



ZONING CERTIFICATE APPLICATION CHECKLIST

Type 1 Review

This application checklist provides information about what is to be submitted for the project narrative and the site plan. A complete development review application includes the following:

- Completed and signed development review application
- Completed application checklist
- Application fee

1. Zoning Certificate Narrative

Submit a separate narrative document which answers or addresses the following questions about the proposed zoning certificate.

- a) What is the zoning district for the property?
- b) What is the existing use for the property?
- c) What is the proposed use for the property?
- d) Describe what is proposed for the project. If an accessory dwelling unit (ADU) is proposed, provide the following information:
 - a. The finished floor area of the home
 - b. The square footage of the proposed ADU
 - c. If applicable, whether the ADU occupies the entire basement
- e) If the project requires submittal of a site plan according to City code section 510.17, the following criteria must be addressed in the narrative:
 - a. The site plan fully complies with all applicable requirements of the unified development code (UDC)
 - b. The site plan or use protects residential uses from the potential adverse effects of a non-residential use.
 - c. The proposed use is consistent with the character of surrounding properties.
 - d. The use provides safe conditions for pedestrians or motorists and prevents the dangerous arrangement of pedestrian and vehicular ways.
- f) Have any use-specific standards been addressed? (City code sections 515.19, 515.23 or 515.25)
- g) If the proposed use is a temporary use as described in City code section 515.25, provide the dates, times and days that the use is proposed.

2. Site plan design features checklist. Check all items included in the application. Items may be modified with advance approval from the city planner.

General Plan Information.

Staff contact:
Dan Olson, City Planner

4141 Douglas Dr N
Crystal, MN 55422
www.crystalmn.gov

Contact: 763-531-1142 or dan.olson@crystalmn.gov

- a) The applicant shall submit one 11" x 17" copy of the site plan, and email a pdf copy to city planner Dan Olson at dan.olson@crystalmn.gov
- b) The site plan shall be drawn to a minimum scale of 1' = 100', unless an alternative scale has been agreed to with the city planner in advance

Site plan. A property survey, showing existing easements, is not required except for the following types of construction:

- Additions to multi-family dwellings or non-residential buildings
- Telecommunication towers in the Industrial district
- Off-street parking lots or loading areas
- Detached accessory dwelling units. This requirement may be waived by the city planner if the property corner pins are located to document that setbacks are met.
- All site plans and property surveys shall include the following information:
 - North arrow and date of preparation
 - Property address
 - Zoning classification for the property
 - Location of proposed structure and its distance from property lines
 - Location of public streets
 - For temporary uses, describe how many parking spaces will be taken up by the use.
 - Proposed height of addition that is in compliance with city code section 520.01, Subd. 5. The Federal Aviation Administration (FAA) may require the submittal of Form 7460-1 ("Notice of Proposed Construction or Alteration") relating to building height in the vicinity of the Crystal Airport. Additional information about FAA requirements can be found in Title 14, Part 77 of the Code of Federal Regulations, with Section §77.9 being the submittal requirements for buildings exceeding specific Above Ground Levels on the property. **If Form 7460-1 is required by the FAA, the development review application submittal shall include a response letter from the FAA.**
 - For new parking lots, show existing and proposed parking areas and drive aisles in compliance with the requirements in city code section 520.15. The following information should be included:
 - Size, dimensions, and setbacks of parking spaces, drive aisles, and fire lanes (if required by the 2020 Minnesota State Fire Code)
 - Location and dimension of handicapped parking spaces
 - Notation describing the surfacing materials to be used for pavement and curbing
 - The methodology used for calculating the required number of parking spaces
 - If proposed, location of bicycle parking
 - Percentage of existing and proposed lot coverage (areas covered by hard surface such as buildings, parking areas, and sidewalks)
 - If landscaping is required, show landscaping that meets the requirements of City Code section 520.11. If new trees are proposed they shall be in conformance with the city's approved tree species list (page 3 of this checklist). If native vegetation is proposed, the landscape plan shall contain the information required in city code section 615, including a maintenance plan.
 - If screening is required, show screening that meets the requirements of City code section 520.13
 - If new exterior lighting is proposed, provide a photometric plan that meets the requirements of City code section 520.07
 - Information relevant to the specific zoning certificate request as may be requested by the city planner to be shown on the site plan.

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Approved Tree List

At its discretion the city may approve cultivars similar to the trees on this list. The most road salt tolerant trees are marked with an *

Common Name	Botanical Name	Common Name	Botanical Name
Accolade Elm	<i>Ulmus 'Accolade'</i>	Japanese Tree Lilac*	<i>Syringa reticulata</i>
American Hophornbeam (aka Ironwood)	<i>Ostrya virginiana</i>	Katsura Tree	<i>Cerdidiphyllum japonicum</i>
American Larch	<i>Larix laricina</i>	Kentucky Coffeetree	<i>Gymnocladus dioicus</i>
American Linden	<i>Tilia Americana</i>	Large-leaved Linden	<i>Tilia platphyllos</i>
American Sycamore	<i>Platanus occidentalis</i>	Liberty Elm	<i>Ulmus Americana 'Liberty'</i>
Amur Chokeberry	<i>Prunus maackia</i>	Littleleaf Linden	<i>Tilia cordata</i>
Amur Cork Tree	<i>Phellodendron amurense</i>	Mugo Pine	<i>Pinus mugo</i>
Amur Maackia	<i>Maackia amurensis</i>	Northern Catalpa	<i>Catalpa speciosa</i>
Asian White Birch	<i>Betula playphylla</i>	Norway Spruce	<i>Picea abies</i>
Austrian Pine*	<i>Pinus nigra</i>	Ohio Buckeye	<i>Aesculus glabra</i>
Autumn Splendor Buckeye*	<i>Aesculus 'Autumn Splendor'</i>	Prairie Dream Paper Birch	<i>Betula papyrifera 'Varen'</i>
Balsam Fir	<i>Abies balsamea</i>	Prairie Expedition Elm	<i>Ulmus Americana 'Lewis & Clark'</i>
Black Hills Spruce*	<i>Picea glauca</i>	Princeton Elm*	<i>Ulmus Americana 'Princeton'</i>
Black Tupelo	<i>Nyssa sylvatica</i>	Quaking Aspen	<i>Populus tremuloides</i>
Blue Beech (aka Musclewood)	<i>Carpinus caroliniana</i>	Red Buckeye*	<i>Aesculus pavia</i>
Bottlebrush Buckeye	<i>Aesculus parviflora</i>	Red Oak*	<i>Quercus rubra</i>
Bur Oak	<i>Quercus macrocarpa</i>	Red Pine	<i>Pinus resinosa</i>
Cathedral Elm*	<i>Ulmus 'cathedral'</i>	River Birch	<i>Betula nigra</i>
Common Hackberry	<i>Celtis occidentalis</i>	St. Croix Elm	<i>Ulmus Americana 'St Croix'</i>
Common Horsechestnut*	<i>Aesculus hippocastanatum</i>	Scots Pine	<i>Pinus sylvestris</i>
Crabapple	<i>Malus spp. (disease-resistant spp.)</i>	Silver Linden	<i>Tilia tomentosa</i>
Cucumber Tree	<i>Magnolia acuminata</i>	Speckled Alder	<i>Alnus rugosa</i>
Douglas Fir	<i>Pseudotsuga menziensis</i>	Swamp White Oak	<i>Quercus bicolor</i>
Downy Serviceberry (tree form)	<i>Amelanchier arborea (tree form)</i>	Sweet Birch	<i>Betula lenta</i>
Dwarf Korean Lilac (tree form)	<i>Syringa Meyeri Palibin</i>	Thornless Honeylocust*	<i>Gleditsia triacanthus inermis</i>
Eastern Hemlock	<i>Tsuga Canadensis</i>	Triumph Elm	<i>Ulmus 'Morton Glossy'</i>
Eastern Redbud (northern strain)	<i>Cercis Canadensis</i>	Turkish Hazel	<i>Corylus colurna</i>
European Hornbeam	<i>Carpinus betulus</i>	Valley Forge Elm	<i>Ulmus Americana 'Valley Forge'</i>
Ginkgo* (aka Maidenhair Tree)	<i>Ginkgo biloba (male tree only)</i>	White Oak*	<i>Quercus alba</i>
Harvest Gold Mongolian Linden	<i>Tilia mongolica 'Harvest Gold'</i>	White Pine	<i>Pinus strobus</i>
Hawthorn	<i>Crataegus monogynaser</i>	Yellow Birch	<i>Betula alleghaniensis</i>
Hybrid Serviceberry (tree form)	<i>A. arborea x grandiflora (tree form)</i>	Yellow Buckeye*	<i>Aesculus flava</i>
Jack Pine*	<i>Pinus banksiana</i>	Yellowhorn	<i>Xanthoceras sorbifolium</i>
		Yellowwood	<i>Cladrastus kentukea</i>

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