



## WETLANDS PERMIT APPLICATION (STANDARD) CHECKLIST

Applications will be scheduled for consideration by the Planning Commission and/or City Council only after all required materials have been submitted. Application submittal deadlines are available on the City's website or by contacting the City of Mendota Heights. **Late or incomplete applications will not be put on the agenda.**

### Office Use Only:

Case #: \_\_\_\_\_

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

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

### APPLICATION REQUIREMENTS

*APPLICANT MUST CHECK ALL APPLICABLE ITEMS INCLUDED IN THE SUBMITTAL – or PROVIDE A REASONABLE EXPLANATION AS TO WHY THEY ARE CHECKING "N/A - NOT APPLICABLE"*

- Submit ONE (1) electronic copy and TWO (2) hard copies (full-size/to-scale) of all required plans.

*The following materials must be submitted for the application to be considered complete:*

- Fee, as included in current Fee Schedule (check payable to City of Mendota Heights).

*[NOTE: Planning Application fees do not cover building permit fees, utilities, or other fees which may be required to complete the project.]*

- Completed Application Form(s).
- Letter of Intent, including full and adequate description of all phases of the operation and/or proposed physical changes.
- Required Plans.

#### Required Plans:

- Soil survey map of the area.
  - N/A
- Topographic map of the area. Contour intervals shall be drawn at two (2) foot intervals.
  - N/A
- Detailed site plan of the proposal showing proposed drainage, grading, and landscaping.
  - N/A
- Site design map showing the location of existing and future man-made features.
  - N/A

- Information on existing drainage and vegetation of all land within the site.
  - N/A
  
- Time period for completion of development, including timing for staging of development if applicable.
  - N/A
  
- Design specifications for all sediment and erosion control measures.
  - N/A