



**Community Development  
Department**  
1902 County Road B East  
Maplewood, MN 55109  
(651) 249-2300  
www.MaplewoodMN.gov

**Fee: \$500**

## **MINOR CONSTRUCTION 15-DAY REVIEW APPLICATION**

*Minor Construction Project Definition: Any commercial or multi-family exterior improvement under \$20,000 in value, except additions to buildings that the community design review board previously approved. In this case, a minor construction project must be less than \$200,000 in value and similar in design to the existing building.*

Address of site:

Applicant/Business Name:	
Contact person:	
Address:	Zip:
Telephone (work):	(mobile):
Email address:	

Property owner(s) of record:	
Address:	Zip:
Telephone (work):	(mobile):
Email address:	

Legal description of site:
----------------------------

The applicant hereby grants permission for the City's employees, officials and agents to enter onto the property that is subject to this application for the purposes of viewing the property and reviewing this request.

Applicant Signature

Date

Owner Signature (if different from applicant)

Date

### OFFICE USE ONLY

Date Received \_\_\_\_\_

By \_\_\_\_\_

Receipt # \_\_\_\_\_

Revised 05/2021

## FILING REQUIREMENTS

You must provide all of the following items with your application unless the Community Development Director waives a requirement:

- A PDF copy of a site plan drawn to scale showing your lot lines, the location of existing buildings and the proposed buildings or building addition. Show all dimensions and any existing easements. The city may require a certificate of survey if verification of existing building setbacks is needed. The applicant shall be responsible for knowing the location of any easements on the property if a certificate of survey is not provided.
- A PDF copy of the exterior elevations of each side of every building, including descriptions of building materials and colors. The elevations must also show how you will have any roof-mounted equipment screened from view if you abut or are near residential property.
- If landscape improvements are proposed, submit a landscape plan showing specific plant species, sizes, numbers and locations.
- A tree plan that notes the size, species and location of all trees to be removed and where replacement trees will be planted.
- If outdoor lighting improvements or changes are proposed, submit a photometric plan that includes the following:
  - Site and architectural plans indicating the location of the types of luminaries proposed.
  - A detailed description of the luminary, including manufacturer's catalog cuts and drawings including sections.
  - A drawn plan that illustrates the light spread and footcandle levels of the proposed luminaries.
  - Outdoor lighting shall not exceed .4 footcandles of light intensity at the property lines on which the outdoor lights are installed.
  - A maximum light pole height of 25 feet. Height is measured from the grade at the base of the light pole to the uppermost part of the luminary.
- A grading and drainage plan showing existing and proposed contours.
- A utility plan showing any additions or changes to the utilities, including storm sewer.
- Provide a written narrative explaining your proposal.
- Application fee of \$500. **This fee is non-refundable.** Make checks payable to the City of Maplewood.

## PROCEDURE

- Return this application to: Community Development Department  
1902 County Road B East  
Maplewood, MN 55109
- The Community Development Director will review your request and allow the minor construction project if it is determined that the plans meet all city ordinances and policies, including design standards.
- If the Director determines that the minor construction project meets the conditions above and approves your request, the City will notify the City Council and Community Design Review Board of your proposed minor construction project.
- City code requires the City Council and Community Design Review Board be given 15 days in which to appeal the Director's decision.
- If a City Council or Community Design Review Board member appeals the decision within the allowed 15 days, the Director will schedule a hearing before the Community Design Review Board within 30 days of the appeal. If there are no appeals, the decision of approval is final.
- If the Director determines that the minor construction project does not meet the conditions above and denies your request, city code allows you to appeal the Director's decision within 15 days of the decision. The Director will schedule a hearing before the Community Design Review Board within 30 days of the appeal. If there are no appeals, the decision of denial is final.