

OWNER AUTHORIZATION FORM



COMMUNITY DEVELOPMENT DEPARTMENT

7800 Golden Valley Road
Golden Valley, MN 55427
763-593-8095
www.goldenvalleymn.gov/171

FOR OFFICE USE

FILE NUMBER:

Project Name		PID No(s).	
Site Address:			
Property Owner:			
Owner Mailing Address:			
Owner Phone:		Owner Email:	
<p>I/We, _____, am/are the <u>legal owner(s)</u>* of the above property. I/We consent to the proposed project permit application as it has been made with the free consent and in accordance with my/our desires. I hereby grant the right to enter the above-described location to inspect the proposed, in progress or completed work to the agencies to which this application is made or forwarded. These inspections shall occur at reasonable times and, if practical, with prior notice to the applicant.</p>			
<p style="text-align: center;">Agent as Applicant Authorization</p> <p>I/We grant _____ permission to file and coordinate the project permit with the City of Golden Valley on my behalf as an authorized agent and applicant for this proposed project.</p>			
Owner's Name: _____			
Owner's Signature: _____		Date: _____	
State of _____ County of _____			
Signed or attested before me on _____ by: _____			
(Stamp)		_____ (Signature of notarial officer)	
		_____ Title (and Rank)	
My commission expires: _____			

**Complete an Owner Authorization form for each owner or applicable legal entity*

PLANNING AND LAND USE APPLICATION



COMMUNITY DEVELOPMENT DEPARTMENT

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FILE NUMBER:

Project Name		Application Type (mark one below – use same type for amendments) <input type="checkbox"/> Comp Plan and/or Zoning Change <input type="checkbox"/> CUP Plan or PUD Plan <input type="checkbox"/> Site Plan <input type="checkbox"/> Attached ADU	
Applicant	Phone	Email	
Address			
Property Owner(s)*	Phone	Email	
Address			
*Complete an Owner Authorization form for each applicable legal entity			
Project Address			
Primary Property ID No. (PID)		Additional PIDs	
<p>By my signature, I certify that:</p> <ul style="list-style-type: none">• I am the owner or was granted authorization by the owner to submit this application;• I have reviewed all submittals for completeness and accuracy;• I am aware of the Neighborhood Notification Policy (www.goldenvalleymn.gov/190);• I have reviewed and am familiar with the applicable elements of Golden Valley's Comprehensive Plan and provisions of the Golden Valley City Code (GVCC); and• I acknowledge my proposal shall not be approved unless the proposal conforms to the Comprehensive Plan, GVCC, and the approval criteria for the subject application type.			
Applicant Name: _____			
Applicant Signature: _____		Date: _____	

PRIVACY NOTICE (TENNESSEN WARNING)



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In accordance with the Minnesota Government Data Practices Act, the City of Golden Valley (City) is required to inform you of your rights as they pertain to private or confidential data collected from you when you submit a project permit application ([MN Stat. §13.04, Subd. 2](#)).

The purpose of your name, email address, and phone number is to confirm your identity as the property owner or owner's representative with permission to submit on behalf of the owner. The City intends to use your email address and phone number to contact you regarding your application and keep you informed of its progress and status.

You are not legally required to provide the data requested; however, failure to supply the information will result in your submitted application being deemed incomplete in accordance with [MN Stat. §15.99, Subd. 3](#).

The City will not share your private or confidential data with other persons or agencies unless you authorize its release, or it is required by law. Data may also be shared upon court order or provided to the state or legislative auditor.

Certification: I have read and certify the information in this application is true and correct. I further understand that the giving of false information in this form and/or the failure to give requested information may be cause for immediate revocation of any license or permit issued hereunder. I understand the above information regarding my rights as a subject of government data and applicant for a license or permit from the City of Golden Valley.

Note: Proper signature is required. If a corporation owns this establishment, an officer of the corporation must sign below; if a partnership, the managing partner; if an individual, the owner.

Signature(s)

Owner's Name: _____

Owner's Signature: _____ Date: _____

Applicant (if different): _____

Applicant Signature: _____ Date: _____

CUP PLAN CHECKLIST



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FOR OFFICE USE

FILE NUMBER:

Project Name

PID No(s).

CUP Plan Review follows Golden Valley City Code [Chapter 113-30](#).

You may submit the application electronically by emailing the City's Planning Division at planning@goldenvaleymn.gov.

This checklist sets the minimum requirements for a complete application. Submittals will be deemed incomplete if the materials do not meet these minimum requirements. During the pre-application meeting, Planning Staff will tell you which items you need and how to provide them. If not providing an item, specify the reason at the end of this document.

Provided				Accepted	
Y	N			Y	N
		1	Completed and Signed Application (including fee)		
		2	CUP Plan Checklist		
		3	Cover Sheet		
		4	Survey Drawing		
		5	Existing Conditions Survey		
		6	General Site Layout Drawing		
		7	Elevation Drawings		
		8	Tree and Landscape Plan		
		9	Grading Plan		
		10	Parking & Loading Plan		
		11	Lighting Plan		
		12	Master Sign Plan		
		13	Specialty Report(s) or Permit(s)		
		14	Abstract of Title or Registered Property Abstract (dated within 90 days of application)		
		15	Signed Privacy Notice		
		16	Other drawings or documents as required for specific projects to fully demonstrate the scope of work and how it complies with the Zoning Code		

*** **NOTE:** additional materials may be requested during the review process. ***

Plans shall be prepared per the Department's Electronic Document Submittal Standards.

CUP PLAN CHECKLIST



Name files exactly as shown in the table if submitting via email. Include the project name on each file. Make sure all documents follow our Electronic Document Submittal Standards.

The list below shows all the information needed to review a complete CUP Plan. Not all documents or details are required for every project. A pre-application meeting is required before submitting your CUP Plan. For complex sites, schedule the meeting in advance. For simple projects, you can walk in for the meeting at the Community Development Department's Front Counter anytime Monday to Friday, from 9 a.m. to 4 p.m. During this meeting, the planning staff will explain what information you need to provide for the City to review your CUP Plan properly.

DOCUMENT COMPONENTS AND CONTENTS

1. Planning and Land Use Application

2. CUP Plan Checklist

3. Cover Sheet

- a. Index of drawings
- b. Project description
- c. Complete legal description of the property, include parcel ID number(s)
- d. Location map to scale
- e. Quantitative Summary chart including, but not limited to:
 - i. total acreage or square footage of land area
 - ii. each proposed structure
 - iii. each proposed use
 - iv. zoning district with applicable zoning setbacks identified
 - v. lot coverage area and area of impervious surfaces
 - vi. building area (gross square footage) and height (feet and inches)
 - vii. number of stories and FAR for each structure
 - viii. number of dwelling units and number of bedrooms (if multifamily)
 - ix. residential density
 - x. Total Parking Counts: required and provided (include accessible spaces and bicycle parking)

4. Survey Drawing – a signed and notarized drawing prepared by a professional land surveyor. See drawing preparation instructions below. The survey drawing shall comply with the following requirements:

- A. A Minnesota State registered land surveyor shall prepare the drawing.
- B. All geographic information portrayed on the plat shall be accurate, legible, and drawn to an engineering (decimal) scale.

CUP PLAN CHECKLIST



C. The survey drawing shall contain the following details:

- i. North arrow;
- ii. Illustration key showing symbols for all information pertaining to lot and building design—including grades, easements, lot and block, and setbacks; street names;
- iii. The subject property's legal description, boundary lines, lot and block numbers, lot lines, right-of-way lines, and all recorded easements;
- iv. Flood elevations and locations, if the property is within or adjacent to a 100-year floodplain (flood control policy requires that all damageable property and all floor elevations be located a minimum of 1 foot above flood plain elevation);
- v. Location of all existing and proposed buildings, structures, paved areas and other man-made features (structures are considered, but not limited to, homes, garages, decks, porches, sheds, gazebos, swimming pools, and fences);
- vi. Location of any buildings on adjacent properties relative to the side(s) where the construction will take place;
- vii. All existing and proposed building and structure setbacks;
- viii. If the property is in a Shoreland Overlay District, as defined in City Code Section 113-149, shoreland setbacks and the Ordinary High-Water Mark (OHWM) must also be shown.

5. Existing Conditions Survey

- a. North arrow, key, and scale. Plans should be drawn to a scale in increments of 10 (example: 1" = 100' or 1" = 50') unless approved in advance by the City.
- b. Topography on the site and within 25' of the site at two-foot contour intervals, referenced to a USGS benchmark.
- c. Delineated wetlands or buffers within 100' of the subject property.
- d. Existing improvements within 25' of the subject property.
- e. Street and road names for all public rights-of-way or private roads, and existing on-site and off-site driveways located within 25' of the site.
- f. Location of any soil borings or seepage tests, existing water features, unique soil conditions or other environmental data.
- g. Existing utilities: water mains, sanitary sewer mains, storm sewers, and cable, electric, gas, and telephone utilities and easements.
- h. Location of all existing structures on subject parcel.
- i. Any recorded easements or deed restrictions.

6. General Site Layout Drawing

- a. A written scale, graphic scale, legend, and north arrow shall be included on the 22"x34" plan sheet. Plans should be drawn to a scale in increments of 10 (example: 1" = 100' or 1" = 50') unless approved in advance by the City.
- b. Proposed lot lines, building lines, and all structures or other improvements.

CUP PLAN CHECKLIST



- c. Existing Zoning of the property and zoning of adjacent properties.
- d. Label the following dimensions:
 - i. Distance between buildings.
 - ii. Front, side, and rear setbacks.
 - iii. Floor area.
- e. Extent of any outdoor sales or display areas or service areas
- f. Location of storage area(s) for hazardous substances, including any underground storage tanks.
- g. Show and describe on the site plan anything that generates objectionable smoke, fumes, noise, odor, dust, glare, vibration or heat.
- h. Building locations, sizes, and dimensions.
- i. Any open or public spaces provided in accordance with [City Code Section 109-167](#).

7. Elevation Drawings

- a. Building design shall conform to [City Code Section 113-157](#), Architectural and Material Standards.
- b. Provide elevation of all four sides of the building including materials, colors, and dimensions at an architectural scale of 1"=20'.
- c. Identify locations for screening walls, fences, retaining walls, and headlight or service area screens (include height and construction type).
- d. Include cross-section design details of any screening walls, fences, retaining walls, headlight or service area screens, trash receptacles, mechanical equipment, etc.

8. Tree and Landscape Plan

- a. Landscaping shall be provided in locations and quantities pursuant to the standards in [City Code Section 111-8](#).
- b. A description of compliance with the standards in [City Code Section 111-8](#);
- c. The Tree and Landscape Plan shall be developed in accordance with [City Code Section 111-3](#) and shall include the signature of the person preparing the plan.
- d. Delineation of all areas to be graded and limits of land disturbance.
- e. Size, species, and location of all existing significant trees and legacy trees located within the development's limits. These significant trees and legacy trees should be identified in both graphic and tabular form.
- f. Identification of all significant trees and legacy trees proposed to be removed within the construction area. These significant trees and legacy trees should be identified in both graphic and tabular form.
- g. Measures to protect significant trees and legacy trees.
- h. Whether tree mitigation measures are required and a description of the measures.
- i. Size, species, and location of all replacement trees.
- j. Tree protection measures in accordance with [City Code Section 111-4](#).
- k. Additional landscaping materials like rocks or mulch, include location and size.
- l. Irrigation plan, if applicable.

CUP PLAN CHECKLIST



9. Grading Plan

- a. Proposed excavation and/or filling of property; proposed contour changes
- b. Any proposed filling, draining, cutting, dredging, grading, clearing, or other alterations that are proposed for areas covered by [City Code Section 107-4](#).
- c. Preliminary Stormwater Plans with SWPPP.

10. Parking & Loading Plan (include both vehicle and pedestrian circulation)

- a. Show the location, surface width and right-of-way width of streets, railways, drives, alleys, easements, curb cut/apron, acceleration and deceleration lanes, pedestrian walkways and loading areas on and adjacent to site. Indicate any paved areas that will be replaced.
- b. Provide dimensions, curve radii, and centerlines of existing and proposed access points, roads, and road rights-of-way or access easements
- c. Include cross-section details of roads, driveways, parking lots, sidewalks, and nonmotorized paths (illustrate materials and thickness).
- d. Parking lots shall be designed in accordance with [City Code Section 113-151\(b\)](#).
- e. Per [City Code Section 113-151\(b\)\(17\)](#), provisions for pedestrian circulation to, from, and through parking lots shall be required and patterned pavement, decorative lighting, and associated facilities shall be provided as determined by the City.
- f. Include provisions for snow storage and/or removal.
- g. Delineate the Minimum Number of Required Off-Street Parking Spaces per [City Code Section 113-151\(c\)](#).
 - i. Dimension all drive lanes and show traffic flow arrows. Designate fire lanes and truck routes.
 - ii. Required parking spaces shall be at least nine feet in width and at least 18.5 feet in depth, except for accessible and compact car spaces.
 - iii. Accessible parking and passenger loading facilities shall be provided in compliance with [Minnesota Accessibility Code Section 1106](#).
 - iv. If off-street parking contains 50 or more spaces, up to 10 percent of the spaces may be designated compact cars only.
 - v. Parking area delineation shall occur by durable painted stripes at least four inches wide.
 - vi. Parking lots designed and constructed for more than 40 off-street parking spaces shall have at least four percent of the interior of the parking lot landscaped with vegetation including shade trees.
 - vii. Landscape breaks shall occur approximately every 24 spaces.
 - viii. Required parking shall be located on the same lot as the use, the City may permit the use of spaces on another similarly zoned property within 500 feet.
- h. The City may allow up to 50 percent reduction when joint use or combined parking is provided for uses which have substantially different parking demands and peak parking needs such as daytime uses with nighttime uses.

CUP PLAN CHECKLIST



- i. Facilities to park/store bicycles shall be provided at the rate of five percent of parking required for vehicles with a minimum of four spaces. Facilities shall be secured to either the ground or a building.
- j. Loading and unloading areas as well as any proposed stacking lanes for drive-through uses, in accordance with [City Code Section 113-151\(e\)](#).
- k. Electric Vehicle Provisions in accordance with [City Code Section 113-151\(f\)](#).
 - i. All new or reconstructed parking lots with at least 15 parking spaces or expanded lots that result in 15 or more parking spaces, shall install EVCS in accordance with [City Code Section 113-151\(f\)\(2\)](#).
 - ii. Per [City Code Section 113-151\(f\)\(3\)](#), when the installation costs for EVCS exceeds five percent of the total project cost, a reduction to EVCS requirements may be requested.

11. Lighting Plan

- a. Identify all proposed site lighting in accordance with [City Code Section 113-153](#), Outdoor Lighting.
- b. Lighting Plan Requirements are provided in [City Code Section 113-153\(g\)](#).
- c. All light fixtures shall minimize glare and spillover from the site.
- d. Lighting shall be designed and located such that the maximum foot-candle readings shall not exceed 0.5, or 0.3 in the R-1 and R-2 zoning districts, at the lot line.

12. Master Sign Plan

- a. Prepared to show compliance with [City Code Chapter 105 – Signs](#), as applicable.
- b. Include location, size, material, height, and lighting of all existing/proposed signs.
- c. All signs shall comply with the current versions of the Minnesota State Building Code and the National Electrical Safety Code.

13. Specialty Report(s) or Permit(s)

- a. Review [City Code Section 113-124 – I-394 Overlay Zoning District](#), to identify standards and reports, e.g., Traffic Management Plan, that may be required.
- b. Review the Floodplain Management Overlay Zoning District requirements per [City Code Section 113-125](#) to identify if any special permits are required.
- c. Review the Shoreland Management requirements contained in [City Code Section 113-149](#) to identify if the project is located in a Shoreland Overlay District and whether any specific standards apply.
- d. Wetland reports necessary to classify or delineate wetlands and wetland buffers.

14. Abstract of Title or Registered Property Abstract – document verifying the ownership and title of all properties included in the project. The City Attorney shall conduct a review of the certified abstract of title or the registered property abstract showing title or control of the property being subdivided by the subdivider.

15. Privacy Notice – The purpose of the notice is to enable people to make informed decisions about whether to give information about themselves to the government. (See [Minnesota Statutes, section 13.04, subdivision 2](#)).

CUP PLAN CHECKLIST



For any document not provided, please explain why using the corresponding item number.

Item	Reason for Omission
1/2	
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ELECTRONIC DOCUMENT SUBMITTAL STANDARDS



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GENERAL REQUIREMENTS

The City of Golden Valley has determined that the following minimum submittal standards must be met to consider permit application submittal documents sufficient for review.

Q: Which file types are acceptable for electronic submittals?

A: All electronic submittals must be in Portable Document Format (PDF).

Q: Are there any specific requirements for my PDF submittal documents?

A: Yes, please refer to the list below when creating your PDF submittal documents.

- Each uploaded document must be a separate PDF (not to exceed 500 MB in size).
- Ensure all layers are “flattened” in the authoring program prior to export and submittal. Scanned documents are inherently flattened.
- Orient sheets so the page’s top is at the top of the computer screen (right side up).
- All sheets must be numbered, labeled, or titled.

Q: What are the requirements for professional signatures on electronic documents?

A: Permit submittals often require a signature from the document’s creator.

- Documents requiring the signature of a licensed design professional, may be submitted electronically, provided the signed document is submitted as a “flattened” PDF such that all layers of text, graphics, and content are merged into a single graphic entity. See security settings below.
- See **Minnesota Statutes** [Section 326.12](#) and **Minnesota Administrative Rules** [Part 1800.4200](#) for more information.

Q: May I apply security settings to my submitted documents?

A: Electronic documents submitted to the City for plan review and permit issuance must be provided in a state that allows for document mark up, file combining, and processing. Documents submitted in any manner that prevents the City from completing the review and permit issuance process, including but not limited to submitting documents that are locked, may result in additional review time and/or permitting delays.

Q: Is it acceptable for my PDF submittal to be a scanned document?

A: PDF documents created from electronic sources are preferred; however, documents which are only available in paper format may be submitted as scanned document PDFs. Original paper documents must be as clean as possible, and scanned at a resolution which ensures the pages are legible when viewed on a computer screen and when printed. Scanning must be done at a minimum of 150 dpi and a maximum of 300 dpi to balance legibility and file size. Full-photo scan settings for copies must be avoided.

ELECTRONIC DOCUMENT SUBMITTAL STANDARDS

Q: Are there any specific drawing scale requirements?

A: Yes, please refer to the following list when considering your drawing scale.

- The minimum allowed scale for submittal drawings is 1/4" = 1'.
 - The use of a 1/8" = 1' scale for full building floor plans, exterior elevations, or building sections is acceptable when unit plans, core plans, detail plans, detail sections, and detail elevations are provided at the minimum scale of 1/4" = 1'.
 - The minimum allowed scale for site plans is 1:20.
- Match lines and separate plan sheets must be used when necessary to provide acceptable drawing quality and clarity in lieu of over-crowded drawings. An overall keyed reference plan for the match lines should be provided.
- A smaller scale may be acceptable in certain cases with prior City approval.

Q: Are there minimum drawing quality standards?

A: Yes, please refer to the list below when preparing your PDF submittal documents.

- Drawings must be easy to read and free of extraneous information or markings.
- Line-weight(s) must provide sufficient contrast with the background and other drawing elements.
- All code information must be conveyed in a clear and legible manner for review and field inspection purposes.
- Fonts must have a clarity equivalent or better than Arial, Gill Sans, or Tahoma.
- Text font size must be a minimum of 10 pt. or 3/32" for CAD prepared documents.
- Scanned hand drawn documents must be legible in font and drafting.

Q: Are there any specific drawing size requirements?

A: Yes, please refer to the following list when considering your drawing size.

- The minimum sheet size is 11"x17" for minor residential remodel permit applications and 22"x34" for commercial applications.
- Sheet size must not reduce the required minimum drawing scale.
- Smaller sheet sizes may be acceptable in certain cases with prior City approval.
- Approved plans kept on-site for inspectors must be printed at full size and to scale.

Q: Are there any other specific drawing requirements?

A: Yes, please refer to the following list when considering your drawing orientation/layout.

- Drawings must accurately represent what is proposed for construction. Alternative designs, optional layouts (except those allowed in Registered Basic Plans), irrelevant notes and unused details must not be included in the plan set.
- Remove all references to "NOT FOR CONSTRUCTION" or similar language.
- For residential projects, the site plan must have a north arrow. Where the floor plan(s) orientation does not match the site plan, north arrows must also be provided on the floor plan(s).
- Elevation views must be labeled as North, South, East, and West, as appropriate.
- Final grade should be accurately depicted on the elevation views.
- Building plans and engineering must correspond to the site's topographic condition.