



Site Plan Handout

The City of Hastings looks forward to assisting you with your development plans! The following checklist has been established to provide guidance on the development process. Please contact the Community Development Department at (651) 480-2350 with any questions.

1. Concept Plan Review: *Optional*

Initial review of plans prior to submittal of an application. Allows for cursory review prior to payment of fees and drafting of detailed plans. Submittal of hard copy or pdf plans are acceptable. Concept Plans are reviewed by the Community Development, Public Works, Building, Fire, and Parks Departments as part of the Development Review Committee (DRC). DRC meetings are generally held at 10:30 am on Tuesdays at City Hall. Those submitting plans are welcome to attend. DRC comments will be emailed to plan submitters by the end of the week.

Concept Plan submittal should consist of the following:

- **Existing Condition** - location and dimensions of property, existing buildings, parking, streets, trees, general topography.
- **Proposed Condition** – location of building and parking areas, stormwater infrastructure areas, utility access and layout, and general grading.

The more detailed the plans, the more detailed the review.

There is generally no charge for the initial review of plans by the DRC; however the City may require establishment of a payment escrow for more substantial reviews and projects. A payment escrow or application will be required for further review upon delivery of the initial plan comments by the DRC.

2. Site Plan Application Submittal

Electronic (pdf) submittals only; paper copies are not needed. Please see the attached Land Use Application and Planning Commission Action Deadline sheet for payment, submittal deadline, and timeline information.

The following information **is required**:

- a) Site Plan Drawing
- b) Civil Infrastructure Site Plans - (in accordance with Civil Site Plan Review Checklist for Single Site Non-residential Development/Redevelopment)

- *Projects interfacing with or constructing public infrastructure are required to follow design standards Public Works Design Manual and the City's Standard Specifications for Infrastructure Construction.*
- c) Landscape Plan
- d) Photometric Plan
- e) Colored Architectural Elevations

The following information **may** be required as determined by City Staff:

- a) Neighborhood Meeting to introduce the project to neighbors prior to the Planning Commission hearing.
- b) City Council Committee Meeting.
- c) Heritage Preservation Commission Review (historic structures\districts only)
- d) Environmental Assessment Worksheet (EAW) or an Alternative Urban Areawide Review (AUAR)
- e) Traffic Study
- f) Wetland Delineation

Please see [City Code Chapter 154 – Subdivision Regulations](#), [City Code Chapter 155 – Zoning Code](#), and [Public Works Department Resources](#) or further information.

3. Completeness\Initial Review

City Staff will conduct a review of the application for completeness within one week of submittal. The applicant will be notified of any incomplete information. Complete applications will be scheduled for DRC Review.

4. DRC Review (Tuesdays 10:30am)

Complete applications will be scheduled for the Development Review Committee (DRC). Plans are reviewed by the Community Development, Public Works, Building, Fire, and Parks Departments. DRC meetings are generally held at 10:30 am on Tuesdays at City Hall. Those submitting plans are welcome to attend. DRC comments will be emailed to plan submitters by the end of the week. All significant comments must be addressed prior to scheduling review before the Planning Commission.

5. Planning Commission Meeting – (2nd & 4th Mondays each month – 7:00pm)

A public hearing is held before the Planning Commission, a citizen advisory board appointed by the City Council. A City Staff Memo containing a review of the request is prepared during the week before the meeting. Meetings are held in the City Hall Council Chambers located at 101 East 4th Street. **All applicants are strongly encouraged to attend the meeting.** Meetings include:

- Staff presentation of the request
- Public comments
- Questions for applicant
- Recommendation – Applications recommended for approval or denial will be placed on the following City Council agenda. The Commission may table an item to request further information.

6. City Council Meeting – (1st and 3rd Mondays each month – 7:00pm)

Recommendations from the Planning Commission are forwarded to the City Council for final approval. A City Staff Memo containing a review of the request is prepared during the week

before the meeting. Meetings are held in the City Hall Council Chambers located at 101 East 4th Street. **All applicants are strongly encouraged to attend the meeting.**

7. Final Infrastructure Plan Approval

Final approval of the Civil Infrastructure Site Plan by the Public Works Department. A development agreement, maintenance agreement, and utility agreement may be required to document project requirements and expectations.

8. Final Building Permit Approval

Final approval of the building structure plans by the Building Department. Release of the building permit may be required to occur simultaneously with approval of the Civil Infrastructure Plan by the Public Works Department.

9. Schedule Preconstruction Meeting

A Preconstruction meeting may be scheduled upon approval of all plans. This meeting shall be coordinated by the developer's project management team with the Public Works Department and shall take place ahead of any construction activities.

10. Construction

The construction start date will be determined at the Preconstruction meeting. Construction inspection escrow deposit and security for public infrastructure improvements meeting City Ordinance requirements must be provided prior to commencement of construction.

CONTACT INFORMATION

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