

# Downtown Minneapolis Neighborhood Association (DMNA) Land Use Committee - Project/Land Use Review Submittal Form

The role of the DMNA Land Use Committee is to review key land use issues and development projects to provide strategic and technical guidance to the DMNA.

The Land Use Committee meets on the (\*\*VERIFY - First Tuesday of each month at 6:00 p.m. - building and address to be determined.\*\*). This committee is the point of first contact with the DMNA for those that are proposing land use changes within the neighborhood. The Committee will provide comments and recommendations to the DMNA Board, the City of Minneapolis Staff and City Commissions.

If owner/applicant is interested in making a presentation to the DMNA Land Use Committee please provide the requested information below at least one week in advance of the meeting. If the information that is being requested is not known at this time or is not applicable please state this. Provide the requested information in the form of a written document that is sent as a separate PDF attached to an email. Provide the information formatted in the categories shown below.

## **A. Land Use and Contact Information:**

1. Date of DMNA Review Submittal.
2. Name of project and land use.
3. Address of the property and name of adjacent street/s.
4. Applicant/property owner's name, address, phone, email.
5. Applicant/submitter point of contact's name, address, phone, email.
6. City council ward number and city council member for the ward.
7. Name of City of Mpls. Community Planning & Economic Development (CPED) staff reviewer, if known.
8. City of Minneapolis project file number, if known.

## **B. Site Data:**

1. Existing/proposed primary, overlay zoning districts.
2. Land use designation.
3. Small area plan, if applies.
4. Corridor designation, if applies.

## **C. Background Information:**

1. Provide a written description of the proposed project/ land use.
2. Describe the current site and use.
3. Describe the surrounding properties and land uses.
4. Identify the permits, variances and all other approvals needed for this project.
5. Identify if Minneapolis Heritage Preservation Commission (HPC) approval is needed.
6. Identify if demolition of a building/s is proposed.

## **D. Site Plan Information:**

1. Architectural design and materials.
2. Building height.
3. Site access and circulation for pedestrians, vehicles and service.
4. Landscape design and screening.
5. Site hardscape design.
6. Site stormwater drainage/retention.
7. Impact on existing views.
8. Parking for vehicles and loading docks.
9. Parking for bicycles.
10. Signage.
11. Lighting.

**E. Proposed Project Schedules:**

1. Public and private entitlements and approval steps. List the specific approvals and their sequence.
2. Construction schedule.

**F. Letter to the Neighborhood Group - Required by the City of Minneapolis as a part of the General Land Use and Historic Preservation Applications.**

The letter must contain the following information. Please provide as a separate PDF document.

1. Description of the project.
2. Land Use and Preservation applications that are needed for the project.
3. Address of the property for which zoning approval is sought.
4. Applicants name, address, telephone number and email address.

**G. Attachments:**

Provide the following attachments (8 1/2 x 11 PDF format):

1. Location Map1 - Neighborhood Context: Show the project's location on a map of the entire Downtown Minneapolis Neighborhood (Downtown East and Downtown West).
2. Location Map2 - City Block Context: Show two block radius around project. Identify the project location, streets and landmarks.
3. Aerial Photo Image of Site: Show a 5 block radius. Identify the project location and street names.
4. Site Plan: Show proposed site development with all surrounding streets labeled. Identify adjacent uses.
5. Landscaping Plan: Show proposed planting and landscape features.
6. Architecture and Building Elevations: Show proposed materials and colors.
7. Hardscaping: Show proposed materials and colors.
8. Signage: Show proposed building and site signs.
9. Other items as requested by DMNA Land Use Committee.

(\*\*DRAFT for review and comment - Version dated 09-11-15)