

RESIDENTIAL DESIGN REVIEW

Return to:

Department of Community Development  
City of Shoreview  
4600 Victoria Street North  
Shoreview, MN 55126  
(651) 490-4680

**Site Identification:**

Address: \_\_\_\_\_

Property Identification Number: \_\_\_\_\_

Legal Description: \_\_\_\_\_

**Applicant:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City                      State                      Zip Code

Telephone Number: \_\_\_\_\_ (daytime) \_\_\_\_\_ (home)

Fax Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Property Owner (if different from applicant):**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City                      State                      Zip Code

**Signatures:**

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Date Received by City: \_\_\_\_\_ By Whom: \_\_\_\_\_

## FILING REQUIREMENTS

THE FOLLOWING ITEMS MUST BE SUBMITTED:

1. Completed application form.
2. Completed design review worksheet.
3. **Two** 24"x36" copies of each plan sheet, **one** 8 1/2"x11" and one 11" by 17" half-scale reproducible print shall be submitted for each required sketch, drawing, or plan, including certificate of survey, for staff review.

**Digital Copies** of plans can be submitted at: <http://www.shoreivewmn.gov/pc/application>

The survey must include:

- a. All property lines, property dimensions, and lot area.
  - b. Ordinary High Water (OHW) level (contour line).
  - c. Top and toe of bluff or steep slope.
  - d. Existing grade, at maximum two-foot contour intervals.
  - e. The Shore Impact Zone, Bluff Impact Zone and Steep Slope areas must be identified and clearly delineated.
  - f. All public or private easements and all abutting streets and alleys.
  - g. Location and dimensions of all existing structures.
  - h. Basement and ground floor elevations for existing and proposed single-family residences.
  - i. Shortest distance from residence and any attached accessory structure (deck, porch, or garage) to the OHW level and the front (street side) property line.
  - j. Shortest distance of any detached accessory structures from front (street side) property line and/or OHW level, as appropriate.
  - k. All existing impervious surface including driveways, sidewalks, patios, etc.
  - l. All trees must be shown, identifying landmark trees by species and diameter. Any trees proposed for removal must be so noted on the plan.
  - m. Location of both adjacent residences.
  - n. Shortest distance of both adjacent residences, including any attached accessory structure (deck, porch, or garage), from OHW level and front (street side) property lines.
4. Site plan, drawn to scale, showing proposed improvements.
  5. Grading, drainage, and utility plan, drawn to scale, with contour interval of two-feet.

6. Building elevations drawn to scale for all sides of any proposed structure or addition, including notes on proposed exterior colors and materials.
7. Landscape plan showing existing and proposed vegetation.
8. A shoreland mitigation plan designed to minimize adverse impact of development upon water quality and the lake environment. Requirements for this plan are attached.
9. Completed application(s) for all other approvals necessary for the proposed development.
10. A \$150.00 filing fee payable to the City of Shoreview plus \$46.00 (payable to Ramsey County) to cover the County's recording fee for the Shoreland mitigation plan. Please provide separate checks for the recording and filing fees. If the residential design review request is not approved, the check for the recording fees will be returned. **The City filing fee is non-refundable.**

**Care should be taken in preparation of the plan sheets to insure legibility and readability.** The information must be formatted to facilitate review.

### REVIEW PROCESS

1. Planning Commission Review. Applications that require review by the Planning Commission shall be processed after receipt of a complete application that contains all the required submittal information. The City Manager shall refer the application to the Planning Commission and establish a date for hearing of the application. The application shall be heard and acted on by the Planning Commission in accordance with Minnesota Statute 15.99.
2. Hearing. The Planning Commission shall hold a hearing, preceded by mailed notice as required by Section 203, in consideration of granting the request. The Planning Commission shall review the application in accordance with the requirements of the Development Ordinance. Upon review of the application, the Planning Commission shall table the application for further consideration, approve the application with conditions thereof or deny the application and provide reasons thereof.
3. Notice and Hearing Procedure.
  - a. Mailed Notice. Notice of the purpose, time and place of a public hearing shall be mailed at least 10 days before the date of the hearing to each recorded owner of property within 150 feet of the perimeter of the property that will be the subject matter of the public hearing. An affidavit containing the names of the property owners and the addresses to which the notices were mailed shall be made a part of the record of the proceedings.
  - b. Failure to Give Notice. Failure to give mailed notice or defects in the notice shall not invalidate the proceedings provided a bona fide attempt has been made to comply with the mailed notice requirement.

4. Issuance and Conditions. If approved, the Planning Commission may impose conditions and safeguards therein to insure that the proposed use will not be detrimental to the health, safety or general welfare of the community and that the use is in harmony with the general purpose and intent of the Development Ordinance and the Comprehensive Guide Plan. If denied, the Planning Commission shall provide the reasons thereof.
5. Decision and Appeal. The Planning Commission has the authority to table, grant or deny the request in accordance with the requirements of the Development Ordinance upon majority vote of its membership. Decisions of the Planning Commission shall be final unless the applicant or other aggrieved party submits an appeal in accordance with Section 203.020(E), Appeals to Planning Commission Decisions.

### NOTES

1. An application cannot be accepted until each of the filing requirements listed above has been satisfied.
2. The purpose of requiring the data referenced in the filing requirements is to permit the City to thoroughly evaluate your proposal relative to City ordinances and policies. Refusal to provide the requested information may jeopardize approval of your request. Information submitted with this application will be made available to anyone who may request it.
3. The City of Shoreview recommends that you discuss your proposal with the adjoining property owners before you submit this application. In so doing, you may reduce the time required by the City to act on your proposal.
4. Approved design review applications must be acted upon within one year from the date of approval or approval shall become null and void.
5. The applicant and/or property owner shall be responsible for paying any out-of-pocket administrative, engineering, or legal expense incurred by the City to process this application or to enforce any conditions(s) of any resulting approval or permit.

### DEFINITIONS

Accessory Structure, Detached. An accessory structure that is separated from the principal structure by at least 6 feet with no connecting structures except for at-grade sidewalks or pathways.

Bluff. A topographic feature such as a hill, cliff, or embankment having all of the following characteristics: a) the slope rises at least 25 feet above the toe of the feature, b) the grade of the slope from the toe to a point 25 feet or more above the toe averages at least 30 percent and is not less than 18 percent for distances greater than 50 feet.

Bluff Impact Zone. A bluff and the adjoining land located within 20 feet of the top of the bluff.

Building Height. Building height is measured from the highest roof peak to the lowest point at finished grade. Finished grade is the final grade upon completion of construction. Grade is defined as the lowest point within 5 feet of the building.

Foundation Area. That portion of the lot covered with roofed structures generally measured to the foundation or footings. Includes dwellings, attached accessory structures, cantilevered areas, detached accessory structures greater than 150 square feet in area, and covered porches, covered decks, and covered patios.

Impervious Surface Coverage. Any surface that prevents substantial infiltration of precipitation and prohibits the growth of vegetation. Such surfaces include, but are not limited to, driveways, parking lots, patios, roofs, sidewalks, streets, swimming pools and tennis courts. Impervious materials include asphalt; brick; concrete; crushed rock or stone; gravel; plastic; and stone. The Public Works Director shall determine whether any proposed surface or material is pervious or impervious. The use of the material shall be considered when making a determination of the pervious or impervious nature of any material, i.e., areas subject to repeated pedestrian and vehicular traffic become compacted and are considered impervious.

Landmark Tree. A well-shaped, healthy tree of significant age for its species with a trunk diameter as measured four and one-half feet above the ground that meets or exceeds the following: 15 inches - Ash, Birch, Black Cherry, Cedar, Maple, Pine, Spruce, Elm, Oak, and other species; and 30 inches - Box Elder, Cottonwood, and Willow.

Ordinary High Water (OHW) level. The boundary of public waters and wetlands and an elevation delineating the highest water level which has been maintained for a sufficient period of time to leave evidence upon the landscape, commonly that point where the natural vegetation changes from predominantly aquatic to predominantly terrestrial. These elevations are as follows (1929 Datum unless otherwise noted):

Lake Emily	919.5 feet	Snail Lake	883.7 feet (1912 Datum)
Island Lake	946.7 feet		882.8 feet (1929 Datum)
Lake Judy	943.9 feet	Turtle Lake	892.4 feet (1912 Datum)
Lake Martha	898.5 feet		891.8 feet (1929 Datum)
Lake Owasso	886.7 feet	Lake Wabasso	885.9 feet

Shore Impact Zone. Land located between the OHW level of a public water and a line parallel to the OHW at a distance equal to 50 percent of the minimum required building setback from the OHW level.

Shoreland Mitigation Plan. A plan designed to demonstrate required methods to mitigate adverse effects of land development on water quality and the lake environment.

Slope, Steep. Lands having average slopes over 12% as measured over horizontal distances of 50 feet or more, including all soils grouped in County Soil Survey Slope Classes C, D, E, F.

## RESIDENTIAL DESIGN REVIEW WORKSHEET

All information must be completed on this form for your Residential Design Review Application to be considered complete.

Applicant Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

### LOT COVERAGE

Impervious surface coverage (see definitions) shall not exceed 25 percent. A maximum impervious surface coverage of 30 percent may be permitted if there are no structures (except docks, stairways, lifts, landings, retaining walls, and fences) in the required setback from the OHW level and/or bluff. If existing lot coverage exceeds allowable lot coverage, the existing lot coverage percentage may be maintained but not increased.

Lot Area: \_\_\_\_\_ square feet  
 Allowed Lot Coverage: \_\_\_\_\_ square feet

Circle One: 25 30 % of lot area

Does existing lot coverage exceed allowed lot coverage? \_\_\_\_\_ Yes \_\_\_\_\_ No

Existing Lot Coverage:		Proposed Lot Coverage:	
Dwelling:	square feet	Dwelling:	square feet
Attached Garage:	square feet	Attached Garage:	square feet
Detached Garage:	square feet	Detached Garage:	square feet
Boathouse:	square feet	Boathouse:	square feet
Shed:	square feet	Shed:	square feet
Driveway/Parking:	square feet	Driveway/Parking:	square feet
Walks/Paths:	square feet	Walks/Paths:	square feet
Patios/Concrete Pads:	square feet	Patios/Concrete Pads:	square feet
Other: (specify)	square feet	Other: (specify)	square feet
Other: (specify)	square feet	Other: (specify)	square feet
TOTAL:	square feet % of lot area	TOTAL:	square feet % of lot area

### BUILDING HEIGHT

Maximum building height shall not exceed 35 feet as measured from highest roof peak to lowest point at finished grade.

Proposed building height: \_\_\_\_\_ feet

**FOUNDATION AREA**

Foundation area (see definitions) of all structures shall be limited to 18 percent of the lot area or 1,600 square feet, whichever is greater. If the existing foundation area exceeds the allowed foundation area, the foundation area percentage may be maintained but not increased.

Lot Area: \_\_\_\_\_ square feet  
 Allowed Foundation Area: \_\_\_\_\_ square feet  
 Does existing foundation area exceed allowed foundation area? \_\_\_\_\_ Yes \_\_\_\_\_ No

Existing Foundation Area:		Proposed Foundation Area:	
Dwelling:	square feet	Dwelling:	square feet
Attached Garage:	square feet	Attached Garage:	square feet
Detached Garage:	square feet	Detached Garage:	square feet
Boathouse*:	square feet	Boathouse*:	square feet
Shed*:	square feet	Shed*:	square feet
Other (specify):	square feet	Other (specify):	square feet
TOTAL:	square feet	TOTAL:	square feet

\*Exclude if 150 square feet or less.

**BUILDING SETBACKS**

**Front (Street).** The required minimum front setback is 25 feet; however, if the existing setbacks for the two adjacent dwellings exceed this requirement, the setback for any new dwelling or new addition shall be equal to the average setbacks for the two adjacent dwellings, plus or minus 10 feet. In those cases where there is only one existing adjacent structure which has a setback greater than 25 feet, then the setback for the new structure or new addition shall be equal to the average of 25 feet and the setback of the existing adjacent structure, plus or minus 10 feet.

Existing Setback, Subject Property: \_\_\_\_\_ feet  
 Existing Setback, Adjacent Property 1: \_\_\_\_\_ feet  
 Existing Setback, Adjacent Property 2: \_\_\_\_\_ feet  
 Allowed Setback (Average of adjacent plus or minus 10 feet): \_\_\_\_\_ feet  
 Proposed Setback: \_\_\_\_\_ feet

**OHW Level (Lake).** The required minimum setback is 50 feet; however, if the existing setbacks for the two adjacent dwellings exceed this requirement, the setback for any new dwelling or new addition shall be equal to the average setbacks for the two adjacent dwellings, plus or minus 10 feet. In those cases where there is only one existing adjacent structure which has a setback greater than 50 feet, then the setback for the new structure or new addition shall be equal to the average of 50 feet and the setback of the existing adjacent structure, plus or minus 10 feet.

Existing Setback, Subject Property: \_\_\_\_\_ feet  
 Existing Setback, Adjacent Property 1: \_\_\_\_\_ feet  
 Existing Setback, Adjacent Property 2: \_\_\_\_\_ feet  
 Allowed Setback (Average of adjacent plus or minus 10 feet): \_\_\_\_\_ feet  
 Proposed Setback: \_\_\_\_\_ feet

**Side (Interior).** The required minimum setback is 10 feet; however, in those cases where an existing principal structure is set back less than 10 feet but at least 5 feet, then the existing setback may be maintained provided the expansion, addition, or reconstruction is no more than one story.

Existing Setback: \_\_\_\_\_ feet  
Allowed Setback: \_\_\_\_\_ feet  
Proposed Setback: \_\_\_\_\_ feet

**Bluff.** A minimum setback of 30 feet is required from the top of bluff (see definitions).

Existing Setback: \_\_\_\_\_ feet  
Proposed Setback: \_\_\_\_\_ feet

SOILS, SLOPES AND GRADING

Natural grade shall be preserved in order to protect water quality and preserve views from the public water. Existing and proposed grades must be shown on the site plan.

Within the Shore Impact Zones, Bluff Impact Zones and in areas of Steep Slopes on riparian lots, natural grades shall be maintained, except for the following:

1. To accommodate the placement of stairways, landings, public recreation facilities, roads, trails, and water oriented accessory structures.
2. To remedy slope failure utilizing acceptable methods for slope stabilization and protection. Retaining walls may be permitted provided the wall does not exceed four (4) feet in height. A greater height may be permitted if it is necessary to remedy the slope failure. **(A separate Grading Permit is required for this type of proposed work.)**
3. To maintain, repair or reconstruct existing retaining walls provided the walls maintain the same height and length. **(A separate Grading Permit is required for this type of proposed work.)**
4. In accordance with an approved mitigation plan.

**Structure.** For new, expanded or reconstructed single-family residences existing grade and elevation shall be maintained to the extent feasible. The finished topographical grade and elevation shall not be less than five feet below the existing topographical grade and elevation.

Existing elevation: Lowest Floor \_\_\_\_\_ Main Floor \_\_\_\_\_  
Proposed elevation: Lowest Floor \_\_\_\_\_ Main Floor \_\_\_\_\_

ARCHITECTURAL MASS

The use of landscaping and natural colors/materials is encouraged to reduce the visual appearance of structures from the lakeshore. Natural colors are shades of brown, gray, or green. Natural materials include wood or stone that complement the setting of the structure.

Proposed Materials:

Building Walls: Primary \_\_\_\_\_  
Accent \_\_\_\_\_  
Trim \_\_\_\_\_

Proposed Colors:

Building Walls: Primary \_\_\_\_\_  
Accent \_\_\_\_\_  
Trim \_\_\_\_\_

Roof: \_\_\_\_\_

LANDMARK TREES

Are any landmark trees (see definitions) proposed for removal as part of this project? Yes No  
If yes, how many? \_\_\_\_\_ (Identify trees to be removed on site plan.)

*Continue to next page – Shoreland Mitigation Plan*

## SHORELAND MITIGATION PLAN

A shoreland mitigation plan must be submitted for residential development that requires land use approval. The plan shall be designed to mitigate the adverse effects land development has on water quality and the lake environment. The mitigation plan shall be signed by the property owner, approved by the City Manager and a Mitigation Affidavit recorded with the Register of Deeds prior to the commencement of development activity.

Mitigation Practices. The mitigation plan shall include at a minimum two of the following practices:

1. **Vegetation Protection Area.** A vegetation protection area may be established which at a minimum shall include land area within the shore impact zone, bluff impact zone or steep slope. Within these areas, the removal of trees, shrubs and groundcover, grading, filling and other land disturbing activities are prohibited with the following exceptions:
  - a. Removal of vegetation that complies with the vegetative and woodland regulations.
  - b. Establishment of one viewing corridor by selective pruning and selective removal of trees and shrubbery. Sufficient trees and shrubbery shall be retained to screen development from view of the water but provide a filtered view of the water. The viewing corridor should be more or less perpendicular to the shore and not be more than 30 feet wide at any point, including at the lakeshore. Water-oriented structures, walkways, stairways and lifts shall be located within the view protection corridor. Clearing, filling, grading and other land disturbing activities are not permitted in this corridor with the exception of the following:
    - i. Construction of a water-oriented structure, walkways, stairways and lifts.
    - ii. Shoreline protection activities as permitted by the DNR.
    - iii. Erosion control measures approved by the City, which are designed to remedy existing erosion problems.
    - iv. Beaches as permitted by the DNR.
2. **Vegetation Restoration.** Vegetation restoration areas may be established which at a minimum shall include land within the shore and bluff impact zones or steep slopes. Land area shall be restored from lawn, beach or other disturbances using native or natural landscaping.
  - a. **Steep Slope/Bluff Restoration.** Steep slopes and bluffs that are vegetated with turf may be restored with deciduous and ornamental trees, evergreens and shrubs that are native to the area.
  - b. **Shoreline Buffer Restoration.** A buffer zone of at least 25 feet from and parallel to the ordinary high water mark shall be planted or restored and maintained with vegetation native to the area to fullest practicable extent possible with effective erosion and sediment control. Existing natural beaches or beaches which have been permitted by the DNR shall be allowed to continue and be maintained. A minimum of 30% of the lot's shoreline area shall be restored. This restoration area shall be contiguous unless otherwise approved as part of the mitigation plan.
3. **Architectural Mass.** The use of natural color(s) and/or materials on the exterior of the structure shall be used to reduce the visual impact. Natural colors are shades of brown, gray, and green. Natural materials include wood or stone that complement the setting of the structure.

4. **Removal of Nonconforming Structures.** The mitigation plan may include the removal of structures that do not comply with the required structure setbacks from the ordinary high water line or are located within a shore impact zone or bluff impact zone.
5. **Reduction of Impervious Surface Coverage.** The mitigation plan may include a minimum 5% reduction of the existing impervious surface coverage. The preferable location of this reduction is within that portion of the lot that drains to the lake.

**Other practices.** At the discretion of the City Manager, other restoration or protection activities may be approved as part of a mitigation plan provided they meet the objectives of this ordinance. Examples include the removal of artificial sand beaches, stormwater management and replacement of seawalls with bioengineering structures.

Mitigation plan consists of the following two practices (circle):

**Vegetation Protection**

**Vegetation Restoration**

**Architectural Mass**

**Removal of Nonconforming Structure**

**Reduction of Impervious Surface Coverage**

Mitigation Plan Submittal Requirements

The Shoreland Mitigation Plan includes a written statement describing the mitigation practices to be used and a construction schedule that includes a completion date. A site plan must also be submitted identifying where the practices will take place on the property. Site Plans must include the information identified in the Residential Design Review Application. In addition, the Mitigation Site Plan shall include the following:

**1. Vegetation Protection**

- a. Delineation of the Vegetation Protection Area.
- b. Location of the Shore Impact Zone, Bluff Impact Zone and Steep Slope Areas.

**2. Vegetative Restoration**

- a. Delineation of the Vegetation Restoration Area.
- b. Location of the Shore Impact Zone, Bluff Impact Zone and Steep Slope Areas.
- c. Identification of plant materials to be used and a plant schedule.
- d. Information regarding any grading activity that may need to take place for restoration.
- e. Location of Erosion Control and methods to be used.

**3. Removal of Nonconforming Structures**

- a. Identify location of non-conforming structure to be removed

**4. Reduction of Impervious Surface Coverage**

- a. Identify location of impervious surface coverage to be removed
- b. Area (square footage) of:
  - i. Existing Impervious surface coverage
  - ii. Proposed Impervious surface coverage
  - iii. Impervious surface coverage to be removed.

**5. Other Practices**

- a. Identify location of other practice (s) being proposed
- b. Additional information may be required depending on the type of practice proposed

***Note: Mitigation Plans must be completed within one year of the plan's approval unless otherwise approved by the City***

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