



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: _____