



**Greater Bemidji Area
Joint Planning Board**

OFFICE USE ONLY
Complete App. Rec'd _____
Comments _____

Site Plan Review / Field Verification Application

Please complete this application carefully and completely. PLEASE PRINT. Failure to fill in all of the required information may result in a delay of processing your application.

A fee of \$ _____ made payable to the **City of Bemidji** must accompany this application. Additional escrow or verification fees may apply for approved projects.

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An escrow account is established as indicated above to cover technical and legal expenses incurred by the Joint Planning Board (JPB) as part of the plan review. The applicant is responsible for all costs incurred by the JPB during plan review. If the escrow amount drops below 10% of the original deposit amount the JPB may require submittal of an additional escrow deposit sufficient to cover any anticipated expenses. Upon determination by the JPB that the project is complete or expired, the JPB will return the remaining escrow deposit to the applicant.

APPLICANT IS:	<input type="checkbox"/> OWNER* <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> DESIGNER <input type="checkbox"/> OTHER
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SITE	Project Title	
	Project Site Address	Parcel No.

OWNER	Owner Name	Contact Person
	Owner Address	Phone Number
	City, State, Zip	E-mail Address

CONTRACTOR	Contractor Name	Contact Person
	Contractor Address	Phone Number
	City, State, Zip	E-mail Address

DESIGN FIRM	Designer Name	Contact Person
	Firm Address	Phone Number
	City, State, Zip	E-mail Address

CIVIL ENGINEER	Engineer Name	Contact Person
	Firm Address	Phone Number
	City, State, Zip	E-mail Address

***If the property owner is not the applicant, an 'Authorized Agent' form is required with this application.**

TYPE OF REVIEW REQUESTED:

Residential / Accessory Structure - Site Plan Review	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$50 Minimum
Rental - Site Plan Review	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$50 Minimum
Zoning Verification Letter	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$75 Minimum
Commercial / Multifamily Construction - Site Plan Review	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$750 Minimum
OHW or Bluff <u>Verification</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$500
Wetland <u>Verification</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$100
Other Site Visit/Verification as determined necessary by Planning Director.	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$_____

ALL APPLICANTS MUST SIGN BELOW

I hereby certify that I am the owner or authorized agent of the owner of the above described property and that all uses will conform to the provisions of the Greater Bemidji Area Zoning and Subdivision Ordinance. I further certify that I will comply with all conditions placed upon this permit should this application be approved. Intentional or unintentional falsification of this application or any attachments thereto will serve to make this application and any resultant permit invalid. I also authorize Greater Bemidji Area Joint Planning staff to inspect the property during review of this application and subsequent construction during reasonable times of the day.

Applicant: _____

Applicant Name (typed or printed) _____

Date: _____

COMPLETED FORMS CAN BE SUBMITTED AT 315 5TH STREET NW, SUITE #2, BEMIDJI, MN 56601



Greater Bemidji Area Joint Planning Board

City of Bemidji Northern Township

315 5th St NW Suite 2, Bemidji, MN, 56601 • Office (218) 759-3579 • Fax (218) 759-3591

RESIDENTIAL SITE PLAN REVIEW APPLICATION CHECKLIST

1. _____ **Completed application form, with:**
 - A. Application w/ fee (site plan review application OR Bemidji Building Department Permit Application)
 - B. One (1) digital copy of site plans

2. _____ **Complete site plan, including:**
 - A. Lot drawn to scale with dimensions & size
 - B. Adjacent streets labeled and drawn on site plan
 - C. All existing structure(s) and proposed building improvements drawn to scale with dimensions (foot print of building areas shown on site plan)
 - D. Front, side & rear yard set-backs identified
 - E. Building height stated or on elevation plan
 - F. All driveways, parking areas and improved surfaces drawn to scale
 - G. All green space and landscaped areas identified
 - H. All septic systems & wells (existing & proposed)
 - I. All recorded easements
 - J. Ordinary high-water mark (properties in shoreland zones).
 - K. All adjacent bodies of water
 - L. Changes in elevation from Ordinary High-Water Mark to opposite end of lot in 2 ft. increments (contour lines).

3. _____ **Certificate of survey** (If improvements are located within three (3') feet, or less of minimum required set-backs. Property line must be staked on lot next to planned building improvements and at all existing deficient set-backs.)



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Commercial/Multi-Family 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 a planner at (218)-759-3579.