

# UDC APPLICATION CHECKLIST: SITE DEVELOPMENT PLANS (SDP) and CONDITIONAL USE PERMITS (CUP)

Use this checklist to guide your Land Development Application for Site Development Plans (SDPs) and/or Conditional Use Permit (CUPs). To determine approval body and approval process, please use the Unified Development Code (UDC) Allowed Use Table: 300.1-1, and Summary Table of Review Procedures: 500.01-1.

## 1. General Information

**Decision-Making Body for SDPs:** Community Development Director

**Decision-Making Body for CUPs:** Community Development Director, Planning & Zoning Commission, or City Council

**Site Plan Purpose:** Site plan review is intended to promote the safe, functional, and aesthetic development of property and to ensure that new structures, utilities, streets, parking, circulation systems, yards, and open spaces are developed in conformance with city standards. Site plan review considers the siting of structures and related site improvements to promote harmonious relationships with adjacent development, promote use of non-motorized transportation and transit, enhance the pedestrian environment, and minimize bicycle, pedestrian, and motorized vehicle conflicts.

## 2. Required Application Materials

- Land Development Application and Fee
- Neighborhood Information Meeting Summary
- Cover Letter and Narrative:
  - Summary of Project, including requested incentives
  - Application Criteria
    - Site Development Plan (60.500.060C), *or*
    - Conditional Use Permit (60.500.050.A)
  - DMC District Design Review (if applicable to the zoning district)
- Traffic Impact Report (TIR) Determination, signed by City Engineer
- Certificate of Survey
- Site Plan
- Landscape Plan
- Tree Planting Permit
- Utility Plan and Profile, meeting City of Rochester Engineering Standards Section 1012
- Photometric Plan
- Building Elevations
- Floor Plan

### 3. Review the following Sections of UDC (Table 400.01-1):

A. General Information		
Project Information	UDC Section	Proposed
Use	Table 300.01-1	
Use Specific Standard	Table 300.01-1	
Accessory Use	Table 300.01-1	
Zoning District		
Address/PIN		

B. Dimensional Standards (Tables 400.02-1, 400.02-2, 400.02-3)		
Standards	Proposed	City Teammate Notes
Minimum Lot Area		
Minimum Lot Width		
Building Setbacks		
Front		
Rear		
Interior Side		
Interior Side		
Side Street		
Sum of Interior Side		
Maximum Building Height		
Maximum Building Length		
Floor Area Ratio		
Minimum Landscape Area		
Additional District Standards (60.200.30)		

#### Neighborhood Protection Standards (60.400.020.F)

Is the project a *Regulated Lot*?  Yes  No

If yes, use the table below to determine if the adjacent properties are *Protected Lots*.

Adjacent Lot	PIN	Zoning District	Protected Lot? (if yes, check box)	How is the project addressing neighborhood protection standards? (Building Setback, Building Height Step Down, Outdoor Lighting Step Down, Bufferyards, Parking & Drive-through, Trash Storage)
Lot #1			<input type="checkbox"/>	



Lot #2			<input type="checkbox"/>	
Lot #3			<input type="checkbox"/>	
Lot #4			<input type="checkbox"/>	

### C. Access and Connectivity (60.400.040)

Standards	Code Section	Complete	City Teammate Notes
Cross Access	60.400.040C.5		
Site Level Driveways, Access, Connectivity	60.400.040D.5	<input type="checkbox"/>	
Access Spacing Standards	Table 400.04-1	<input type="checkbox"/>	
Pedestrian Design & Accessibility	60.400.040D.11	<input type="checkbox"/>	
Access & Walkways		<input type="checkbox"/>	
Pedestrian Entryway		<input type="checkbox"/>	
Weather Protection		<input type="checkbox"/>	
Pedestrian Oriented Space		<input type="checkbox"/>	

### D. Landscape and Bufferyards (60.400.060)

Standards	Code Section	Complete	City Teammate Notes
Boulevard Tree Planting Standards	60.400.060.A.2.b	<input type="checkbox"/>	
General Landscaping	60.400.060.B	<input type="checkbox"/>	
Designated Landscape Areas		<input type="checkbox"/>	
Min. Planting Standards	Table 400.06-1	<input type="checkbox"/>	
Min. Plant Size	Table 400.06-2	<input type="checkbox"/>	
Tree Planting Placement		<input type="checkbox"/>	
Visibility Triangle		<input type="checkbox"/>	
Easements		<input type="checkbox"/>	
Parking Lot Landscaping	60.400.060C	<input type="checkbox"/>	
Screening	60.400.060C.2	<input type="checkbox"/>	
Landscape Islands	60.400.060C.3	<input type="checkbox"/>	



• 12% area		<input type="checkbox"/>	
• Min. size / length		<input type="checkbox"/>	
• Min. plantings		<input type="checkbox"/>	
Bufferyards	60.400.060D	<input type="checkbox"/>	
Bufferyard Level	400.06-3 & 4	<input type="checkbox"/>	
Fences, Walls, Hedges	60.400.060E	<input type="checkbox"/>	

<b>E. Site Design (60.400.070E)</b>			
<b>Standards</b>	<b>Code Section</b>	<b>Complete</b>	<b>City Teammate Notes</b>
Site Design	60.400.070E	<input type="checkbox"/>	
Screening	60.400.070E.4	<input type="checkbox"/>	
• Mechanical Equipment		<input type="checkbox"/>	
• Loading, Service, and Refuse Areas		<input type="checkbox"/>	
Traffic Calming, Circulation, and Trash Receptacles	60.400.070E.5	<input type="checkbox"/>	
Public Transit Stops	60.400.070E.6	<input type="checkbox"/>	
• 20,000sf or one acre		<input type="checkbox"/>	
Pedestrian Focal Points	60.400.070E.7	<input type="checkbox"/>	
• 40,000sf or one acre		<input type="checkbox"/>	
Recreation Area ( <i>multifamily</i> )	60.400.070E.8	<input type="checkbox"/>	
• Minimum Area	400.07-1	<input type="checkbox"/>	
• General Requirements	60.400.070E.8.b	<input type="checkbox"/>	

<b>F. Building Design (60.400.070F)</b>			
<b>Standards</b>	<b>Code Section</b>	<b>Complete</b>	<b>City Teammate Notes</b>
360 Degree Architecture	60.400.070F.1.b	<input type="checkbox"/>	
Permitted Building Materials	60.400.070F.1.c	<input type="checkbox"/>	
Transparency	60.400.070F.1.d	<input type="checkbox"/>	
Window Glazing VT – 0.6		<input type="checkbox"/>	
30% Residential Districts		<input type="checkbox"/>	
40% Mix Use Districts		<input type="checkbox"/>	
MXT & MXD Districts		<input type="checkbox"/>	
• Nonresidential Use - 65% ground / 30% upper		<input type="checkbox"/>	
• Residential Use – 30%		<input type="checkbox"/>	
Roof Mounted Equipment Screening	60.400.070F.1.e	<input type="checkbox"/>	
Horizontal Articulation	60.400.070F.1.f	<input type="checkbox"/>	
Every 60' – 2 components		<input type="checkbox"/>	



MXT & MXD Districts		<input type="checkbox"/>	
• Ground level unit access		<input type="checkbox"/>	
• Under 150' length		<input type="checkbox"/>	
• Over 150' length		<input type="checkbox"/>	
MXT Districts	60.400.070F.2	<input type="checkbox"/>	
• Pedestrian Entrances		<input type="checkbox"/>	
• Direct Access to Street		<input type="checkbox"/>	
MXD Districts	60.400.070F.3	<input type="checkbox"/>	
• DMC District Design		<input type="checkbox"/>	
MXT, MXD & MXI Districts	60.400.070F.4	<input type="checkbox"/>	
• 60+ feet in height		<input type="checkbox"/>	
• 100+ feet in height		<input type="checkbox"/>	

### G. Parking, Loading & Stacking (60.400.080)

Standards	Code Section	Complete	City Teammate Notes
Parking Table (Min. & Max.)	400.08-1	<input type="checkbox"/>	
Parking Reductions	60.400.080.F.1-9	<input type="checkbox"/>	
Residential Uses = 20% max		<input type="checkbox"/>	
All Other Land Uses = 40% max		<input type="checkbox"/>	
Visitor Parking	60.400.080H & 400.08-3	<input type="checkbox"/>	
Design & Location	60.400.080J	<input type="checkbox"/>	
Location in MXT & MXD District	60.400.080J.4	<input type="checkbox"/>	
Location in MXD District	60.400.080J.5	<input type="checkbox"/>	
Lighting	60.400.080J.8	<input type="checkbox"/>	
EV Charging Stations	60.400.080J.9	<input type="checkbox"/>	
Parking Garage Design	60.400.080J.10	<input type="checkbox"/>	
Pedestrian Walkways	60.400.080J.11	<input type="checkbox"/>	
Parking Lot Landscaping	60.400.060C	<input type="checkbox"/>	
Loading Areas Location	60.400.080L.2	<input type="checkbox"/>	
Vehicle Stacking Table	400.08-7	<input type="checkbox"/>	
Bicycle Parking	60.400.080M	<input type="checkbox"/>	
Bicycle Parking Location	60.400.080M.2	<input type="checkbox"/>	

### H. Exterior Storage, Lighting, Signage, & Incentives

Standards	Code Section	Complete	City Teammate Notes
Exterior Storage	60.400.090	<input type="checkbox"/>	
Exterior Lighting	60.400.100	<input type="checkbox"/>	
Maximum Lighting Table	400.10-1	<input type="checkbox"/>	



Signs	60.400.110	<input type="checkbox"/>	
General Sign Standards	400.11-1	<input type="checkbox"/>	
Billboards	60.400.110G	<input type="checkbox"/>	
Incentives	60.400.120	<input type="checkbox"/>	
* <b>Additional Application</b>			
Summary of Incentives	400.12-1 & 60.400.120E.1-5	<input type="checkbox"/>	
Combination Maximum	60.400.120B	<input type="checkbox"/>	
Incentive Findings	60.400.120F	<input type="checkbox"/>	

<b>G. Sensitive Lands, Stormwater, &amp; Drainage (60.400.050)</b>			
<b>Standards</b>	<b>Code Section</b>	<b>Complete</b>	<b>City Teammate Notes</b>
Grading and Stormwater Management Plan		<input type="checkbox"/>	
Wetlands ( <i>Contact Olmsted County LGU</i> )	60.400.050E	<input type="checkbox"/>	
25' buffer from delineated wetland		<input type="checkbox"/>	
Decorah Edge Overlay ( <i>contact Olmsted county LGU</i> )	60.200.040D	<input type="checkbox"/>	
Floodplain Overlay * <b>Floodplain Development Permit</b>	60.200.040E & 60.500.060H	<input type="checkbox"/>	
Shoreland Overlay * <b>Shoreland Protection Permit</b>	60.200.040F & 60.500.050C	<input type="checkbox"/>	
Lot Area, Width, & Density	60.200.040F.4	<input type="checkbox"/>	
Setbacks, Height	60.200.040F.4	<input type="checkbox"/>	
Impervious Surface Limits	60.200.040F.13	<input type="checkbox"/>	
Structure Setbacks	60.200.040F.5	<input type="checkbox"/>	

#### 4. Additional Notes

Questions? Contact Community Development at [CommunityDevelopment@rochestermn.gov](mailto:CommunityDevelopment@rochestermn.gov) or 507-328-2600 during office hours.

*DISCLAIMER: This checklist is intended to provide a summary of requirements under the Unified Development Code. Owners are required to meet all applicable requirements, even if not specifically identified on this checklist.*

