



ZONING CERTIFICATE APPLICATION CHECKLIST

Type 1 Review

This application checklist provides information about what is to be submitted for the project narrative and the site plan. A complete development review application includes the following:

- Completed and signed development review application
- Completed application checklist
- Application fee

1. Zoning Certificate Narrative

Submit a separate narrative document which answers or addresses the following questions about the proposed zoning certificate.

- a) What is the zoning district for the property?
- b) What is the existing use for the property?
- c) What is the proposed use for the property?
- d) Describe what is proposed for the project. If an accessory dwelling unit (ADU) is proposed, provide the following information:
 - a. The finished floor area of the home
 - b. The square footage of the proposed ADU
 - c. If applicable, whether the ADU occupies the entire basement
- e) If the project requires submittal of a site plan according to City code section 510.17, the following criteria must be addressed in the narrative:
 - a. The site plan fully complies with all applicable requirements of the unified development code (UDC)
 - b. The site plan or use protects residential uses from the potential adverse effects of a non-residential use.
 - c. The proposed use is consistent with the character of surrounding properties.
 - d. The use provides safe conditions for pedestrians or motorists and prevents the dangerous arrangement of pedestrian and vehicular ways.
- f) Have any use-specific standards been addressed? (City code sections 515.19, 515.23 or 515.25)
- g) If the proposed use is a temporary use as described in City code section 515.25, provide the dates, times and days that the use is proposed.

2. Site plan design features checklist. Check all items included in the application. Items may be modified with advance approval from the city planner.

Staff contact:
Dan Olson, City Planner

4141 Douglas Dr N
Crystal, MN 55422
www.crystalmn.gov

Contact: 763-531-1142 or dan.olson@crystalmn.gov

General Plan Information.

- a) The applicant shall submit one 11" x 17" copy of the site plan, and email a pdf copy to city planner Dan Olson at dan.olson@crystalmn.gov
- b) The site plan shall be drawn to a minimum scale of 1' = 100', unless an alternative scale has been agreed to with the city planner in advance

Site plan. A property survey, showing existing easements, is not required except for the following types of construction:

- Additions to multi-family dwellings or non-residential buildings
- Telecommunication towers in the Industrial district
- Off-street parking lots or loading areas
- Detached accessory dwelling units. This requirement may be waived by the city planner if the property corner pins are located to document that setbacks are met.
- All site plans and property surveys shall include the following information:
 - North arrow and date of preparation
 - Property address
 - Zoning classification for the property
 - Location of proposed structure and its distance from property lines
 - Location of public streets
 - For temporary uses, describe how many parking spaces will be taken up by the use.
 - Proposed height of addition that is in compliance with city code section 520.01, Subd. 5. The Federal Aviation Administration (FAA) may require the submittal of Form 7460-1 ("Notice of Proposed Construction or Alteration") relating to building height in the vicinity of the Crystal Airport. Additional information about FAA requirements can be found in Title 14, Part 77 of the Code of Federal Regulations, with Section §77.9 being the submittal requirements for buildings exceeding specific Above Ground Levels on the property. **If Form 7460-1 is required by the FAA, the development review application submittal shall include a response letter from the FAA.**
- For new parking lots, show existing and proposed parking areas and drive aisles in compliance with the requirements in city code section 520.15. The following information should be included:
 - Size, dimensions, and setbacks of parking spaces and drive aisles
 - Location and dimension of handicapped parking spaces
 - Notation describing the surfacing materials to be used for pavement and curbing
 - The methodology used for calculating the required number of parking spaces
 - If proposed, location of bicycle parking
- Percentage of existing and proposed lot coverage (areas covered by hard surface such as buildings, parking areas, and sidewalks)
- If landscaping is required, show landscaping that meets the requirements of City Code section 520.11. If new trees are proposed they shall be in conformance with the city's approved tree species list (page 3 of this checklist). If native vegetation is proposed, the landscape plan shall contain the information required in city code section 615, including a maintenance plan.
- If screening is required, show screening that meets the requirements of City code section 520.13
- If new exterior lighting is proposed, provide a photometric plan that meets the requirements of City code section 520.07
- Information relevant to the specific zoning certificate request as may be requested by the city planner to be shown on the site plan.

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Approved Tree List

Common Name	Botanical Name	Common Name	Botanical Name
Accolade Elm	<i>Ulmus 'Accolade'</i>	Littleleaf Linden	<i>Tilia cordata</i>
American Hophornbeam (aka Ironwood)	<i>Ostrya virginiana</i>	Mugo Pine	<i>Pinus mugo</i>
American Larch	<i>Larix laricina</i>	Northern Catalpa	<i>Catalpa speciosa</i>
American Linden	<i>Tilia Americana</i>	Norway Spruce	<i>Picea abies</i>
American Sycamore	<i>Platanus occidentalis</i>	Ohio Buckeye	<i>Aesculus glabra</i>
Amur Chokeberry	<i>Prunus maackia</i>	Prairie Dream Paper Birch	<i>Betula papyrifera 'Varen'</i>
Amur Cork Tree	<i>Phellodendron amurense</i>	Prairie Expedition Elm	<i>Ulmus Americana 'Lewis & Clark'</i>
Amur Maackia	<i>Maackia amurensis</i>	Princeton Elm	<i>Ulmus Americana 'Princeton'</i>
Asian White Birch	<i>Betula playphylla</i>	Quaking Aspen	<i>Populus tremuloides</i>
Austrian Pine	<i>Pinus nigra</i>	Red Buckeye	<i>Aesculus pavia</i>
Autumn Splendor Buckeye	<i>Aesculus 'Autumn Splendor'</i>	Red Oak	<i>Quercus rubra</i>
Balsam Fir	<i>Abies balsamea</i>	Red Pine	<i>Pinus resinosa</i>
Black Hills Spruce	<i>Picea glauca</i>	River Birch	<i>Betula nigra</i>
Black Tupelo	<i>Nyssa sylvatica</i>	St. Croix Elm	<i>Ulmus Americana 'St Croix'</i>
Blue Beech (aka Musclewood)	<i>Carpinus caroliniana</i>	Scots Pine	<i>Pinus sylvestris</i>
Bottlebrush Buckeye	<i>Aesculus parviflora</i>	Silver Linden	<i>Tilia tomentosa</i>
Bur Oak	<i>Quercus macrocarpa</i>	Speckled Alder	<i>Alnus regosa</i>
Common Hackberry	<i>Celtis occidentalis</i>	Swamp White Oak	<i>Quercus bicolor</i>
Common Horsechestnut	<i>Aesculus hippocastanatum</i>	Sweet Birch	<i>Betula lenta</i>
Crabapple	<i>Malus spp.</i> (disease-resistant spp.)	Thornless Honeylocust	<i>Gleditsia triacanthus inermis</i>
Cucumber Tree	<i>Magnolia acuminata</i>	Tree Lilac	<i>Syringa reticulata</i>
Douglas Fir	<i>Pseudotsuga menziensis</i>	Triumph Elm	<i>Ulmus 'Morton Glossy'</i>
Downy Serviceberry (tree form)	<i>Amelanchier arborea</i> (tree form)	Valley Forge Elm	<i>Ulmus Americana 'Valley Forge'</i>
Eastern Hemlock	<i>Tsuga Canadensis</i>	White Oak	<i>Quercus alba</i>
Eastern Redbud (northern strain)	<i>Cercis Canadensis</i>	White Pine	<i>Pinus strobus</i>
European Hornbeam	<i>Carpinus betulus</i>	Yellow Birch	<i>Betula alleghaniensis</i>
Ginkgo (aka Maidenhair Tree)	<i>Ginkgo biloba</i> (male tree only)	Yellow Buckeye	<i>Aesculus flava</i>
Harvest Gold Mongolian Linden	<i>Tilia mongolica 'Harvest Gold'</i>	Yellowhorn	Xanthoceras sorbifolium
Hybrid Serviceberry (tree form)	<i>A. arborea x grandiflora</i> (tree form)	Yellowwood	<i>Cladrastus kentukea</i>
Katsura Tree	<i>Ceridiphyllum japonicum</i>		
Kentucky Coffeetree	<i>Gymnocladus dioicus</i>		
Large-leaved Linden	<i>Tilia platyphyllos</i>		
Liberty Elm	<i>Ulmus Americana 'Liberty'</i>		

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