



## DESIGN REVIEW APPLICATION

CITY OF JORDAN  
210 EAST FIRST STREET  
JORDAN, MN 55352  
952-492-2535

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

Owner(s) Name: \_\_\_\_\_

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

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

Applicant Phone Number: \_\_\_\_\_

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

Project Name: \_\_\_\_\_ Acreage: \_\_\_\_\_

Location: \_\_\_\_\_  
(site address or description)

\_\_\_\_\_  
(Block) (Lot) (Parcel ID Number)

Current Zoning: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_

Existing Use of Property: \_\_\_\_\_

Proposed Use of Property: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Items Required for Submittal:

- Concept Design Review Application.
- Preliminary site development plan including:
  - (a) Site Plan at a scale of 1" = 20', illustrating the lot and building, their dimensions and setbacks
  - (b) Parking lot plan (if on-site) and circulation areas
  - (c) Entrances and exits, with the primary entrance oriented to a public sidewalk
  - (d) Open spaces; with proposed vision gates
  - (e) Location of refuse containers and proposed screening
  - (f) Adjacent buildings within 300 feet of the site
  - (g) Grading and drainage plan

(h) Lighting plan

• Preliminary architectural drawings including:

(a) Building elevation drawing with adjacent buildings illustrated

(b) Proposed building height and width

(c) Preliminary floor plan

(d) Building relating to proportion including an identifiable base, mid-section and roofline

(e) Window details (if changing), including their size, size of the original opening and transparency of glass

(f) Façade materials and colors

(g) Roof style and cornice detail

(h) Roof top equipment, if applicable, and proposed screening

(i) Proposed overhangs, awnings or canopies and the proposed material and dimensions

(j) Egress stairs for upper level access and the building materials

(k) Other Architectural Detail Drawings as required by the Design Standards manual

• Landscape plan illustrating:

(l) Type, size and quantity of plants

(m) Lawn area

(n) Fences/walls and screening materials

**Please Note:**

An initial meeting with Planning Staff is required before being heard by the Planning Commission to ensure that the proposed project complies with the development standards in the Zoning Code. All applications for design review will be reviewed for consistency with applicable design guidelines.

I certify that all information submitted is true and correct.

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

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY**

DATE SUBMITTED: \_\_\_\_\_ DATE COMPLETE: \_\_\_\_\_ IF INCOMPLETE, DATE LETTER SENT TO APPLICANT: \_\_\_\_\_  
FEE PAID: \_\_\_\_\_ DATE FEE PAID: \_\_\_\_\_ FILE # \_\_\_\_\_

REVIEW BOARD ACTION:  
PLANNING COMMISSION ACTION: \_\_\_\_ RECOMMEND APPROVAL \_\_\_\_ RECOMMEND DENIAL \_\_\_\_  
DATE OF ACTION: \_\_\_\_\_  
DATE APPLICANT/PROPERTY OWNER NOTIFIED OF PLANNING COMMISSION ACTION: \_\_\_\_\_

CITY COUNCIL ACTION: \_\_\_\_ APPROVED \_\_\_\_ DENIED  
DATE OF ACTION: \_\_\_\_\_  
DATE APPLICANT/PROPERTY OWNER NOTIFIED OF REVIEW BOARD'S ACTION: \_\_\_\_\_

DATE FILED IN ADDRESS FILE: \_\_\_\_\_