



Greater Bemidji Area Joint Planning Board

City of Bemidji Northern Township

317 4th Street NW Bemidji, MN 56601 Office (218) 759-3579 Fax (218) 759-3591

Memorandum

To:

From: Casey Mai, Planning Director

Date: February 27, 2018

RE: JPB Site Plan Submittal Requirements

The following items shall be shown on a site plan and should be submitted to JPB staff for review and approval. JPB staff accepts 11 x 17 and/or an electronic PDF document.

1. A site plan showing building locations and dimensions drawn to scale (existing and proposed) with all property boundaries, dimensions and setbacks.
2. Adjacent streets labeled and drawn on site plan.
3. Driveways/accesses (existing and proposed) shown.
4. Parking, circulation, & other hard surface areas (type of surface and dimension of spaces).
5. All easements identified.
6. All adjacent bodies of water shown.
7. Location of exterior lighting (need specs and cut-sheets as well).
8. Location of trash enclosure.
9. Location of septic systems & wells, if applicable (existing or proposed).
10. Signage plan (drawings to scale & all existing & new signs shown)

The following table or information shall be incorporated on each site plan to help streamline our review process:

<u>Setbacks</u>	<u>Required</u>	<u>Shown</u>
Lot Size s.f./acreage		
Lot Width		
Front/ROW/Streetside setback		
Side setback		
Side setback		

Rear setback		
Impervious Surface S.F.		
% Impervious		
Building Height		
# Parking Spaces		
Interior Parking Lot Landscaping Requirement 4% (40+ parking spaces) with live landscaping & trees (s.f. calc)		
Frontage Trees Required		
Total Trees Required		
Front Yard Landscaping s.f. (frontage x required FY sb x .50) (s.f. calc)		
Trash Enclosure		

If the applicant or developer has any questions, feel free to contact myself or a planner at (218)-759-3579.