City of Minneapolis
Community Planning & Economic Development
Development Services Division
250 South 4th Street, Room 300
Minneapolis MN 55415-1316
612-673-3000

ADMINISTRATIVE SITE PLAN REVIEW FOR SINGLE- AND TWO-FAMILY DWELLINGS AND MULTIPLE-FAMILY DWELLINGS HAVING THREE (3) OR (4) DWELLING UNITS APPLICATION

530.10. Purpose. Site plan review standards are established to promote development that is compatible with nearby properties, neighborhood character, natural features and plans adopted by the city council, to minimize pedestrian and vehicular conflict, to reinforce public spaces, to promote public safety, and to visually enhance development. The regulations recognize the unique character of land and development throughout the city and the need for flexibility in site plan review.

530.280. Design standards. New single and two-family dwellings and multiple-family dwellings having three (3) or four (4) dwelling units shall comply with the applicable regulations of this zoning ordinance, including but not limited to the standards of Chapter 535, Regulations of General Applicability, related to front entrance, window area, and walkway requirements, and limitations on attached garages facing the front lot line. In addition, the zoning administrator shall ensure that such uses obtain a minimum of fifteen (15) points from Table 530-2, Single and two-family dwellings and multiple-family dwellings having three or four dwelling units. Standards used to meet the minimum requirement must remain in place for a period of not less than fifteen (15) years from the date of approval.

Table 530-2
Standards for single and two-family dwellings and multiple-family dwellings having three or four dwelling units

Points	*Design Standard*
5	Not less than one (1) off-street parking space per dwelling unit is provided in an enclosed structure that is **detached** from the principal structure
5	The structure includes a basement as defined by the building code
4	The primary exterior building materials are masonry, brick, stone, stucco, wood, cement-based siding, and/or glass*
3	Not less than twenty (20) percent of the walls on each floor that face a public street, not including walls on half stories, are windows
3	Not less than ten (10) percent of the walls on each floor that face a rear or interior side lot line, not including walls on half stories, are windows
2	The pitch of the primary roof line is 6/12 or steeper. However, the points shall be awarded for a building with a flat roof where there is at least one existing building with a flat roof or a hip roof with a primary roof line of less than 6/12 where there is at least one (1) existing building with a hip roof with a similar pitch within one hundred (100) feet of the site.
1	The structure includes an open, covered front porch of at least seventy (70) square feet that is not enclosed with windows, screens, or walls, provided there is at least one existing open front porch within one hundred (100) feet of the site. The porch may include handrails not more than three (3) feet in height and not more than fifty (50) percent opaque. The finish of the porch shall match

Attention: If you need other disability related accommodations, such as a sign language interpreter, accessible meeting site, or materials in alternative format, please contact 612-673-2162 (673-2157 TTY/VOICE) at least five days prior to the meeting. If you want help translating this information, call – **Hmong** – Ceeb toom. Yog koj xav tau kev pab txhais cov xov no rau koj dawb, hu 612-673-2800; **Spanish** – Atención. Si desea recibir asistencia gratuita para traducir esta información, llama 612-673-2700; **Somali** - Ogow. Haddii aad dooneyso in lagaa kaalmeeyo tarjamadda macluumaadkani oo lacag la' aan wac 612-673-3500.

	the finish of the dwelling or the trim on the dwelling. For the purpose of this section, raw or unfinished lumber shall not be a permitted on an open front porch.
1	The development includes at least one (1) deciduous tree in the front yard

[*] Please note that engineered wood siding products do not qualify as wood for purposes of receiving points.

530.290. Accessibility. Structures that provide certain accessible features shall be awarded points from Table 530-2, Standards for single and two-family dwellings and multiple-family dwellings having three or four dwelling units, equivalent to providing twenty (20) percent window area facing public streets, off-street parking in an enclosed structure that is detached from the principal structure, and a basement, without having to provide these features. Such structures shall obtain the remainder of the required minimum point total from the remaining categories. For the purpose of this section, a dwelling unit shall include, at a minimum, a ground-level accessible entrance, interior doorways not less than three (3) feet in width, and a ground-level restroom.

530.300. Enclosed parking. New single- and two-family dwellings established after November 1, 2009, shall provide not less than one (1) off-street parking space per dwelling unit in an enclosed structure.

530.310. Alternative compliance. Notwithstanding any other provision to the contrary, the standards of this article shall not be eligible for alternative compliance.

535.90. Minimum size and width, principal entrance and windows, and location of attached garage requirements for residential uses. (a) *Size and width*. The minimum gross floor area of a dwelling unit, except efficiency units, shall be five hundred (500) square feet. The minimum gross floor area of efficiency units shall be three hundred fifty (350) square feet. Not less than eighty (80) percent of the habitable floor area of single or two-family dwellings and multiple-family dwellings of three (3) and four (4) units shall have a minimum width of twenty-two (22) feet.

(b) *Principal entrance*. Single and two-family dwellings and multiple-family dwellings of three (3) and four (4) units shall include a principal entrance facing the front lot line. Subject to Table 535-1, Permitted Obstructions in Required Yards, the principal entrance shall be connected to the public sidewalk by an impervious walkway not less than three (3) feet wide and shall include stairs where needed. Where no public sidewalk exists, the walkway shall extend to the public street. The principal entrance may face a side lot line when part of a front vestibule or extended portion of the front facade, provided the entrance is located no further than eight (8) feet from the facade closest to the street.

(c) Windows. Not less than fifteen (15) percent of the walls on each floor of single and two-family dwellings and multiple-family dwellings of three (3) and four (4) units that face a public street shall be windows. Not less than five (5) percent of the walls on each floor of single and two-family dwellings and multiple-family dwellings of three (3) and four (4) units that face a rear or interior side lot line shall be windows. Half stories shall not be subject to the minimum window requirement.

(d) *Attached garage facing the front lot line*. Attached accessory uses designed or intended for the parking of vehicles accessory to single and two-family dwellings and multiple-family dwellings of three (3) and four (4) units shall extend no more than five (5) feet closer to the front lot line than the facade of a habitable portion of the dwelling when the garage door or doors face the front lot line. In addition, the width of the garage wall facing the front lot line shall not exceed sixty (60) percent of the width of the entire structure.

APPLICATION PROCESS

This application packet is used to file a site plan review required for zoning approval of a building permit for a single- and two-family dwelling and multiple-family dwelling having three (3) or four (4) units. The packet is a tool for gathering property-related information relevant to the site plan review application. It contains a checklist of materials required for a site plan review application, and a worksheet to be completed by the applicant.

This application contains a list of both required and desired features to be included in new housing construction, called the Design Standards Checklist. Each feature has been assigned a point value. There is a total of 24 points available. **Applications must achieve a total point value of 15 to receive Zoning approval for a new building permit.** A building permit will not be issued without complying with the Design Standards Checklist. There is no authorized variance for these standards in Section 525.520 of the Minneapolis Zoning Code.

Applicants are encouraged to contact the Development Services Office for a pre-application meeting with a zoning specialist in order to discuss the zoning ordinance provisions. An appointment may be scheduled by phone 612-673-3000 (Minneapolis 311).

To file the application, the applicant returns to the Development Services Office. The planner conducts a review of the application. Staff only accepts applications that include all of the items required as identified in this land use application form. If any items are missing at the time of submittal, the application is deemed incomplete and staff may not accept the application.

Acceptance of an application for filing does not deem the application complete. The assigned planner will determine if the land use application is complete by conducting a thorough review of the application materials. The review may necessitate additional information, resulting in an incomplete application.

In the case of an incomplete application, staff issues a letter within fifteen (15) business days of the filing date of the application. The letter details the deficiencies of the application. When the applicant remedies the deficiencies, staff makes a final decision on behalf of the zoning administrator. The planner mails the applicant a "zoning certificate," which is a written record of the final decision, including the conditions, if any, associated with an approval. Land use applications that remain incomplete for thirty (30) days or more are deemed "withdrawn" and returned to the applicant. In such cases, the applicant who still wishes to proceed must refile the application.

Most applications can be processed within the sixty (60) days in which the City is required to take action. The sixty-day timeline begins on the day an application is deemed complete by the planner assigned to the application.

Any affected person can appeal the findings and decisions made by the zoning administrator. The appeal must be filed within ten (10) calendar days of the original decision or the decision is final. The Board of Adjustment hears each appeal of a zoning administrator decision.

For proposals with three or four dwelling units, Preliminary Development Review (PDR) is required in addition to the zoning review. PDR is an informal staff meeting that allows representatives of City departments including Public Works, Licensing, Park Board, and Public Safety to determine compliance with their requirements and/or determine the issues presented by the project. **Note:** The PDR meeting is **not** an approval of the project and does **not** guarantee project approval. When you submit for your project you will be assigned a Development Coordinator who will guide you through the PDR process.

ADMINISTRATIVE SITE PLAN REVIEW FOR SINGLE- TO FOUR-FAMILY DWELLING UNITS APPLICATION REQUIREMENTS CHECKLIST

Staff will only accept applications that include all of the items listed below. If any of the items are missing at the time of submittal, staff will not accept the application.[1]

	Completed Application Worksheet.
	Correct fees paid (checks payable to Minneapolis Finance Department).
	A letter from the property owner, if other than the applicant, authorizing the application.
	Copy of a letter or email, sent to the applicable neighborhood group(s), explaining the proposed project.[2]
	Verification of historic status of property and submission of any required HPC application(s).[3]
	Two copies (plus one 8 ½ x 11) of a scaled and dimensioned site plan[4]. Must include the following items: ▪ All property lines. ▪ Streets, sidewalks and alleys, include existing and proposed curb cuts. Indicate if public areas are to be vacated. ▪ Indicate traffic flow on streets, alleys and drives. ▪ Adjacent uses (show location and identify). ▪ Building footprints and square footages (include garages and other accessory structures). ▪ Other impervious surfaces (walkways, decks, patios, etc.) and square footages. ▪ Dimensioned parking spaces, including handicap accessible spaces. Indicate how the parking and loading areas will be designed (curbing, wheel stops, etc.) ▪ Walls, screens and fences (show location, type and height). ▪ Mechanical equipment (air conditioning units, electrical transformers, etc.) ▪ Fire hydrants, transit stops, phone booths, public plazas, trash enclosures, trees in the public right-of-way. ▪ Landscaping plan showing existing and proposed shrubs and trees (location, type, number and overall amount). ▪ Natural features and topography. ▪ Indicate the direction of water drainage from the site and building (downspouts, roof drains, etc.). ▪ Indicate north arrow and date the plan was drawn. ▪ Stormwater management plan for sites over one acre. ▪ Erosion control plan for sites where more than 5,000 square feet of dirt is disturbed.
	Two copies (plus one 8 ½ x 11) of scaled and dimensioned elevations of each façade.
	Two copies (plus one 8 ½ x 11) of scaled and dimensioned floor plans showing all floors.
	Three copies of a survey of the property. The site plan can be a survey provided the required information is included in the survey.

Fees

Application type	Fee (dollars)
Administrative site plan review	440

[1] City staff will review the initial application submission and will notify the applicant of what, if any, additional information must be submitted for staff to evaluate the application for approval or denial. Please be aware that supplemental information may also be requested during the evaluation and hearing process.

[2] The letter must contain the following information: a description of the project; the land use applications that the applicant is aware are needed for the project; the address of the property for which zoning approval is sought; and the applicant's name, address, telephone number, and e-mail address, if available. Where the property for which zoning approval is sought is located on a public street that acts as a boundary between two neighborhoods, the above information should also be provided to the neighborhood group(s) representing the adjacent area(s).

[3] Demolition of an existing structure requires review by CPED staff to determine if the property is an historic resource.

[4] The site plan must be prepared by a certified architect, landscape architect, engineer, or land surveyor that is licensed in the State of Minnesota. A license stamp, or registration number, whichever is applicable, together with the signature, shall be provided on the face of the site plan. Site plan information may be combined with the survey of the property. *The requirement that one of the above professionals prepare the site plan may be waived by the Zoning Administrator, Planning Director or their authorized representative where the application does not involve a new principal structure, provided the plan is accurately dimensioned and is drawn to an architectural or engineering scale. Applications will not be accepted and permits will not be issued for a new principal structure if a survey is not provided.* If the project is subject to Chapter 530, Site Plan Review, it is recommended that the applicant provide a copy of the site plan review ordinance to the registered professional prior to preparation of a site plan.

APPLICATION WORKSHEET

Property Owner/ Applicant	Name			
	Mailing Address Including City, State and Zip Code			
	Phone Number			
	Fax			
	Email			
Applicant's Representative (This person will be the primary contact for staff, and is the authorized agent in place of the property owner)	Name			
	Mailing Address Including City, State and Zip Code			
	Phone Number			
	Fax			
	Email			
Neighborhood Group Contact (Be sure to include a copy of the letter or e-mail that was sent)	Organization			
	Contact Name			
	Phone Number			
	Date letter or e-mail was sent			
Property Information	Address(es)			
	Identification Number			
	Lot Area			
	Legal Description			
Building Data	Gross Floor Area (square feet)	Proposed:		
	Building footprint area (square feet)	Proposed:		
	Building Height	Proposed stories:	Feet:	
	Dwelling Units	Proposed:		
Window percentages (per floor, per façade) Staff will measure based on elevation drawings	1st floor front:	1st floor side:	1st floor side:	1st floor rear:
	2nd floor front:	2nd floor side:	2nd floor side:	2nd floor rear:
Parking Data	Number of Spaces	Proposed:		

Identify all applicable design standards under the *Points Received* column by writing in the available points for that standard. Tally the points at the bottom of the table.

Points Available	***Design Standard***	***Points Received***
N/A	Not less than eighty (80) percent of the habitable floor area shall have a minimum width of twenty-two (22) feet.	**REQUIRED STANDARD**
N/A	The principal entrance is required to face the front lot line. However, the principal entrance may face a side lot line when part of a front vestibule or extended portion of the front facade, provided the entrance is located no further than eight (8) feet from the facade closest to the street.	**REQUIRED STANDARD**
N/A	Subject to Table 535-1, Permitted Obstructions in Required Yards, the principal entrance shall be connected to the public sidewalk by an impervious walkway not less than three (3) feet wide and shall include stairs where needed. Where no public sidewalk exists, the walkway shall extend to the public street.	**REQUIRED STANDARD**
N/A	Not less than fifteen (15) percent of the walls on each floor that face a public street shall be windows. Not less than five (5) percent of the walls on each floor that face a rear or interior side lot line shall be windows. Half stories shall not be subject to the minimum window requirement. Window calculations are per floor, per façade.	**REQUIRED STANDARD**
N/A	Attached accessory uses designed or intended for the parking of vehicles shall extend no more than five (5) feet closer to the front lot line than the facade of a habitable portion of the dwelling when the garage door or doors face the front lot line. In addition, the width of the garage wall facing the front lot line shall not exceed sixty (60) percent of the width of the entire structure.	**REQUIRED STANDARD**
5	Not less than one (1) off-street parking space per dwelling unit is provided in an enclosed structure that is **detached** from the principal structure	
5	The structure includes a basement as defined by the building code	
4	The primary exterior building materials are masonry, brick, stone, stucco, wood, cement-based siding, and/or glass. Engineered wood siding products do not qualify as wood for purposes of receiving points.	
3	Not less than twenty (20) percent of the walls on each floor that face a public street, not including walls on half stories, are windows. Window calculations are per floor, per façade.	
3	Not less than ten (10) percent of the walls on each floor that face a rear or interior side lot line, not including walls on half stories, are windows. Window calculations are per floor, per façade.	
2	The pitch of the primary roof line is 6/12 or steeper. However, the point shall be awarded for a building with a flat roof where there is at least one existing building with a flat roof within one hundred (100) feet of the site	
1	The structure includes an open, covered front porch of at least seventy (70) square feet that is not enclosed with windows, screens, or walls, provided there is at least one existing open front porch within one hundred (100) feet of the site. The porch may include handrails not more than three (3) feet in height and not more than fifty (50) percent opaque. The finish of the porch shall match the finish of the dwelling or the trim on the dwelling. For the purpose of this section, raw or unfinished lumber shall not be a permitted on an open front porch.	
1	The development includes at least one (1) deciduous tree in the front yard	
24	**Total Points (For approval, total points received must be 15 or more as per Section 530.280.)**	

ACCURACY DECLARATION

My signature attests to the fact that the attached application is complete and accurate to the best of my knowledge. I understand that the staff review of this application is dependent upon the accuracy of the information provided and that any inaccurate or inadequate information provided may delay review of my application or may result in denial of my request.

Property owner's signature (if different from applicant): _____

Applicant's name (please print): _____

Applicant's signature: _____