City Council. Notice of said hearing shall consist of a legal property description, description of request and property location, and be published in the official newspaper at least ten (10) days prior to the hearing. Written notification of said hearing shall be mailed at least ten (10) days prior to all owners of land within five hundred (500) feet of the boundary of the property in question.
- C. Failure of a property owner to receive said notice shall not invalidate any such proceedings as set forth within this Title.
- D. The Zoning Administrator shall instruct the appropriate staff persons to prepare technical reports where appropriate, and provide general assistance in preparing a recommendation on the action to the City Council.
- E. The Planning Commission shall consider possible effects of the proposed amendment. Its judgment shall be based upon, but not limited to, the following factors:
 - 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 official City Comprehensive 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 the City Code.
 - 4. The proposed use can be accommodated with existing 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.
- F. The Planning Commission and City staff shall have the authority to request additional information from the applicant concerning operational factors or to retain expert testimony with the consent and at the expense of the applicant concerning operational factors. Said information is to be declared necessary to establish performance conditions in relation to all pertinent sections of the Zoning Ordinance. Failure on the part of the applicant to supply all necessary supportive information may be grounds for denial of the request.

- G. Unless excused by the Planning Commission Chair, the applicant or a representative thereof shall appear before the Planning Commission in order to answer questions concerning the proposed request.
- H. The Planning Commission shall make findings of fact and recommend such actions or conditions relating to the request as they deem necessary to carry out the intent and purpose of the Zoning Ordinance. Such recommendation shall be in writing and accompanied by the report and recommendation of the City staff, and shall be entered in and made part of the permanent written record of the City Council meeting.
- I. The City Council shall not grant a conditional use permit until the Planning Commission has held a public hearing on the request. The City Council shall act upon the conditional use permit within sixty (60) days from the date of submission of a complete application, unless an extension has been provided, pursuant to Minnesota Statutes 15.99.
- J. Upon receiving the report and recommendation of the Planning Commission and the City staff, the City Council shall have the option to set and hold a public hearing if deemed necessary, shall make recorded findings of fact and may impose any condition it considers necessary to protect the public health, safety and welfare.
- K. Subject to limitations of Minnesota Statutes 15.99, if, upon receiving said report and recommendations of the Planning Commission and City staff, the City Council finds that specific inconsistencies exist in the review process and thus the final recommendation of the City Council may differ from that of the Planning Commission, the City Council may, before taking final action, refer the matter back to the Planning Commission for further consideration. The City Council shall provide the Planning Commission with a written statement detailing the specific reasons for referral. This procedure shall be followed only one (1) time on a singular action.
- L. Approval of a request shall require passage by a four-fifths (4/5) vote of the entire City Council.
- M. Whenever an application for a conditional use permit has been considered and denied by the City Council, a similar application for the conditional use permit affecting substantially the same property shall not be considered again by the Planning Commission or City Council for at least six (6) months from the date of its denial; and a subsequent application affecting substantially the same property shall likewise not be considered again by the Planning Commission or City Council for an additional six (6) months from the date of the second denial unless a decision to reconsider such matter is made by not less than four-fifths (4/5) vote of the full City Council.

GENERAL PERFORMANCE STANDARDS: As may be applicable, the evaluation of any proposed conditional use permit request shall be subject to and include, but not be limited to, the following general performance standards and criteria:

- A. The use and the site in question shall be served by a street of sufficient capacity to accommodate the type and volume of traffic which would be generated and adequate right-of-way shall be provided.
- B. The site design for access and parking shall minimize internal as well as external traffic conflicts.
- C. If applicable, a pedestrian circulation system shall be clearly defined and appropriate provisions made to protect such areas from encroachment by parked or moving vehicles.
- D. Adequate off-street parking and off-street loading shall be provided.

- E. Loading areas and drive-up facilities shall be positioned so as to minimize internal site access problems and maneuvering conflicts, to avoid visual or noise impacts on any “adjacent” residential use or district, and provided.
- F. Whenever a non-residential use “is adjacent to” a residential use or district, a buffer area with screening and landscaping shall be provided.
- G. General site screening and landscaping shall be provided.
- H. All exterior lighting shall be so directed so as not to cast glare toward or onto the public right-of-way or neighboring residential uses or districts.
- I. Potential exterior noise generated by the use shall be identified and mitigation measures as may be necessary shall be imposed to insure compliance with the Zoning Ordinance.
- J. The site drainage system shall be subject to the review and approval of the City Engineer.
- K. The architectural appearance and functional design of the building and site shall not be so dissimilar to the existing or potential buildings and area so as to cause a blighting influence. All sides of the principal and accessory structures are to have essentially the same or coordinated, harmonious exterior finish materials and treatment.
- L. Provisions shall be made for daily litter control, an interior location for recycling, and trash handling and storage or an outdoor, enclosed receptacle area shall be provided.
- M. All signs and informational or visual communication devices shall be in compliance with the Sign Ordinance.
- N. The use and site shall be in compliance with any federal, state or county law or regulation that are applicable and any related permits shall be obtained and documented to the City.
- O. Any applicable business licenses mandated by City Code are approved and obtained.
- P. The hours of operation may be restricted when there is judged to be an incompatibility with a residential use or district.
- Q. The use complies with all applicable performance standards of the zoning district in which it is located and where applicable, any non-conformities shall be eliminated.
- R. Additional Stipulations. All conditions pertaining to a specific site are subject to change when the Council, upon investigation in relation to a formal request, finds that the general welfare and public betterment can be served as well or better by modifying or expanding the conditions set forth herein.

REVOCATION: The Planning Commission may recommend, and the City Council may direct, the revocation of any conditional use permit for cause upon determination that the authorized conditional use is not in conformance with the conditions of the permit or is in continued violation of the Zoning Ordinance, City Codes, or other applicable regulations. The City Council or Planning Commission shall initiate an application and the Zoning Administrator shall notify the responsible person that they have an opportunity to show cause why the permit should not be revoked. The Zoning Administrator shall

provide the responsible person a copy of the proceedings and findings of the Planning Commission and City Council.

PERMIT MODIFICATIONS: Holders of a conditional use permit may propose modifications to the permit at any time. No changes in the approved plans or scope of the conditional use shall, however, be undertaken without prior approval of those changes by the City. Proposed permit modifications shall be classified as major or minor, as determined by the Zoning Administrator. Major permit modifications may include, but shall not be limited to, hours of operation, number of employees, expansion of structures and/or premises, operational modifications resulting in increased traffic, and the like. Permit modifications shall be further subject to and processed as follows:

A. Minor Permit Modifications.

1. Additional Qualifications. In addition to other considerations noted above, minor permit modifications shall meet the following criteria:
 - a. Sites shall be in non-residential zoning districts, and shall not abut any residential zoned property.
 - b. All sites must be in the urban service area as defined by the Comprehensive Plan.
 - c. All sites must be legal parcels of record at the time of application.
 - d. All applications for permit modification shall be complete and in full accordance with the requirements of the Zoning Ordinance. All applicable fees shall be paid.
 - e. All permit modification proposals shall meet or exceed the standards of all applicable codes, ordinances, and policies and shall be free of any major variances from those standards.
 - f. Only applications for pre-existing, pre-approved uses explicitly classified as conditional uses within the respective zoning districts of the Zoning Ordinance are eligible for administrative approval.
2. Procedure. Administrative approval of minor permit modifications shall be subject to the requirements of Chapter 8 of this Title.

B. Major Permit Modifications.

1. Qualifications. Any permit modification not classified or qualifying as minor shall be classified as major.
2. Procedure. Major permit modifications shall be processed subject to all requirements and standards of the Conditional Use Permit Chapter of the Zoning Ordinance.

EXPIRATION: Unless the City Council specifically approves a different time when action is officially taken on the request, conditional use permits which have been issued under the provisions of this Chapter shall expire without further action by the Planning Commission or the City Council, unless the applicant commences the authorized use within one (1) year of the date the conditional use permit is issued; or, unless before the expiration of the one (1) year period; the applicant shall apply for an extension thereof by completing and submitting a request for extension, including the renewal fee as established by City Council resolution. The request for extension shall state facts showing a good faith attempt to complete or utilize the use permitted in the conditional use permit. A request for an extension not exceeding one (1) year shall be subject to the review and approval of the Zoning Administrator. Should a second extension of time or any extension of time longer than one (1) year be requested by the applicant, it shall be presented to the Planning Commission for a recommendation and to the City Council for a decision.

SITE IMPROVEMENT PERFORMANCE AGREEMENT AND FINANCIAL GUARANTEE: Prior to City Council consideration of a conditional use permit request, the applicant, as may be applicable, shall guarantee to the City the completion of all improvements as shown on the approved site plan and as required by the conditional use permit approval.

CERTIFICATION OF TAXES PAID: Prior to approving an application for a conditional use permit, the applicant shall provide certification to the City that there are no delinquent property taxes, special assessments, interest, or City utility fees due upon the parcel of land to which the conditional use permit application relates.

Information Requirement:

The information required for all conditional use permit applications generally consists of the following items, and shall be submitted unless waived by the Zoning Administrator.

- A. 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, at one (1) inch equals fifty (50) feet or less.
 - _____ 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, lakes, springs, rivers or other waterways bordering on or running through the subject property.
- B. 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. Sidewalks, walkways, trails.
- _____ i. Location and type of all proposed lighting, including details of all proposed fixtures.
- _____ j. Location of recreation and service areas.
- _____ k. Location of rooftop equipment and proposed screening.
- _____ l. Provisions for storage and disposal of waste, garbage, and recyclables, including details for screening exterior trash/recycling enclosures.
- _____ m. Location, sizing, and type of water and sewer system mains and proposed service connections.

C. Grading/storm water drainage plan, utilizing a copy of the current certificate of survey as a base for the site in question, prepared and signed by a Minnesota licensed engineer, depicting the following:

- _____ 1. Existing contours at two (2) feet intervals (may be prepared by a Minnesota licensed surveyor).
- _____ 2. Proposed grade elevations of two (2) foot maximum intervals.
- _____ 3. Drainage plan, including the configuration of drainage areas and calculations.
- _____ 4. Storm sewer, catch basins, invert elevations, type of castings, and type of materials.
- _____ 5. Spot elevations (may be prepared by a Minnesota licensed surveyor).
- _____ 6. Proposed driveway grades.
- _____ 7. Surface water ponding and treatment areas.
- _____ 8. Erosion control measures.

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

- _____ 1. Planting schedule (table) containing:
 - _____ a. Symbols.
 - _____ b. Quantities.
 - _____ c. Common names.
 - _____ d. Botanical names.
 - _____ e. Sizes of plant material.
 - _____ f. Root specification (bare root, balled and burlapped, potted, etc.).
 - _____ g. Special planting instructions.
- _____ 2. Location, type and size of all existing significant trees to be removed or preserved.
- _____ 3. Planting detail (show all species to scale at normal mature crown diameter or spread for local hardiness zone).
- _____ 4. Typical sections with details of fences, tie walls, planter boxes, tot lots, picnic areas, berms and the like.
- _____ 5. Typical sections with details of landscape islands, planter beds, and foundation plantings with identification of materials used.

- _____ 6. Note indicating how disturbed soil areas will be restored through the use of sodding, seeding, or other techniques.
 - _____ 7. Delineation of both sodded and seeded areas with respective areas in square feet.
 - _____ 8. Coverage plan for underground irrigation system, if any.
 - _____ 9. Where landscape or man-made materials are used to provide screening from adjacent and neighboring properties, a cross-through section shall be provided showing the perspective of the site from the neighboring property at the property line elevations.
 - _____ 10. Other existing or proposed conditions which could be expected to affect landscaping.
- E. Other plans and information as required by the Zoning Administrator including, but not limited to:
- _____ 1. Architectural elevations of all principal and accessory buildings (type, color, and materials used in all external surfaces).
 - _____ 2. "Typical" floor plan and "typical" room plan drawn to scale with a summary of square footage for each use or activity.
 - _____ 3. Fire protection plan.
 - _____ 4. Extent of and any proposed modifications to land with the Environmental Protection Districts, as established by the Zoning Ordinance.
 - _____ 5. Type, location and size (area and height) of all signs to be erected upon the property in question.
 - _____ 6. Vicinity map showing the subject property in reference to nearby highways or major street intersections.
 - _____ 7. Sound source control plan.
 - _____ 8. Lighting plan.

DRIVEWAY/CURB CUT APPLICATION

CITY OF LAKEVILLE – ENGINNERING DEPARTMENT
20195 HOLYOKE AVENUE
LAKEVILLE, MINNESOTA 55044
952-985-4500

DATE: _____

JOB SITE ADDRESS: _____

PID #: _____

LEGAL DESCRIPTION: LOT: _____ BLOCK: _____ SUBD OR SECTION _____

APPLICANT: OWNER OR CONTRACTOR (circle one)

OWNER: _____ PHONE: _____

STREET ADDRESS: _____ CITY: _____ ZIP: _____

CONTRACTOR: _____ CONTR. #: _____ PHONE: _____

STREET ADDRESS: _____ CITY: _____ ZIP: _____

DESCRIPTION OF REQUEST: _____

FEE: _____

APPLICANT'S SIGNATURE: _____ DATE: _____



REQUEST: APPROVED _____ DISAPPROVED _____

BY: _____ DATE: _____

BUILDING TYPE

INSPECTION REQUIRED

98 MISC

65 - FINAL

CITY OF LAKEVILLE MINIMUM DRIVEWAY DISTANCE FROM INTERSECTING STREET

Street With Proposed Driveway	Nearest Intersecting Street					Minimum Spacing Between Adjacent Driveways
	Local Street	Minor Collector	Major Collector	"B" Minor Arterial	"A" Minor Arterial	
Local Street						
Residential	40 ft.	40 ft.	50 ft.	50 ft.	50 ft.	--
Indiv. Com./Indust./Instit./M.F.	50 ft.	50 ft.	90 ft.	90 ft.	90 ft.	50 ft.
Multiple Commercial	90 ft.	90 ft.	125 ft.	125 ft.	125 ft.	100 ft.
Minor Collector						
Residential	40 ft.	40 ft.	50 ft.	50 ft.	50 ft.	--
Indiv. Com./Indust./Instit./M.F.	50 ft.	50 ft.	90 ft.	90 ft.	90 ft.	50 ft.
Multiple Commercial	90 ft.	90 ft.	125 ft.	125 ft.	125 ft.	100 ft.
Major Collector						
Residential	N.P.	N.P.	N.P.	N.P.	N.P.	N.P.
Indiv. Com./Indust./Instit./M.F.	90 ft.	90 ft.	220 ft.	220 ft.	220 ft.	200 ft.(A)
Multiple Commercial	125 ft.	125 ft.	220 ft.	220 ft.	220 ft.	200 ft.(A)
"B" Minor Arterial						
Residential (B)	N.P.	N.P.	N.P.	N.P.	N.P.	N.P.
Indiv. Com./Indust./Instit./M.F.	N.P.	N.P.	N.P.	660 ft.	660 ft.	230 ft.(B)
Multiple Commercial	N.P.	N.P.	N.P.	660 ft.	660 ft.	230 ft.(B)
"A: Minor Arterial						
Private Residential	N.P.	N.P.	N.P.	N.P.	N.P.	N.P.
Indiv. Com./Indust./Instit./M.F.	N.P.	N.P.	N.P.	N.P.	N.P.	230 ft.(B)
Multiple Commercial	N.P.	N.P.	N.P.	N.P.	660 ft.	230 ft.(B)
Parkway (C)						
Private Residential	N.P.	N.P.	N.P.	220 ft.(D)	220 ft.(D)	--
Indiv. Com./Indust./Instit./M.F.	N.P.	N.P.	N.P.	220 ft.(D)	220 ft.(D)	--
Multiple Commercial	N.P.	N.P.	N.P.	220 ft.(D)	220 ft.(D)	--
N.P. = Not permitted. (A) Assumes a speed of 40 mph. (B) Assumes a speed of 45 mph. (C) Full median opening to be located at public streets, institutions and at minimum spacing of 600 feet. (D) Right in - right out.						

Dakota County Highway Department
Application for Access Driveway or Entrance Permit

Print or type application. Fill out and mail to:

Dakota County Highway Department
14955 Galaxie Avenue
Apple Valley, MN 55124-8579

Sketch property, present and proposed driveways and relation to County Highway on reverse side.

Applicant Name: _____ Present Address: _____ Phone: _____
City: _____

Property Owner: _____ New Address: _____ Phone: _____
City: _____

Location:
County Road _____ in _____ City/Township _____ Miles N-S-E-W _____

Legal Description of Property (as shown on your tax statement):

Purpose of Driveway: Residence Commercial (specify type) _____

Is a culvert necessary : Yes No If yes, what size? _____

Will the building be: Temporary Permanent

Is the property in: Platted Area Unplatted Area

Is land higher, lower, or level with highway: _____
(Show feet and inches)

Number of present driveways to property: _____ Date proposed driveway will be needed: _____

Give exact location of proposed driveway to property: _____

Give exact location of present driveway to property: _____

I/We, the undersigned, herewith make application for permission to construct the access driveway at the above location, said driveway to be constructed to conform with the standards of the Highway Department and to any special provisions included in the permit. It is agreed that all work will be done to the satisfaction of the Highway Department. It is further agreed that no work in connection with this application will be started until the application is approved and the permit issued.

Date Signature of Applicant

[NOT VALID UNLESS
SIGNED AND NUMBERED]

ACCESS DRIVEWAY OR ENTRANCE PERMIT

Permit Number

Permission is hereby granted for the construction of the driveway as described in the above application, said driveway to be constructed in accordance with the Dakota County Highway Department. Driveway Standard Plat No. _____ attached and subject to the requirements on the reverse side and the following special provisions:

It is expressly understood that this permit is conditioned upon replacement or restoration of the County Road to its original or to a satisfactory condition. It is further understood that this permit is issued subject to the approval of local city, village, or borough authorities having joint supervision over said street or highway.

DAKOTA COUNTY HIGHWAY DEPARTMENT

DATE

AUTHORIZED SIGNATURE

REQUIREMENTS

1. No work under this application is to be started until application is approved and the permit is issued.
2. Where work on traveled roadway is necessary, traffic must be protected and flags, flares and proper barricades must be placed in accordance with the standards of the Minnesota Department of Transportation.
3. No foreign material such as dirt, gravel or bituminous material shall be left or deposited on the road during the construction of driveway or installation of drainage facilities.
4. Roadside must be cleaned up after work is completed.
5. After driveway construction is completed, the permittee shall notify the County Highway Engineer that the work has been completed and is ready for final inspection and approval by the Dakota County Highway Department.
6. No changes or alterations in entrances may be made at any time without written permission from the County Highway Department.

Sketch property, present and proposed driveways and relation to nearest crossroad.

Access Spacing Guidelines (Table 8)

Functional Classification	Principal Arterial	Divided Highways		Undivided Highways		
		Non-P.A.	Non-P.A.	Non-P.A.	Non-P.A.	Non-P.A.
2025 Projected ADT	All	>35,000	15,000 to 35,000	15,000 to 22,000	<15,000	<3,000
Full Movement Public Street Intersections (a)	½ mile	½ mile	¼ mile (c)	¼ mile (c)	1/8 mile (c), (d)	(b), (d)
¾ Public Street Access (a)	¼ mile (a)	¼ mile (a)	1/8 mile Right-in/Right-out only (a)	N/A	N/A	N/A

Source: Dakota County 2003

Roadway type refers to the anticipated cross section. Divided section must be in place for conditional intersection (right-in/right-out or ¾ intersection) to be built.

- (a) Median access points may be removed or modified to address safety and operational issues identified through engineering review.
- (b) Determined based on engineering review, judgment considering location, distance from other driveways, nearby intersections, alignment with other access points, visibility and other operation/safety issues.
- (c) Multiple commercial access permitted.
- (d) Private residential or individual commercial access permitted.

N/A – Not applicable to undivided roadway segments.

PERFORMANCE MEASURE: Reduce and consolidate accesses to County highways in accordance with access spacing guidelines to maximize operation, safety, and mobility of the highway system.

Costs associated with access management are currently included with other project expenses in the CIP. The following are the estimated annual CIP needs for access management and spacing over the plan period:

Anticipated Annual Future System Needs

2005-2009 = \$2.7 million

2010-2014 = \$2.9 million

2015-2025 = \$3.6 million



CITY OF LAKEVILLE
PERMIT TO WORK WITHIN CITY PROPERTY/RIGHT-OF-WAY
 Excavation Obstruction

1. Location _____
 (Street and property address or legal description, or distance and direction from nearest public street intersection)
2. Nature of Work _____
3. Indicate below items to be affected/disturbed and include information on drawing or plan of work to be done.

<input type="checkbox"/> Curb & Gutter <input type="checkbox"/> Trail/Sidewalk <input type="checkbox"/> Pond/Wetland <input type="checkbox"/> Traffic Control Device/Sign <input type="checkbox"/> Drainage <input type="checkbox"/> Structure/Building	<input type="checkbox"/> Street Surface <input type="checkbox"/> Tree <input type="checkbox"/> Public Utility (sewer, water) <input type="checkbox"/> Private Utility (electric, gas, etc.) <input type="checkbox"/> Other _____
--	--
4. Method of Installation or Construction _____
 (Attach a detailed description and scaled drawing of the project and project work including identification of obstructions/structures to be placed and size and depth of excavation.)
5. Work to start on or after _____ and shall be completed by _____ unless an extension is granted.
 Extension is granted to _____ (date) by _____ (staff).
6. Will lane closures or detouring of traffic be necessary? ____ If yes, state duration and suggested route for each instance: (attach detour map) _____

All detour plans are required as part of this permit and must be pre-approved in writing by the Engineering Department. The City Engineer shall be notified in writing at least 4 working days in advance of any approved detour being established, changed, or discontinued.

APPLICANT INFORMATION (Please print):			
Gopher State One Call Registration Number _____			
Name _____	Phone _____		
E-mail _____	Fax _____		
Address _____			
STREET	CITY	STATE	ZIP
LOCAL REPRESENTATIVE INFORMATION (Please print):			
Name _____ Phone _____			
E-mail _____ Fax _____			
Address _____			
STREET	CITY	STATE	ZIP
Emergency (24 Hr.) Phone: _____			
PARTY OR ORGANIZATION PERFORMING WORK (Please print):			
Gopher State One Call Registration Number _____			
Name _____	Phone _____		
Address _____			
STREET	CITY	STATE	ZIP

Applicant shall inform the Lakeville City Engineer in writing of the actual completion date.

The undersigned herewith accepts the terms and conditions of this permit by the City of Lakeville as herein contained and agrees to fully comply therewith to the satisfaction of the City of Lakeville. The undersigned also declares that he/she has read, understands, and will comply with all relevant City Ordinances and all Right-of-Way Regulations. **A Certificate of Insurance or Self Insurance verifying coverage has been provided to the City.** (City of Lakeville to be named as an additional insured.)

Signed _____ Title _____ Date _____

AUTHORIZATION OF PERMIT (FOR CITY USE ONLY) DATED _____

FINANCIAL SECURITY AMOUNT: \$ _____ TYPE: _____
 _____ (Cash or LOC)

Fee \$ _____ Receipt # _____ Permit # _____

In consideration of agreement to comply in all respects with the regulations and codes of the City of Lakeville covering such operations, and pursuant to authorization duly given by said City, permission is hereby granted for the work to be done as described in the above application with said work to be done in accordance with special provisions as hereby stated: _____

APPROVED BY ENGINEERING DEPARTMENT: BY _____ DATE _____

ELECTRICAL PERMIT APPLICATION



CITY OF LAKEVILLE
 BUILDING INSPECTIONS DEPARTMENT
 20195 HOLYOKE AVENUE
 LAKEVILLE, MN 55044
 952-985-4440
www.ci.lakeville.mn.us

Office Use Only
Permit Number _____
Received By _____
Date Received _____
Fee Total _____

DATE _____ YOUR E-MAIL ADDRESS _____

SITE ADDRESS _____

TENANT _____ SUITE NO. _____

THE APPLIANT IS: RESIDENT OWNER CONTRACTOR

RESIDENT OWNER	NAME _____ ADDRESS _____ CITY _____ STATE _____ ZIP _____ DAYTIME PHONE # WHERE YOU CAN BE REACHED _____
CONTRACTOR Company name must be as appears on State License	COMPANY NAME _____ LICENSE #CA _____ ADDRESS _____ CITY _____ STATE _____ ZIP _____ OFFICE PHONE # _____ FAX # _____ CONTACT NAME _____ PHONE _____
PERMIT TYPE	<input type="checkbox"/> SINGLE FAMILY <input type="checkbox"/> MULTI-FAMILY <input type="checkbox"/> SWIMMING POOL <input type="checkbox"/> TWO FAMILY <input type="checkbox"/> COMMERCIAL / INDUSTRIAL <input type="checkbox"/> UNDEFINED <input type="checkbox"/> TOWNHOUSE <input type="checkbox"/> MANUFACTURED HOME (Contractor Only) <input type="checkbox"/> SPRINKLER/ALARM <input type="checkbox"/> Meter Bank <input type="checkbox"/> SIGN <input type="checkbox"/> Single Meter <input type="checkbox"/> INSTITUTIONAL <input type="checkbox"/> OTHER (see description)
TYPE OF WORK	<input type="checkbox"/> NEW <input type="checkbox"/> ADDITION <input type="checkbox"/> ALTER / REMODEL <input type="checkbox"/> MAINTENANCE/REPAIR <input type="checkbox"/> TENANT FINISH <input type="checkbox"/> DEMOLITION

**Only Licensed Electrical Contractors can do work in a Townhouse that has meter bank instead of single meters attached to the units.
 Only Licensed Electrical Contractors can do work in Manufactured Home Parks.**

DETAILED DESCRIPTION OF WORK: _____

RESIDENTIAL FEES:

New Construction \$89.50 + State surcharge) Repairs or Remodel \$39.50 + State surcharge)

COMMERCIAL FEES:

JOB COST: \$ _____

1-1/2% of contract cost up to \$10,000 and _____
 1% of cost above \$10,000 plus surcharge. + _____
 (Surcharge = Contract Cost x .0005) + _____
TOTAL = _____

Minimum of \$39.50 + State surcharge)

Example: \$12,000 Job Cost

\$10,000.00 x 1.5% = \$150.00
 \$ 2,000.00 x 1% = 20.00
 \$12,000 x .0005 = 6.00
TOTAL \$176.00

I hereby apply for an electrical permit and I acknowledge that the information above is complete and accurate; that the work will be in conformance with the ordinances and codes of the City of Lakeville and with the Minnesota Electrical Act; that I understand this is not a permit but only an application for a permit and work is not to start without a permit; that the work will be in accordance with the approved plan in the case of all work which requires review and approval of plans.

NAME OF APPLICANT (Please Print) _____ **Date** _____

SIGNATURE OF APPLICANT: _____

PLEASE NOTE: SEPARATE PERMITS ARE REQUIRED FOR ANY BUILDING, MECHANICAL & PLUMBING WORK

FOR OFFICE USE ONLY:

TYPE OF WORK		INSPECTIONS	
NEW	_____	FINAL	_____
ADDITION	_____	FIRE ACCEPTANCE TEST	_____
ALTER/REMODEL	_____	IN FLOOR HEAT	_____
		ROUGH-IN	_____
		SERVICE	_____
		TRENCH	_____

PERMIT FEE

PERMIT FEE: \$ _____

SURCHARGE: \$ _____

OTHER: \$ _____

TOTAL: \$ _____

PERMIT ISSUED BY: _____ **DATE:** _____

COMMENTS: _____

FILLING/GRADING PERMIT APPLICATION

CITY OF LAKEVILLE – INSPECTION DEPARTMENT
20195 HOLYOKE AVENUE
LAKEVILLE, MINNESOTA 55044
952-985-4440

DATE: _____

JOB SITE ADDRESS: _____

LEGAL DESCRIPTION: LOT _____ BLOCK _____ SUBD OR SECTION: _____

APPLICANT: OWNER OR CONTRACTOR (CIRCLE ONE)

OWNER: _____

STREET ADDRESS: _____ CITY: _____ ZIP: _____

CONTRACTOR: _____ CONTR. #: _____ PHONE: _____

STREET ADDRESS: _____ CITY: _____ ZIP: _____

DESCRIPTION OF WORK: _____

NUMBER OF CUBIC YARDS TO BE
MOVED: _____

I HEREBY APPLY FOR A GRADING PERMIT AND I ACKNOWLEDGE THAT THE INFORMATION ABOVE IS COMPLETE AND ACCURATE; THAT THE WORK WILL BE IN CONFORMANCE WITH THE ORDINANCES AND CODES OF THE CITY AND WITH THE STATE BUILDING CODE; THAT I UNDERSTAND THIS IS NOT A PERMIT AND WORK IS NOT TO START WITHOUT A PERMIT; AND THAT THE WORK WILL BE IN ACCORDANCE WITH THE ABOVE PLAN.

APPLICANT SIGNATURE: _____ **DATE:** _____

OFFICE USE

CLASS OF WORK: **ALTER (86)** _____ **FEE:** **\$75.00**

APPROVED BY: _____ ESCROW TYPE: _____

DATE: _____ ESCROW AMOUNT: _____

COMMENTS: _____ PID: _____

PERMIT TYPE:

_____ GRADING (97)
_____ PUBLIC _____ PRIVATE

OFFICE USE:

OWNER:
_____ ZONING

REQUIRED INSPECTIONS:

FINAL (65): _____ OTHER (70): _____

PERMIT FEE:

PERMIT FEE: \$ _____
TOTAL: \$ _____

GRADING AND EXCAVATING REQUIREMENTS

1. Information on plans shall be drawn to scale and shall be of sufficient clarity to indicate the nature and extent of the work proposed and show in detail that they will conform to the Ordinances and Codes of the City and the Minnesota State Building Code.
2. The plans shall include the following information:
 - A. Property limits and accurate contours of the existing ground and details of terrain and drainage area.
 - B. Elevations or finish contours to be achieved by the grading.
 - C. Location of any buildings or structures on the property where the work is to be performed and the location of any buildings or structures on adjacent properties which are within fifteen (15) feet of the grading site, which may be affected by the proposed work.
 - D. Erosion control measures that will be taken to remove sediment from runoff water originating from the grading site.
 - E. All areas disturbed by the excavation or backfilling operations must be re-seeded or sodded. Indicate on the plan how ground cover will be reestablished.
3. A letter of credit or cash escrow will be required to guarantee the installation of erosion control measures, site restoration, wetland protection, or onsite ponding, if needed.
4. Additional information may be required by the Building Official or City Engineer.

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MECHANICAL PERMIT APPLICATION

CITY OF LAKEVILLE
 BUILDING INSPECTIONS DEPARTMENT
 20195 HOLYOKE AVENUE
 LAKEVILLE, MN 55044
 952-985-4440
www.ci.lakeville.mn.us

Office Use Only
Permit Number _____
Received By _____
Date Received _____

DATE _____ YOUR E-MAIL ADDRESS _____

SITE ADDRESS _____

TENANT _____ SUITE NO. _____

THE APPLICANT IS: RESIDENT OWNER CONTRACTOR

RESIDENT OWNER	NAME _____		
	ADDRESS _____		
CONTRACTOR Company Name must be as listed on State Bond	COMPANY NAME _____		LICENSE # _____
	ADDRESS _____		
	CITY _____		STATE _____ ZIP _____
PERMIT TYPE	DAYTIME PHONE # WHERE YOU CAN BE REACHED _____		
	COMMERCIAL ONLY		
	RESIDENTIAL ONLY		
	<i>Residential Permits Available on-line</i>		
TYPE OF WORK	<input type="checkbox"/> NEW	<input type="checkbox"/> ADDITION	<input type="checkbox"/> ALTER / REMODEL
	<input type="checkbox"/> REPAIR	<input type="checkbox"/> REPLACE	<input type="checkbox"/> DEMOLITION

JOB DESCRIPTION: _____

SYSTEM MAKE: _____

SYSTEM SIZE: _____

RESIDENTIAL FEES: \$39.50 + State surcharge)

COMMERCIAL FEES:

JOB COST: \$ _____

1-1/2% of contract cost up to \$10,000 and
 1% of cost above \$10,000 plus surcharge + _____
 (Surcharge = Contract Cost x .0005) + _____
 TOTAL = _____

Example: \$12,000 Job Cost

\$10,000.00 x 1.5% = \$150.00
 \$ 2,000.00 x 1% = 20.00
 \$12,000 x.0005 = 6.00
 TOTAL \$176.00

Minimum of \$39.50 + State surcharge)

NAME OF APPLICANT (Please Print) _____

APPLICANT'S SIGNATURE: _____ DATE _____

OFFICE USE

SYSTEM TYPE:

- NEW
- ADDITION
- REPLACE
- ALTER/REMODEL
- REPAIR
- DEMOLITION

REQUIRED INSPECTIONS:

- DUCT SMOKE DETECTOR TESTING
- FIREPLACE FRAME
- FIRE/FIRE SMOKE DAMPER EXPANSION
- FIRE/FIRE SMOKE DAMPER TESTING
- FINAL
- GAS TEST
- ROUGH IN

PERMIT FEE:

HEATING PERMIT FEE: \$ _____

SURCHARGE: \$ _____

OTHER: \$ _____

TOTAL: \$ _____

ISSUED BY: _____ DATE: _____

COMMENTS: _____

Company Name: _____

Property Address: _____ Date Submitted: _____

Legal Description/PID No. _____
(If metes and bounds, attach description)

Reason for Request: _____

Name of Applicant _____

Address _____

City _____ State _____ Zip _____

Phone No. _____ E-Mail _____ Fax No. _____

Signature _____ Date _____
Please Print Name

Property Owner/Fee Owner *(If different from above)* _____

Address _____

City _____ State _____ Zip _____

Home Phone: _____ Work Phone: _____

Signature _____ Date _____
Please Print Name

✓ Attach additional information as outlined on attached Supplemental Information sheet.

Application Fee.....	\$100.00
Escrow.....	\$1,000.00 (for Planning, engineering and legal services provided by staff and/or consultants)

Parking Deferment Information Sheet

Parking Deferment: The City may allow a reduction in the number of required parking stalls for commercial, industrial, and institutional uses by administrative permit provided that:

1. The proposed use will have a peak parking demand less than the off-street parking requirements of the Zoning Ordinance. Factors to be considered when reviewing the proposed parking demand shall include, but not be limited to:
 - a. Size of building
 - b. Type and use
 - c. Number of employees
 - d. Projected volume and turnover of customer traffic
 - e. Projected frequency and volume of delivery or service vehicles
 - f. Number of company owned vehicles
 - g. Storage of vehicles on site
2. In no case shall the amount of parking provided be less than one-half (1/2) of the amount of parking required by ordinance.
3. The site has sufficient property under the same ownership to accommodate the expansion of the parking facilities to meet the minimum requirements of this Chapter if the parking demand exceeds on-site supply.
4. On-site parking shall only occur in areas designed and constructed for parking in accordance with this Chapter of this Title.
5. The applicant and City enter into a development agreement, to be recorded against the subject property, which includes a clause requiring the owner to install the additional parking stalls, upon a finding of the Zoning Administrator that such additional parking stalls are necessary to accommodate the use.
6. A change of use will necessitate compliance with the applicable Zoning Ordinance standard for parking.
7. Parking deferments, as provided for herein, shall not be granted for parcels and uses within the RS-CBD, C-CBD, and I-CBD Districts.

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PLUMBING PERMIT APPLICATION



CITY OF LAKEVILLE
 BUILDING INSPECTIONS DEPARTMENT
 20195 HOLYOKE AVENUE
 LAKEVILLE, MN 55044
 952-985-4440
www.ci.lakeville.mn.us

Office Use Only
Permit Number _____
Received By _____
Date Received _____

DATE _____ YOUR E-MAIL ADDRESS _____

SITE ADDRESS _____

TENANT _____ SUITE NO. _____

THE APPLICANT IS: RESIDENT OWNER CONTRACTOR

RESIDENT OWNER	NAME _____		
	ADDRESS _____		
CONTRACTOR <small>Company Name must be as appears on State License</small>	COMPANY NAME _____		LICENSE # _____
	ADDRESS _____		
	CITY _____	STATE _____	ZIP _____
PERMIT TYPE	DAYTIME PHONE # WHERE YOU CAN BE REACHED _____		
	COMMERCIAL ONLY		
	<input type="checkbox"/> COMM PLMBG SYSTEM	<input type="checkbox"/> LAWN SPRINKLER	<input type="checkbox"/> INSIDE PLBG CONVERSION
	<input type="checkbox"/> COMM/MULTI-FAMILY LAWN SPRINKLER	<input type="checkbox"/> WATER SOFTENER	<input type="checkbox"/> ADDN/REPAIR
<input type="checkbox"/> FIRE SPRINKLER	<input type="checkbox"/> WATER HEATER	<input type="checkbox"/> MISC (fill in description)	
<input type="checkbox"/> RPZ (Available on-line)	<i>Residential Permits Available on-line</i>		
TYPE OF WORK	<input type="checkbox"/> NEW	<input type="checkbox"/> ADDITION	<input type="checkbox"/> ALTER / REMODEL
	<input type="checkbox"/> REPAIR	<input type="checkbox"/> REPLACE	<input type="checkbox"/> DEMOLITION

JOB DESCRIPTION _____

RESIDENTIAL FEES:

Repairs/Remodel or Water Heater or Water Softener \$39.50 + State surcharge)

COMMERCIAL FEES:

JOB COST: \$ _____

1-1/2% of contract cost up to \$10,000 and _____
 1% of cost above \$10,000 plus surcharge. + _____
 (Surcharge = Contract Cost x .0005) + _____
 TOTAL = _____

Example: \$12,000 Job Cost

\$10,000.00 x 1.5% = \$150.00
 \$ 2,000.00 x 1% = 20.00
 \$12,000 x .0005 = 6.00
 TOTAL \$176.00

Minimum of \$39.50 + State surcharge)

NO. OF METERS	SIZE OF METER	LOCATION OF METER

I hereby apply for an electrical permit and I acknowledge that the information above is complete and accurate; that the work will be in conformance with the ordinances and codes of the City of Lakeville and with the Minnesota Plumbing Codes; that I understand this is not a permit but only an application for a permit and work is not to start without a permit; that the work will be in accordance with the approved plan in the case of all work which requires review and approval of plans.

NAME OF APPLICANT (Please Print) _____ Date _____

SIGNATURE OF APPLICANT: _____

PLEASE NOTE: SEPARATE PERMITS ARE REQUIRED FOR ANY BUILDING, MECHANICAL & ELECTRICAL WORK

OFFICE USE

SYSTEM TYPE:

- ____ NEW
- ____ ADDITION
- ____ REPLACE
- ____ ALTER /REMODEL
- ____ REPAIR
- ____ DEMOLITION

INSPECTIONS:

- ____ COMBUSTION AIR
- ____ FINAL
- ____ OTHER
- ____ ROUGH-IN
- ____ RPZ TEST REPORT
- ____ UNDERGROUND

PERMIT FEE:

- PERMIT FEE: \$ _____
- SURCHARGE: \$ _____
- METER: \$ _____
- REDUCING VALVE: \$ _____
- MXU \$ _____
- OTHER: \$ _____
- TOTAL: \$ _____

ISSUED BY: _____ DATE: _____

COMMENTS: _____



SEWER AND WATER PERMIT APPLICATION

CITY OF LAKEVILLE
 BUILDING INSPECTIONS DEPARTMENT
 20195 HOLYOKE AVENUE
 LAKEVILLE, MN 55044
 952-985-4440
www.ci.lakeville.mn.us

Office Use Only
Permit Number _____
Received By _____
Date Received _____

DATE _____ YOUR E-MAIL ADDRESS _____

SITE ADDRESS _____

TENANT _____ SUITE NO. _____

THE APPLICANT IS: RESIDENT OWNER CONTRACTOR

RESIDENT OWNER	NAME _____ ADDRESS _____ CITY _____ STATE _____ ZIP _____ DAYTIME PHONE # WHERE YOU CAN BE REACHED _____														
CONTRACTOR	COMPANY NAME _____ LICENSE # _____ ADDRESS _____ CITY _____ STATE _____ ZIP _____ CONTACT NAME _____ FAX # _____ DAYTIME PHONE # WHERE YOU CAN BE REACHED _____														
PERMIT TYPE	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 60%;">TYPE</th> <th style="text-align: left;">FEE</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> SEPTIC SYSTEM + COUNTY SEWER FEE NEW / REPAIR / REPLACE</td> <td>74.50 + .50 + 40.00 (COUNTY FEE)</td> </tr> <tr> <td><input type="checkbox"/> SEWER/WATER CONVERSION</td> <td>84.50 + .50</td> </tr> <tr> <td><input type="checkbox"/> SEWER CONVERSION</td> <td>84.50 + .50</td> </tr> <tr> <td><input type="checkbox"/> WATER CONVERSION</td> <td>84.50 + .50</td> </tr> <tr> <td><input type="checkbox"/> COMMERCIAL (INCLUDES WATER/FIRE LINE)</td> <td>1% JOB COST + SURCHARGE \$40.00 MINIMUM (SURCHARGE = JOB COST X .0005)</td> </tr> <tr> <td><input type="checkbox"/> MISC (INCLUDES PRIVATE SEWER REPAIR/NOT SEPTIC SYSTEM)</td> <td>74.50 + .50 (MINIMUM) (INSTALL MANHOLES, ETC.)</td> </tr> </tbody> </table>	TYPE	FEE	<input type="checkbox"/> SEPTIC SYSTEM + COUNTY SEWER FEE NEW / REPAIR / REPLACE	74.50 + .50 + 40.00 (COUNTY FEE)	<input type="checkbox"/> SEWER/WATER CONVERSION	84.50 + .50	<input type="checkbox"/> SEWER CONVERSION	84.50 + .50	<input type="checkbox"/> WATER CONVERSION	84.50 + .50	<input type="checkbox"/> COMMERCIAL (INCLUDES WATER/FIRE LINE)	1% JOB COST + SURCHARGE \$40.00 MINIMUM (SURCHARGE = JOB COST X .0005)	<input type="checkbox"/> MISC (INCLUDES PRIVATE SEWER REPAIR/NOT SEPTIC SYSTEM)	74.50 + .50 (MINIMUM) (INSTALL MANHOLES, ETC.)
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<input type="checkbox"/> MISC (INCLUDES PRIVATE SEWER REPAIR/NOT SEPTIC SYSTEM)	74.50 + .50 (MINIMUM) (INSTALL MANHOLES, ETC.)														

FOR: Residential Commercial Industrial

Is Street Excavation necessary? YES NO

If so, has Escrow or Bond been paid & Street Excavation Permit applied for? YES NO
 (Call Engineering Department, 952-985-4500)

COMMERCIAL FEES

JOB COST: \$ _____

1% of contract cost plus _____
 Surcharge = (Contract Cost x .0005) + _____
 TOTAL = _____

Example: \$12,000 Job Cost
 \$12,000.00 x 1% = \$120.00
 \$12,000.00 x .0005 = 6.00
 TOTAL \$126.00

Minimum of \$39.50 + State surcharge)

NAME OF APPLICANT (Please Print) _____

APPLICANT'S SIGNATURE: _____ **DATE** _____

OFFICE USE

WORK TYPE:

- ___ NEW
- ___ ADDITION
- ___ REPAIR
- ___ DEMOLISH
- ___ REPLACE
- ___ ALTER/REMODEL

INSPECTIONS:

- ___ STREET DRAINTILE
- ___ HYDROSTATIC TEST
- ___ CONDUCTIVITY TEST
- ___ BACTERIA TEST
- ___ WATER LINE
- ___ SEWER LINE
- ___ STORM SEWER
- ___ OTHER _____
- ___ FINAL

PERMIT FEE:

- PERMIT FEE: \$ _____
- SURCHARGE: \$ _____
- WATER UNIT \$ _____
- SEWER UNIT \$ _____
- METRO SAC \$ _____
- OTHER: \$ _____
- TOTAL: \$ _____

APPROVED BY: _____ DATE: _____

COMMENTS: _____



SIGN PERMIT APPLICATION
 CITY OF LAKEVILLE
 COMMUNITY DEVELOPMENT DEPARTMENT
 20195 HOLYOKE AVENUE
 LAKEVILLE, MN 55044
 952-985-4420
www.ci.lakeville.mn.us

Office Use Only
_____ Permit Number _____
_____ Received By _____
_____ Date Received _____
_____ Fee Total _____

TO BE INCLUDED WITH APPLICATION:

- Check for Fee.
- For freestanding/monument/pylon sign - a site plan with setback from property line dimensions and art work with dimensions of sign, and engineered design for footings and foundation.
- For wall sign, art work with dimensions of sign and drawings of building façade showing location of sign.
- If illuminated, a separate electrical permit is required.
- If leased space, need to include a letter of approval from the property owner.

Business/Institution Name _____

Site Address _____

The Applicant is: Owner Contractor *(Please fill out all appropriate sections on page 1 completely)*

OWNER	Name _____		
	Address _____		
	City _____	State _____	Zip _____
	Contact _____		Day Phone # _____
SIGN CONTRACTOR	Company Name _____		Lic # _____
	Address _____		
	City _____	State _____	Zip _____
	Contact _____		Day Phone # _____
	Email Address _____		
SIGN DESCRIPTION	<input type="checkbox"/> Permanent (\$75) (per sign) or <input type="checkbox"/> Temporary (\$50) (fill-in date range) START DATE _____ END DATE _____	<input type="checkbox"/> Freestanding <input type="checkbox"/> Attached/Wall <input type="checkbox"/> Banner <input type="checkbox"/> Other (describe) _____	Sign Area: Length> = ____ ft ____ in Width^ = ____ ft ____ in Height (freestanding) = ____ ft ____ in Setback from property lines (freestanding) = Front ____ ft Side ____ ft
	<u>Illuminated Sign:</u> <input type="checkbox"/> Internally Illuminated <input type="checkbox"/> Externally Illuminated <input type="checkbox"/> Not Illuminated	<u>Type of Work:</u> <input type="checkbox"/> New Sign <input type="checkbox"/> Replacement Sign <input type="checkbox"/> Alter Existing Sign	<u>Changeable Copy:</u> <input type="checkbox"/> Manual Changeable Copy <input type="checkbox"/> No Changeable Copy

Applicant Printed Name: _____ **Date** _____

Applicant Signature: _____

Office Use Only

Sign Permit Type:

Permanent Sign _____

Temporary Sign _____

Owner:

Public _____

Private _____

Work Type:

New _____

Addition _____

Repair _____

Demolish _____

Replace _____

Alter/Remodel _____

Move _____

Zoning District:

Commercial _____

Industrial _____

Residential _____

Freeway Corridor _____

Required Inspections:

Footing _____

Final _____

Permit Fee:

Permit Fee: _____

Miscellaneous: _____

Total: _____

Approved By: _____ **Date:** _____

Comments: _____

(Revised September 2011)