

In order to obtain a building permit to develop property within the City of Faribault, approval of a site plan is required for most types of commercial, industrial, and residential projects.

This guide is intended to provide a general overview of the site plan review process and to identify the standards and guidelines that must be met to obtain approval.

This guide does not address every aspect of the city's site plan regulations. If you have questions or would like more specific information, please contact:

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**City of Faribault  
Planning & Zoning Division  
208 NW 1<sup>st</sup> Avenue  
Faribault, MN 55021  
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**Q** *What is a site plan?*

**A** A site plan is a detailed drawing, to scale, of a development project, the purpose of which is to illustrate compliance with the city's land use regulations.

**Q** *What is the process for getting a site plan approved?*

**A** When a proposed land use is permitted in the zoning district in which the property is located, site plans are reviewed and approved administratively by a staff Development Review Committee. In cases where the development proposal requires a conditional use permit, variance, or other special approval, the Planning Commission and City Council review site plans.

**Q** *How long does the review process usually take?*

**A** When a site plan involves administrative staff review only, a 7-10 day review period is typical. If a public hearing is required for the proposed use, the time frame is generally 30-45 days before obtaining final City Council approval.

It is the responsibility of the applicant to ensure that the site plan meets all pertinent city requirements. The review period generally increases when plans are incomplete or require substantial revisions after initial staff review.

**Q** *What information must be shown on a site plan?*

**A** The items listed below must be shown on all site plans submitted for city approval, unless specifically waived by the City Planner:

- (1) A vicinity map showing the location of any railroads, major streams or rivers, and public streets adjacent to the site.
- (2) Boundaries & dimensions of the site shown graphically, along with a written legal description of the property.
- (3) The present and proposed topography of the site and adjacent areas within fifty (50) feet by contour lines at an interval of not more than five (5) feet, and by use of directional arrows, the proposed flow of storm water runoff from the site.
- (4) The location of existing and proposed structures, with height and gross floor area appropriately noted.
- (5) The location and dimensions of existing and proposed curb cuts, aisles, off-street parking and loading spaces, and walkways.
- (6) The location, height, and material for screening walls and fences.

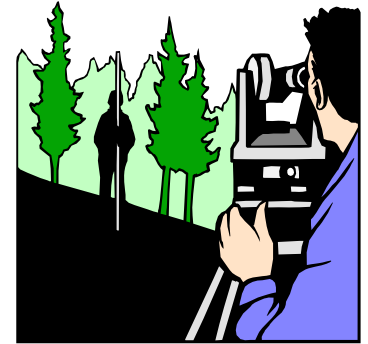
- (7) The type of surfacing and base course proposed for all parking areas, loading areas, and walkways.
- (8) The location of all existing and proposed water lines, hydrants, sanitary sewer lines and storm drainage systems.
- (9) Existing and proposed public streets or rights-of-way, easements, or other reservations of land on the site.
- (10) The location and method of screening of outdoor trash storage areas.
- (11) The location and size of all proposed signage.
- (12) The location and height of proposed lighting facilities.
- (13) Elevation views of all proposed buildings or structures, with building materials and proposed colors noted.
- (14) When a site will be developed in stages, the plan should indicate the ultimate site development and proposed developmental phases.

**Q** *Are there specific site design considerations or landscaping requirements?*

**A** Yes; please contact the Planning and Zoning Division for information regarding these standards.

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## SITE PLANS



A General Guide For  
Property Owners



Planning and Zoning  
Division