



APPLICATION FOR DESIGN REVIEW

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

Site Information

Site Address: _____

Legal Description: _____

Applicant / Contractor Information

Name: _____ Phone: _____

Address: _____ Email: _____

Owner Information ([] Check if same as above)

Name: _____ Phone: _____

Address: _____ Email: _____

Project Name: _____ Acreage: _____

Location: _____
(Block) (Lot) (Parcel ID Number)

Current Zoning: _____ Proposed Zoning: _____

Existing Use of Property: _____

Proposed Use of Property: _____

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:
 - (a) Type, size and quantity of plants
 - (b) Lawn area
 - (c) 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: _____		