



City of Oak Park Heights

14168 Oak Park Blvd N. • Oak Park Heights, MN 55082 • Phone (651) 439-4439 • Fax (651) 439-0574

Development Application

Type of Request(s):

- | | |
|---|---|
| <input type="checkbox"/> Zoning District Amendment | <input type="checkbox"/> Home Occupation |
| <input type="checkbox"/> Conditional Use Permit | <input type="checkbox"/> Site Plan/Design Guidelines Review |
| <input type="checkbox"/> Variance: Single Family Residential | <input type="checkbox"/> PUD Amendment |
| <input type="checkbox"/> Variance: Other Residential/Commercial /Industrial | <input type="checkbox"/> PUD Concept Plan Approval |
| <input type="checkbox"/> Subdivision: Major | <input type="checkbox"/> PUD General Plan Approval |
| <input type="checkbox"/> Subdivision: Minor | <input type="checkbox"/> Street Vacation |
| <input type="checkbox"/> Comprehensive Plan Amendment | <input type="checkbox"/> City Financial Assistance |

Base Fee: _____

Escrow Amount: _____

Street Location (Address) of Property: _____

Legal Description of Property: _____

This Property Is Abstract Torrens (Certificate #) _____

Property Identification Number (PIN, PID): _____

OWNER INFORMATION

Name: _____

Address: Street: _____

City: _____ State: _____ Zip: _____

Email: _____

Telephone: Home: _____ Business: _____ Fax: _____ Other: _____

APPLICANT INFORMATION

Name: _____

Address: Street: _____

City: _____ State: _____ Zip: _____

Email: _____

Telephone: Home: _____ Business: _____ Fax: _____ Other: _____

_____ Owner/Applicant Initials



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Development Application Page 2

Description of Request(s): _____

If a request for planning/zoning action on the subject site or any part thereof has been previously approved, please describe below:

GENERAL CONDITIONS

Application Review:

The undersigned acknowledges that before this request can be considered and/or approved, all required information and fees, including any deposits shall be paid to the City. An incomplete application will be returned to the applicant. The application approval process commences and an application is considered complete when all required information and fees have been submitted appropriately to the City.

Professional Fee Responsibility:

It is the understanding of the undersigned that all City incurred professional fees and expenses associated with the processing of this request(s) will be promptly paid upon receipt. If payment is not received from the applicant, the property owner acknowledges and agrees to be responsible for the unpaid fee balance either by direct payment or a special assessment against the property.

Applicants will be billed on a monthly basis for Planning, Engineering, Legal and Community Development fees as they are accrued. It is understood that interest will be charged on the account at the maximum rate allowed by the Fair Credit Act if it becomes thirty (30) days past due. Failure to pay administrative and processing fees in a timely manner may result in denial of the application. All fees must be paid at the time of the application and shall be paid prior to the issuance of a building permit.

The undersigned applicant further acknowledges and consents that all unpaid fees owing the City of Oak Park Heights shall be treated as unpaid utility fees and may be certified for collection as with delinquent utility billings and may be assessed against the subject real property if unpaid by October 31st of each year.

Property Address: _____

Owner Signature: _____ **Date:** _____

Applicant Signature: _____ **Date:** _____



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Development Application Page 3

Fee Schedule:

(Updated 09.12.08)

Development Activity	Base Fee	** Escrow
Zoning District Amendment	\$400	\$1,000 - \$3,000
Conditional Use Permit/Amendment: Residential	\$150	NA
Conditional Use Permit/Amendment: Industrial/Commercial	\$400	\$1,000 - \$3,000
Variance: Single Family Residential	\$150	NA
Variance: Industrial/Commercial	\$200	\$1,000 - \$3,000
Subdivision: Major	\$400	\$1,000 - \$3,000
Subdivision: Minor	\$200	\$500
Home Occupation	\$100	NA
Site Plan/Design Guideline Review	\$400	\$1,000 - \$3,000
Street Vacation	\$100	\$500
PUD Amendment	\$700	\$1,000 - \$3,000
PUD Concept Plan Approval	\$500	\$1,000 - \$3,000
PUD General Plan Approval	\$700	\$1,000 - \$3,000
Comprehensive Plan Amendment	\$500	\$1,000 - \$3,000
City Financial Assistance (TIF, Tax Abatement, Special Assessments, Annexation, Special District Projects, Etc.)	\$3,000 (Non Refundable)	NA

**** Escrow:** Escrow is a guarantee that all final bills for the project will be paid.

Based on Number of Units:	1-9	\$1,000
	10-50	\$2,000
	51+	\$3,000

If the new project exceeds 10 acres in size, an individual escrow will be calculated for the project.

All new subdivisions must satisfy park dedication requirements.

Home Occupation and Home Occupation Minor are renewed annually.



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City of Oak Park Heights

2019

Development Application Submittal Deadlines & Regular Planning Commission Meeting Dates

Development Application		For Planning Commission Public Hearing	
<i>Must Be Received No Later Than</i>		<i>Scheduled For</i>	
December, 2018	11	January	10
January	15	February	14
February	12	March	14
March	12	April	11
April	9	May	9
May	14	June	13
June	11	July	11
July	9	August	8
August	13	September	12
September	11	October	10
October	15	November	14
November	12	December	12
December	10	January, 2020	9



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Development Application Checklist

The following items may need to be submitted as part of your application. Please refer to the City's Zoning Ordinance for detailed submittal requirements.

- Application form and payment for fees
- Proof of ownership or authorization to proceed as applicant
- A parcel search obtained from Washington County of all properties located within 500 feet of the exterior boundaries of the property
- Project Narrative
- Contact Information List
- Schematic Drawing of Proposed Development
- Staging/Phasing Plan
- Property Survey/Lot Dimension Plan
- Property Tax Statement
- Grading and Drainage Plan
- Existing Site Conditions Plan
- Site Development Plan
- Landscape Plan
- Traffic/Vehicular Management Plan
- Signage Plan
- Lighting Plan
- Tree Protection and Replacement Plan
- Building Plans with elevations
- Other Plans and/or information as required by Ordinance or requested by City Staff

All plans should be submitted in the following format:

Submittals shall be collated

2 full scale sets of plans; and

10 – 11" X 17" sets of plans.

Plans and all correspondence should be directed to:

City of Oak Park Heights
14168 Oak Park Blvd N
P.O. Box 2007
Oak Park Heights, MN 55082



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Project Process





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Watersheds

As part of this application process, your project may be located in one or more of the following watershed areas and as such subject to their respective permitting process.

To ensure timely process of your project, you are encouraged to contact the respective organization(s) early in the process in order to timely comply with their process along with your application process with the City of Oak Park Heights.

Brown's Creek Watershed District

Phone: (651) 330-8220 ext. 26 **Fax:** (651) 330-7747

Mailing Address: Brown's Creek Watershed District
455 Hayward Ave. N.
Oakdale, MN 55128

Website: www.bcwd.org

Middle St. Croix Watershed Management Organization

Phone: (651) 330-8220 ext. 22 **Fax:** (651) 330-7747

Mailing Address: MSCWMO
455 Hayward Ave. N.
Oakdale, MN 55128

Website: www.mscwmo.org

Valley Branch Watershed District

Contact John Hanson @ Barr Engineering

Phone: (952) 832-2622 **Fax:** (952) 832-2601

Mailing Address: P.O. Box 838
Lake Elmo, MN 55042

Website: www.vbwd.org

Project Disturbing One Acre or More?



Don't Forget

**Get Your
Construction Stormwater Permit
From the MPCA
Before Construction Begins**



<https://www.pca.state.mn.us/water/stormwater>

Email: info.pca@state.mn.us

Phone: 651-296-6300 or 800-657-3864

Help Protect Minnesota's Water Resources



City of Oak Park Heights

Landscape Guidelines for Developers

Tree Preservation/Protection

If the property you are developing is over 1 acre in size and contains at least 5 significant trees – 8 inches in trunk diameter (deciduous) or 10 feet in height (evergreen) your project will fall under the City’s Tree Protection Ordinance (Chapter 1307 of the City Code).

Tree Protection Ordinance 1307 requires: (a) A tree protection plan; (b) An inventory of existing significant trees; and may require (c) Tree replacement for trees removed (either planted on site or cash in lieu of tree planting). Trees included in the landscape plan will be used to offset any tree replacement requirement. A copy of Ordinance 1307 can be obtained from the City of Oak Park Heights web page at www.cityofoakparkheights.com

Landscape Plan

Design:

Landscape designs should be attractive and easy to maintain. Planting spaces should be large enough so that trees and shrubs have enough rooting space to attain a healthy maturity. Planting beds should be edged with professional grade black plastic edging, brick or metal. Trees planted in sodded areas should be mulched with wood chips out several feet from the trunk and edging installed to keep mulch in place. Planting beds may be mulched with landscape quality wood chips, shredded bark, or rock.

Plant Species:

Plants specified in the plan should be attractive, hardy to Zone 3 and tolerant or resistant to major insect and disease problems. Plants native to Minnesota are preferred, though improved cultivars of native plants and proven cultivars of introduced species may also be used. Where appropriate, trees, shrubs and perennials should be included in the landscape plan- either planted together in landscape beds or separately. A “Plant Schedule” which lists the amount, common name, scientific (Latin) name and type of planting stock (container, B&B, etc.) must be included as part of the landscape plan (example attached). See OPH “Design Guidelines” for suggested plant species.

Size and Type of Planting Stock:

Minimum sizes for landscape plants for most sites are as follows:

Shrubs:	18-24 in. tall, potted
Ornamental Trees:	1.5 inches in diameter, B&B (Balled & Burlapped); 6-7 feet tall, potted.
Shade Trees:	2.5 inches in diameter, B&B; 1.75 inches in diameter, potted.
Evergreen Trees:	6-8 feet tall, B&B

Boulevard Trees: (Those trees planted within the street right-of-way) must be shade (deciduous) trees, 2.5 in. diameter B&B, spaced 30-40 feet apart. If boulevard space is restricted, due to utilities (overhead or underground), ornamental trees, such as flowering crabs, could be planted, spaced 20 feet apart. Evergreens are not allowed on the boulevard.

Planting Specifications:

Attached is a sample Landscape Plan, "Plant Schedule" and "Planting Detail" (accepted planting procedures for shade trees, evergreen trees, and shrubs). Plants are to be installed according to these specifications. The landscape plan and planting will not be approved unless these procedures are used. A "Planting Detail" diagram for both trees and shrubs must be attached to any landscape plan which is submitted. Submitted landscape plans for projects that fall under the City's Tree Protection Ordinance (Ord. 1307), must also include tree replacement calculations.

Approvals & Inspections

Site Plan Review:

A meeting between City Staff and the Applicant to discuss plans which have been submitted. The Applicant will receive initial feedback regarding the landscape plan at this meeting. If applicable, tree protection/replacement issues will also be discussed.

Plan Approval:

This typically occurs after the Site Plan Review meeting. The City Arborist will review the project and make recommendations as to changes and specifications. The plan will receive final approval only after any suggested changes have been implemented and plans have been re-submitted for Parks Commission (if applicable), Planning Commission, and City Council approval.

Inspections:

Landscaping is inspected by the City Arborist just after installation and also near the end of the guarantee period (typically 1-year after installation). Inspections may also occur at time of installation to ensure that planting specifications are being adhered to and that plant material is in good condition when planted.

Final Acceptance of Installation and Landscape Plants:

If specified planting procedures have been followed and plants are alive and in good condition at the end of the guarantee period, the City Arborist will sign off on the landscape portion of the project.

Questions regarding landscape issues?

Contact: City Arborist Lisa Danielson @ 651.439.4439

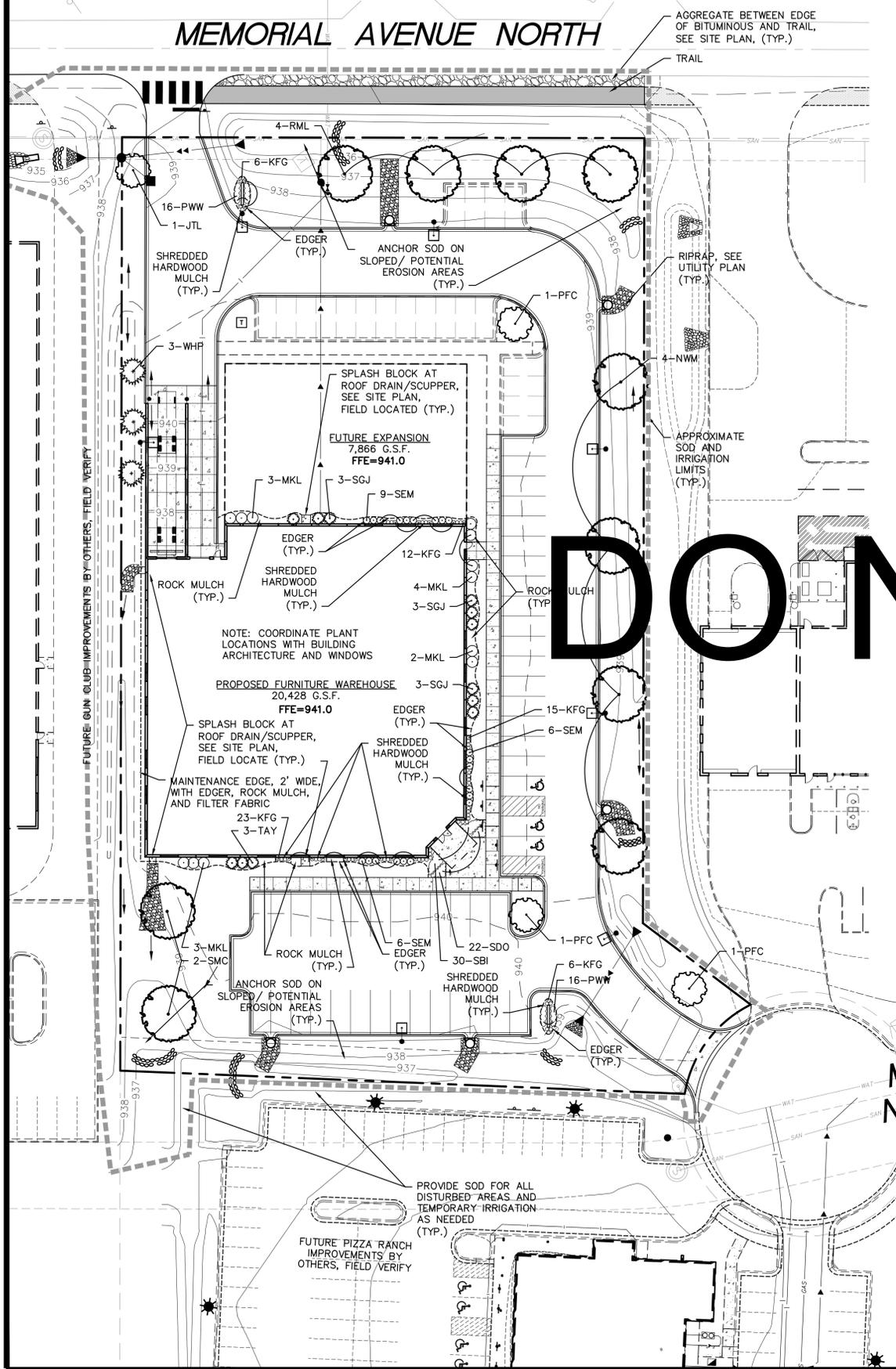
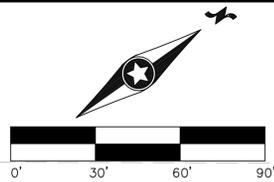
Email: ldanielson@cityofoakparkheights.com

14168 Oak Park Blvd. N., Oak Park Heights, MN 55082

Phone: 651.439.4439 - Fax: 651.439.0574

www.cityofoakparkheights.com

TREE CITY USA

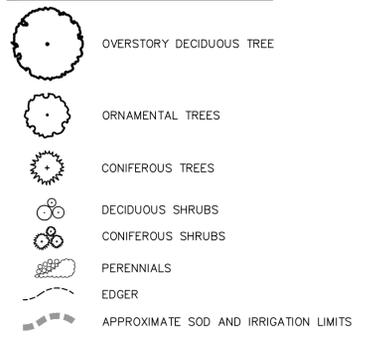


Plant Schedule

CODE	QTY.	COMMON/BOTANICAL NAME	ROOT CONDITION/ CONTAINER CLASS	SIZE
OVERSTORY TREE 10				
NWM	4	NORTHWOOD MAPLE / ACER RUBRUM 'NORTHWOOD'	B&B	2.5" CAL.
SML	2	STATELY MANOR COFFEETREE / GYMNOCLADUS DIOICUS 'ESPRESSO'	B&B	2.5" CAL.
RML	4	REDMOND LILAC / TILIA AMERICANA 'REDMOND'	B&B	2.5" CAL.
ORNAMENTAL TREE 4				
PFC	3	PRAIRIEFIRE CRAB / MALUS 'PRAIRIEFIRE'	B&B	1.5" CAL.
JTL	1	JAPANESE TREE LILAC / SYRINGA RETICULATA	B&B	1.5" CAL.
CONIFEROUS TREE 3				
WHP	3	WHITE PINE / PINUS STROBUS	B&B	6' HT.
CONIFEROUS SHRUB 12				
SGJ	9	SEA GREEN JUNIPER / JUNIPERUS CHINENSIS 'SEA GREEN'	#5 CONT.	5'-0" O.C.
TAY	3	DARK GREEN YEW / TAXUS X MEDIA 'DARK GREEN SPREADER'	#5 CONT.	5'-0" O.C.
DECIDUOUS SHRUB 33				
SEM	21	SEM FALSESPIREA / SORBARIA SORBIFOLIA 'SEM' (PP16,336)	#5 CONT.	3'-0" O.C.
MKL	12	MISS KIM LILAC / SYRINGA PATULA 'MISS KIM'	#5 CONT.	5'-0" O.C.
PERENNIALS 146				
SDO	22	STELLA DE ORO DAYLILY / HEMEROCALLIS 'STELLA DE ORO'	#1 CONT.	12" O.C.
PWW	32	POW WOW WILDBERRY ECHINACEA / ECHINACEA PURPUREA 'POW WOW WILDBERRY'	#1 CONT.	18" O.C.
SBI	30	EDITH WOLFORD IRIS / IRIS GERMANICA 'EDITH WOLFORD'	#1 CONT.	12" O.C.
KFG	62	KARL FOERSTER FEATHER REED GRASS / CALAMAGROSTIS X ACUTIFLORA 'KARL FOERSTER'	#1 CONT.	24" O.C.

ABBREVIATIONS: B&B = BALLED AND BURLAPPED CAL. = CALIPER HT. = HEIGHT MIN. = MINIMUM O.C. = ON CENTER SP. = SPREAD
 QTY. = QUANTITY CONT. = CONTAINER
 NOTE: QUANTITIES ON PLAN SUPERSEDE LIST QUANTITIES IN THE EVENT OF A DISCREPANCY.

Plant Legend



Landscape Requirements

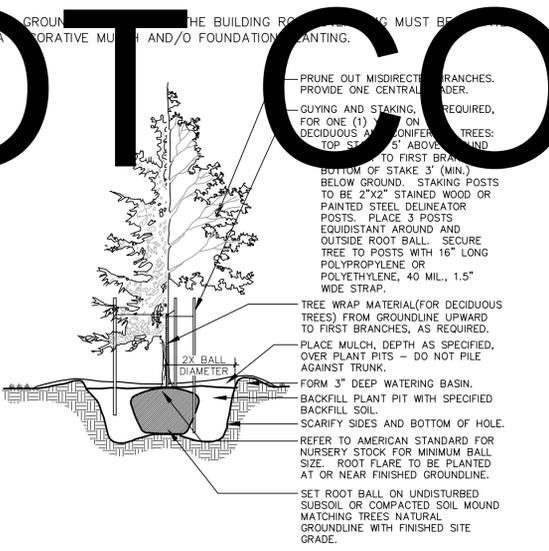
DECIDUOUS BOULEVARD TREES: SPACED NO MORE THAN 40' APART

Landscape Summary

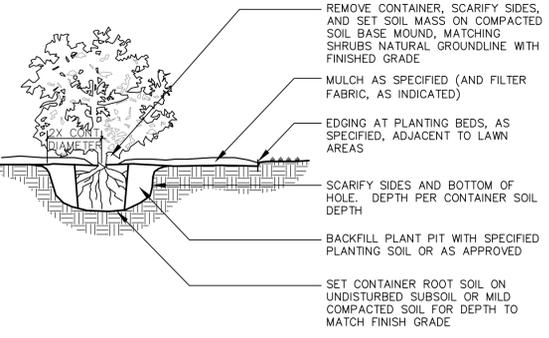
- 1) THE LANDSCAPE PLAN MUST SHOW SOME FORM OF DESIGNED SITE AMENITIES (I.E., COMPOSITION OF PLANT MATERIALS, AND/OR CREATIVE SITE GRADING, DECORATIVE LIGHTING, EXTERIOR SCULPTURE, ETC., WHICH ARE LARGELY INTENDED FOR AESTHETIC PURPOSES).
- 2) ALL AREAS WITHIN THE PROPERTY LINES (OR BEYOND, IF SITE GRADING EXTENDS BEYOND) SHALL BE TREATED. ALL EXTERIOR AREAS NOT PAVED OR DESIGNATED AS ROADS, PARKING, OR STORAGE MUST BE PLANTED INTO ORNAMENTAL VEGETATION (LAWNS, GROUND COVERS, OR SHRUBS) UNLESS OTHERWISE APPROVED BY THE CITY.

Landscape Notes

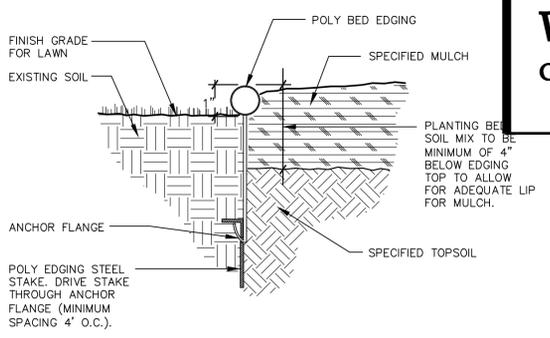
1. VERIFY ALL LANDSCAPE IMPROVEMENTS WITH REMOVALS AND SITE WORK.
2. ALL DISTURBED LANDSCAPED AREAS, NOT INDICATED AS PLANTING BEDS, ARE TO BE SODED, UNLESS NOTED OTHERWISE. SOD IS TO BE PRIMARILY KENTUCKY BLUEGRASS, FREE OF LAWN GRASS WEEDS. MATCH INTO EXISTING, AS APPLICABLE. ANCHOR SOD ON SLOPED OR POTENTIAL EROSION AREAS, OR AS REQUIRED.
3. CONTRACTOR TO VERIFY PLANTS REQUIRED AS REFLECTED ON PLAN, NOTIFY LANDSCAPE ARCHITECT IF PLAN AND SCHEDULE DO NOT MATCH. ALL PLANT MATERIAL TO ADHERE TO THE AMERICAN STANDARD FOR NURSERY STOCK, LATEST VERSION. ADD FERTILIZER, HERBICIDE, AND PESTICIDE AS NECESSARY FOR OPTIMUM GROWTH. PROJECT DRAINS TO LONG LAKE (IMPAIRED WATERBODY FOR EXCESS NUTRIENTS), FERTILIZER TO MEET MNDOT METRO DISTRICT DESIGN GUIDANCE TO LIMIT PHOSPHATE AND USING SLOW RELEASE TYPE 3 FERTILIZER.
4. PROVIDE A MINIMUM OF 4" TOPSOIL IN LAWN AREAS AND 12" TOPSOIL IN LANDSCAPE BEDS. ADD SOIL AMENDMENTS FOR OPTIMUM PLANT GROWTH. ALL PARKING ISLAND GRADES SHALL HAVE A SIGNIFICANT CROWN.
5. PLANTING BEDS (OR MAINTENANCE EDGE) TO BE EDGED WITH COMMERCIAL GRADE POLY VINYL EDGER, "EDGE-ING" BY OLY-OLA, OR APPROVED EQUAL, ANCHORED 4" WITH METAL STAKES.
6. SHRDED HARDWOOD MULCH SHALL BE COLORED, RED CANYON BY SYLVA, OR APPROVED EQUAL, AND AT A MINIMUM 4" DEPTH, FREE OF ALL DELETERIOUS MATERIAL. ROCK MULCH TO BE BYRAN RED ROCK, 1 1/2" - 3" DIAMETER, AND A MINIMUM 3" DEPTH. ROCK MULCH TO BE ON COMMERCIAL GRADE LANDSCAPE FILTER FABRIC, WITH 4" OVERLAP AND ANCHORED. OWNER TO PROVIDE MULCH. ADDITIONAL ROCK MULCH, FABRIC AND EDGER MAY BE REQUIRED AT ROOF DOWN-SPOUT SPLASH BLOCK LOCATIONS, FIELD VERIFY.
7. SINGLE TREE AND SHRUB PLANTINGS SHALL HAVE A 4" DEPTH SHRDED HARDWOOD MULCH RING AROUND EACH BASE. DECIDUOUS PLANT MATERIAL SHALL HAVE A MINIMUM 3" DIAMETER RING, EVERGREEN PLANT MATERIAL SHALL HAVE A RING TO THE DRIP LINE. MULCH PERIMETER RING TO BE SPADED EDGE.
8. EXISTING TREES AND SHRUBS, THROUGHOUT THE PROPERTY, SHALL BE PRUNED TO REMOVE DEAD OR UNDESIRABLE LIMBS AND TO SHAPE PLANT FOR DESIRABLE APPEARANCE AND COMPLETED BY A QUALIFIED INDIVIDUAL. CONTRACTOR TO CLEAR AND GRUB EXISTING VEGETATION AND DISPOSE OF ALL REMOVALS OFF-SITE PER PROJECT IMPROVEMENTS.
9. CONTRACTOR TO WATER PLANT MATERIAL DURING INSTALLATION AND DURING ESTABLISHMENT PERIOD. VOLUME OF WATER TO BE PER PLANT REQUIREMENT FOR ESTABLISHMENT AND NORMAL GROWTH.
10. CONTRACTOR TO WARRANTY NEW PLANT MATERIAL FOR ONE-YEAR UPON PROJECT COMPLETION AND OWNER'S ACCEPTANCE.
11. PROPERTY SHALL HAVE AUTOMATIC UNDERGROUND IRRIGATION SYSTEM. ALL LANDSCAPE AREAS TO BE IRRIGATED. CONTRACTOR TO PROVIDE SHOP DRAWINGS FOR LANDSCAPE ARCHITECT APPROVAL. SYSTEM SHALL BE WINTERIZED (BLOWN-OUT) AFTER THE FIRST OPERATIONAL SEASON AND SHALL PROVIDE STARTUP THE FOLLOWING SPRING. IRRIGATION SHALL HAVE TWO-YEAR WARRANTY ON PARTS AND LABOR FOLLOWING INSTALLATION APPROVAL BY OWNER. PROVIDE BACKFLOW DEVICE, WATER METER, BOOSTER PUMP, CONTROLLER, RAIN SENSOR, WIRES, VALVE BOXES, SLEEVING, VALVES, ROTORS, SPRAYS, AND OTHER ACCESSORIES FOR A COMPLETE SYSTEM.



Tree Planting Detail



Shrub & Perennial Planting Detail



Poly Vinyl Edger Detail

Westwood

Westwood Professional Services, Inc.
 7699 Anagram Drive
 Eden Prairie, MN 55344
 Phone (952) 937-5150
 Fax (952) 937-5822
 TollFree (888) 937-5150
 westwoods.com

Designed: PDS/ RAH
 Checked: PDS
 Drawn: RAH
 Record Drawing by/date:

Revisions:
 0 2016-08-12 CONSTRUCTION PLANS
 1 2016-09-21 CITY/WTRSHD CMNTS

I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly licensed PROFESSIONAL LANDSCAPE ARCHITECT under the laws of the State of Minnesota.
Paul D. Schroeder
 Paul D. Schroeder
 Date: 09-21-2016 License No. 25820

Issued For Construction

Prepared for:
MSP Commercial

1215 Town Center Drive, Suite 130
 Eagan, Minnesota 55121

Oak Park Heights Furniture Warehouse
 Oak Park Heights, Minnesota

Landscape Plan

Date: 08-12-2016 Original Issue
 Sheet: 9 OF 10