



City of Chaska

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A Site Alteration Permit shall be received for all proposed residential, commercial, industrial, and public buildings that are designated as historic under either the local or national historic landmark designations or are located within the historic district of the City of Chaska.

FILING REQUIREMENTS

Unless waived by the Planning Department, you must provide all of the following items with the Site Alteration Permit application by the submittal deadline. An incomplete application will not be accepted. Six large scaleable sets (24"x36" preferred) and 25 reduced copies (11"x17") of the following drawings:

- ___ Site Plan, including
 - Acreage and square footage of the site
 - Parking areas, number of spaces, internal drives and access
 - Site lighting systems
 - Property lines and easements
 - All applicable setbacks
- ___ Landscape Plan, including
 - Plant schedule with size, species and quantity
 - Location and size of any "significant" trees as defined in the City's Landscape Ordinance No. 439
- ___ Floor Plans
- ___ Building Elevations, with **all** exterior building materials **clearly** called out
- ___ Utility Plan, including:
 - Existing contours at no more than two-foot contours
 - Location and size of all water lines, sanitary sewer lines and storm sewer lines plus all manholes, catchbasins, clean-outs, valves, etc.
 - Location of all fire hydrants and, in case of sprinkled buildings, the Fire hook-up
- ___ Grading/Drainage Plan, including:
 - Existing and proposed two-foot contours
 - Any slopes 18% or greater
 - Finished floor elevation
 - Graphic as well as written description of all erosion control methods and devices to be used during construction
- ___ A boundary survey, prepared by a registered survey, of the property and 100' beyond its boundaries showing existing property lines and dimensions, platting and easements, buildings, street and railroad rights-of-way, utilities, topography, waterways, and ownership or all parcels..
- ___ Description or photographs of building materials. Plus, a colored perspective or colored elevations of the proposed building.
- ___ A written statement describing the intended use of the property and why the City should approve your request.

PROCEDURE

1. The developer and consultants shall meet with Planning Staff to explain proposed project and to receive information from staff relative to the site, prior to commencing project design.
2. Consult with the Community Development Department to determine the ordinances and procedures that apply to your project. Request application packet from Planning Staff.
3. The completed application and required development fees, along with all supporting documentation requested herein must be returned on or before the established submittal date and time.

Late and/or incomplete submittals will not be placed on the Planning Commission agenda.

4. The Planning Director will schedule a public hearing with the Heritage Preservation Commission after preparing a report and recommendation. Allow at least 20-30 days from the application date to the Heritage Preservation Commission hearing. The Director will mail a notice to property owners within 300 feet of the property you plan to alter. A copy of the staff report will be mailed to the applicant on the Friday before the Heritage Preservation Commission meeting.
5. Appear before the Heritage Preservation Commission. The Heritage Preservation Commission meets on the fourth Tuesday of each month (or as determined by the Commission). The Heritage Preservation Commission makes the final decision. The decision may be appealed and taken to the City Council for further review.

NOTES

1. Try to discuss your proposal with adjacent property owners before you submit a formal application. Any conflicts that you can resolve ahead of time will make it easier and faster for the City to process your application.
2. The Planning Director may require a consultant, such as a historic preservation architect, to review your application. If the Director requires a consultant's review, you must provide cash escrow to pay this fee. City staff will notify you if the Director requires a consultant.