



**CITY OF INVER GROVE HEIGHTS**  
8150 Barbara Avenue  
Inver Grove Heights, MN 55077  
(651) 450-2545 ♦ Fax: (651) 450-2502  
www.invergroveheights.org

## **SKETCH PLAN REVIEW APPLICATION FOR THE NORTHWEST AREA OVERLAY DISTRICT**

Preparation of a sketch plan is strongly encouraged given the design complexities of the Northwest Area Overlay District.

The following must be submitted prior to review and processing a request. If you have any questions, please contact the Planning Department.

**Sketch Plan.** The Sketch Plan of a Planned Unit Development shall include thirteen (13) folded full size copies and one set of 11 x 17 reductions and an electronic version of the following information:

- A preliminary stormwater management concept should be provided in outline format identifying desired techniques for the development proposal based upon the City of Inver Grove Heights' Stormwater Manual.
- Identification of the natural resources as included within the City of Inver Grove Heights Natural Resource Inventory and Management Plan for the Northwest Expansion Area (Bonestroo Rosene Anderlik and Associates, 2004).
- A conceptual development capacity plan as described in Title 10, Chapter 13J-5.E.
- A conceptual scaled natural area/open space plan identifying all natural area/open spaces as required in Title 10, Chapter 13J-5.D.
- A conceptual net developable area plan showing, and identifying in acres or square feet; wetlands, slopes/bluffs within the Shoreland Overlay District, OHW line for shoreland lakes in the Shoreland Overlay District.
- A Sketch Plan containing:
  1. Tract Boundaries
  2. North point
  3. Streets on and adjacent to the tract
  4. Significant topographical and physical features
  5. Proposed general street layout
  6. Proposed general land use
  7. Name of owner and/or developer
  8. Zoning on and adjacent to tract
- A summary sheet indicating:
  - Area of land in each use or each separate intensity of use
  - Number of residential dwelling units proposed in each area
  - Number of acres of common open space
  - Modifications of any provisions of the City Zoning Code
- A staging plan indicating the geographical sequence and timing of development or portions thereof, including the date of beginning and completion of each stage. The staging plan shall also include the number of dwelling units, public streets, utilities and recreation areas.
- A narrative describing the general concepts of the project and details include such items as; proposed zoning, residential unit type, phasing, design theme of project.



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## NORTHWEST AREA SKETCH PLAN APPLICATION FORM

### SECTION 1

### APPLICANT INFORMATION

Applicant Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Mailing Address: \_\_\_\_\_  
Daytime Phone: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_  
Cell Phone/Fax: \_\_\_\_\_ Cell Phone/Fax: \_\_\_\_\_  
Email: \_\_\_\_\_ Email: \_\_\_\_\_

### SECTION 2

### SITE & PROPERTY OWNER INFORMATION

Site Address: \_\_\_\_\_ County Tax PIN: 20- \_\_\_\_\_  
Legal Description: \_\_\_\_\_  
Owner Name (If different from above): \_\_\_\_\_  
Owner Mailing Address: \_\_\_\_\_

### OFFICE USE ONLY

Date Accepted: \_\_\_\_\_ Planning Review Committee Date: \_\_\_\_\_

## SECTION 5 FEES

REQUEST TYPE	BASE FEE	ABSTRACT FEE	GIS FEE	ESCROW*	TOTAL
Administrative Subdivision	\$100		\$25/lot		\$
Comprehensive Plan Amendment	\$500		\$50	\$2,500	\$
Comprehensive Plan Amendment – minor	\$200			\$250	\$
Conditional Use Permit, single family residential	\$250	\$46			\$
Conditional Use Permit, impervious surface single family residential	\$250	\$46		\$1,500	\$
Conditional Use Permit, other	\$500	\$46		\$3,000	\$
Conditional Use Permit, other – amendment	\$150	\$46		\$1,000	\$
Determination of Substantially Similar Use	\$200			\$200	\$
Final Plat – single family	\$350	\$46	\$25/lot	\$3,000	\$
Final Plat – other (i.e. Commercial or Industrial)	\$200	\$46	\$100/acre	\$3,000	\$
Interim Use Permit	\$500	\$46		\$1,250	
Major Site Plan Review	\$500			\$3,000	\$
Non-Conforming Use Certificate	\$500	\$46		\$1,250	
Northwest Area Environmental Studies Fee	\$80/gross acre				\$
Northwest Area Sketch Plan Review				\$1,000	\$
Planned Unit Development (PUD) - Preliminary	\$1,000 + plat fees	\$46	Varies	\$5,000	\$
Planned Unit Development (PUD) – Final	\$500	\$46		\$3,000	\$
Planned Unit Development – Amendment	\$250	\$46		\$1,000	
Preliminary Plat	\$250 + \$5 per lot			\$3,000	\$
Rezoning	\$500		\$50	\$500	\$
Street Dedication	\$150	\$46	\$50		\$
Street/Easement Vacation	\$150	\$46	\$50	\$500	\$
Variance – Residential	\$200	\$46			\$
Variance - Commercial	\$200	\$46			\$
Waiver of Plat	\$300	\$46	\$25		\$
Wetland Conservation Act Certification	\$75				
Wetland Replacement Plan	\$200		\$100/acre	\$2,500	
Zoning Code Amendment	\$500			\$500	\$
Zoning Code Amendment – minor	\$100			\$250	\$
<b>TOTAL CUMULATIVE FEES</b>	<b>\$</b> (Code “AV”)	<b>\$</b> (Code “AV”)	<b>\$</b> (Code “CB”)	<b>\$</b> (Acct. # )	<b>\$</b>

\*The above escrow amounts represent the minimum deposit required. Additional escrow amounts may be required depending upon the size, complexity and scope of project.



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### SKETCH PLAN REVIEW SUPPLEMENT

Incorporating the elements of the Northwest Area regulations into the early stages of site design is very critical to a successful review process. We can't emphasize enough how important it is for the applicant to review the Natural Area Resource Inventory and Management Plan and the Northwest Area Stormwater Manual at the initial stages of site design. Both documents are accessible on the City's website [www.invergroveheights.org](http://www.invergroveheights.org).

This handout is a supplement to the Sketch Plan Review Application. This supplement is designed to give further explanation on what to provide as part of a Sketch Plan Review application.

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The required information to be submitted should be looked at as multiple layers of information to be shown on individual maps.

#### Natural Resource Inventory Layer

Utilizing a survey, aerial photograph, map or drawing of the property as the base map, identify any natural resources that are identified in the Natural Resource Inventory and Management Plan and illustrate these on a map.

#### Net Developable Area Layer

Prepare a map that identifies the net developable area for the site according to the following definition: the area of property remaining after excluding those portions that are either: a) encumbered by right-of-way for arterial roads as shown on the Comprehensive Plan Transportation Plan Map, b) lying below the ordinary high water level of public waters as identified in the Shoreland Overlay District, or c) lying within boundaries of wetlands, or d) bluffs in Shoreland Overlay Districts abutting public waters, or e) land to be dedicated for park dedication purposes. A summary table should be provided showing these calculations.

***The Natural Resource Inventory Layer and Net Developable Area Layer are the two most important layers to map out before much thought is put into site design.***

### **Natural Area/Open Space Layer**

Prepare a map showing the natural area/open space that will be preserved. Minimum requirement of open space is 20% of the net developable area. Of that 20%, a minimum of 50% must remain as undisturbed permanent open space. The other 50% may be utilized as recreation open space, used for storm water purposes, etc. All of the open space must be connected with corridors at least 100 feet wide in order to provide continuous corridors that can connect to adjacent property. These regulations are listed in Title 10, Chapter 13J-5.D.



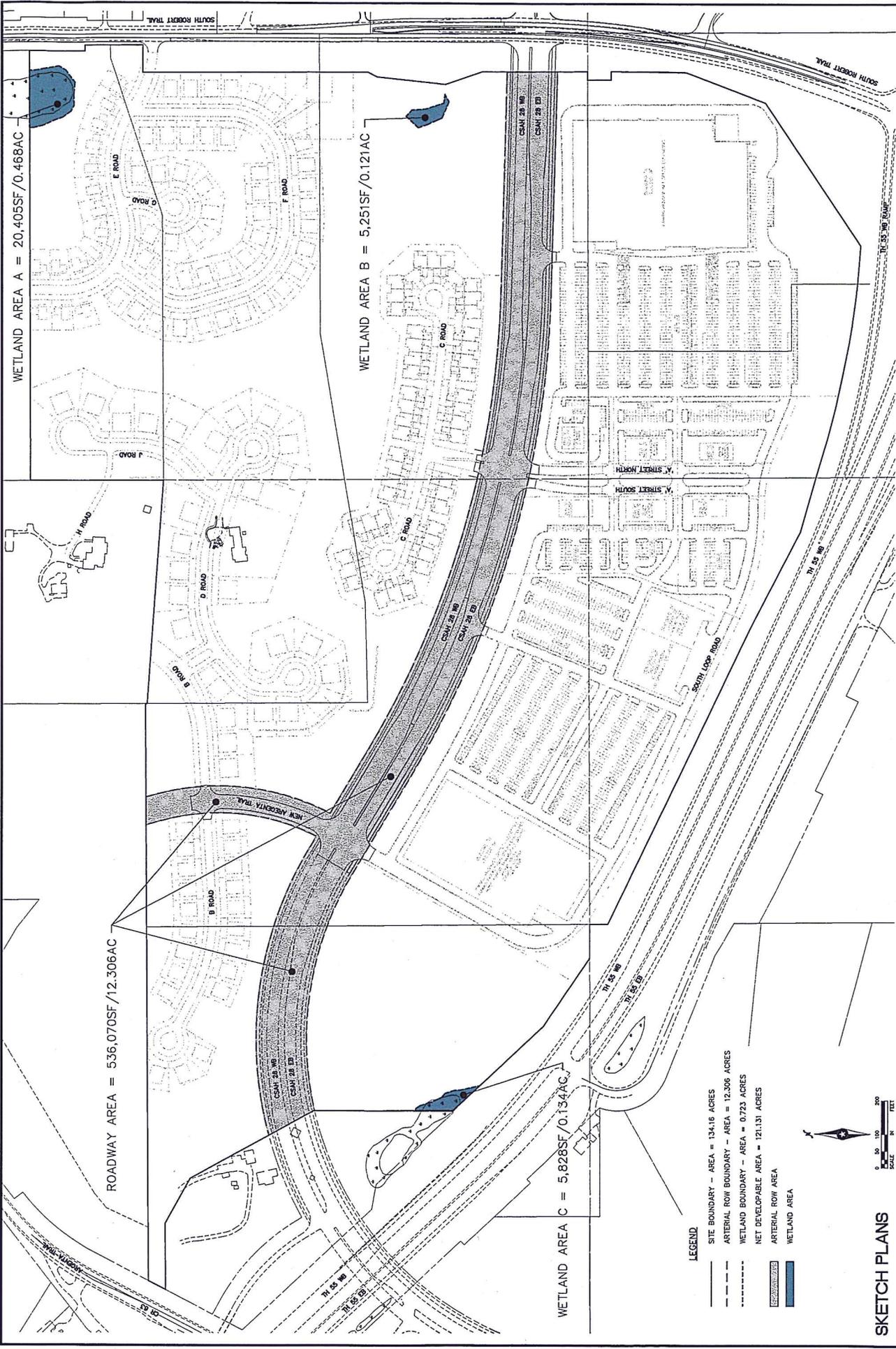
### **Conceptual Development Capacity Plan Layer**

Prepare a map showing the potential development capacity based upon the criteria listed in the Northwest Area Ordinance. These regulations are listed in Title 10, Chapter 13J-5.E. The intent of the development capacity plan is to determine the total number of units that could be developed on the site according to the zoning district proposed. This should include proposed zoning for the project. If more than one zoning is proposed, area calculations for each zoning district should be included. The total unit count determined through the development capacity plan shall then become the maximum number of units permitted.



### **Other Plan Layers That Would be Helpful to Illustrate Features of the Site and of the Project Design**

- A map showing all the storm water features within the project boundary that would be utilized for storm water management based on the regulations of the Storm Water Manual.
- A preliminary tree count or tree canopy calculation identifying species and size of all significant and heritage trees on site.
- Road network and interconnections contained within the boundary area and the larger surrounding area. The plan should show any proposed and existing arterial roads and where potential road connections to abutting properties could occur.



ARGENTA HILLS  
NET DEVELOPABLE AREA PLAN  
INVER GROVE HEIGHTS, MN

URB

DATE: \_\_\_\_\_

SCALE: 0 50 100 200 FEET

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DEVELOPER  
MGT DEVELOPMENT, INC.

DATE: 04/17/2007

SCALE: 0 50 100 200 FEET

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DATE: 04/17/2007

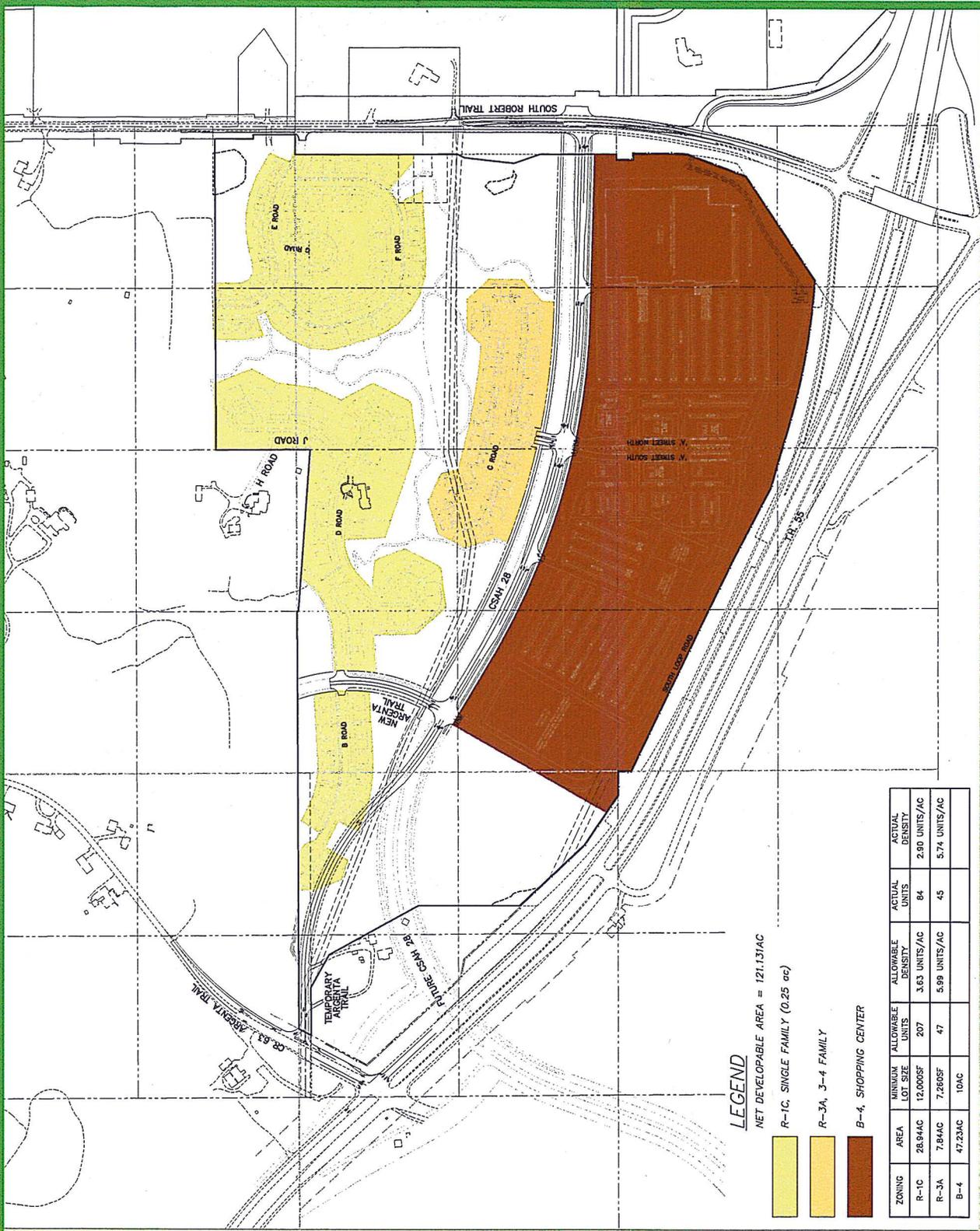
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# DEVELOPMENT CAPACITY PLAN

- SINGLE FAMILY
- MULTI-FAMILY
- SHOPPING CENTER



**LEGEND**

NET DEVELOPABLE AREA = 121.131AC

R-1C, SINGLE FAMILY (0.25 ac)

R-3A, 3-4 FAMILY

B-4, SHOPPING CENTER

ZONING	AREA	MINIMUM LOT SIZE	ALLOWABLE UNITS	ALLOWABLE DENSITY	ACTUAL UNITS	ACTUAL DENSITY
R-1C	28.94AC	12,000SF	207	3.63 UNITS/AC	84	2.90 UNITS/AC
R-3A	7.86AC	7,260SF	47	5.99 UNITS/AC	45	5.74 UNITS/AC
B-4	47.23AC	10AC				

CONSULTANT TEAM:

**URS**

**CLUSE EOR**  
LANDSCAPE ARCHITECTURE +



**ARGENTA HILLS**

OWNER:

**MGT**  
**DEVELOPMENT, INC.**

NOT TO SCALE



# OPEN SPACE PLAN



**LEGEND**

- SITE BOUNDARY AREA = 1,34.16 ACRES
- NET DEVELOPABLE AREA = 121.131AC
- CONTIGUOUS NATURAL AREA/OPEN SPACE

- UNDISTURBED NATURAL AREA/OPEN SPACE
- DISTURBED NATURAL AREA/OPEN SPACE
- UNDISTURBED PRIVATE NATURAL AREA/OPEN SPACE

DESIGNATED AREA	REQUIRED ACRES	PROPOSED ACRES	EXCESS ACRES
NATURAL AREA/OPEN SPACE	24.226	45.572	21.346
UNDISTURBED NATURAL AREA/OPEN SPACE	12.113	19.621	7.508
UNDISTURBED PRIVATE NATURAL AREA/OPEN SPACE	0.00	1.828	1.828
DISTURBED NATURAL AREA/OPEN SPACE	12.113	23.615	11.502
CONTIGUOUS NATURAL AREA/OPEN SPACE MINIMUM OF 100FT WIDTH	18.170	18.685	0.715



NOT TO SCALE

CONSULTANT TEAM:

**URS**

**CLOSE**  
LANDSCAPE ARCHITECTURE +



ARGENTA HILLS

OWNER:

MGT  
DEVELOPMENT, INC.



**HARTFORD GROUP AE, INC.**  
 1000 W. WASHINGTON ST., SUITE 200  
 CHICAGO, IL 60606  
 TEL: 312.467.1000  
 FAX: 312.467.1001

1. Existing wetland and other sensitive areas shall be avoided to the maximum extent practicable. If avoidance is not possible, the project shall be designed to avoid, minimize, and compensate for any adverse effects to the resources.

DATE: \_\_\_\_\_ DRAWN BY: \_\_\_\_\_  
 CONSULTANT:

**OWNER:**  
 HARTFORD GROUP AE, INC.  
 1000 W. WASHINGTON ST., SUITE 200  
 CHICAGO, IL 60606  
 TEL: 312.467.1000  
 FAX: 312.467.1001

**PROJECT:**  
 LEGACY VILLAGE AT INVER GROVE HEIGHTS  
 INVER GROVE HEIGHTS, ILLINOIS

**ISSUE:**  
 PRELIMINARY PLANNING  
 PRELIMINARY DESIGN

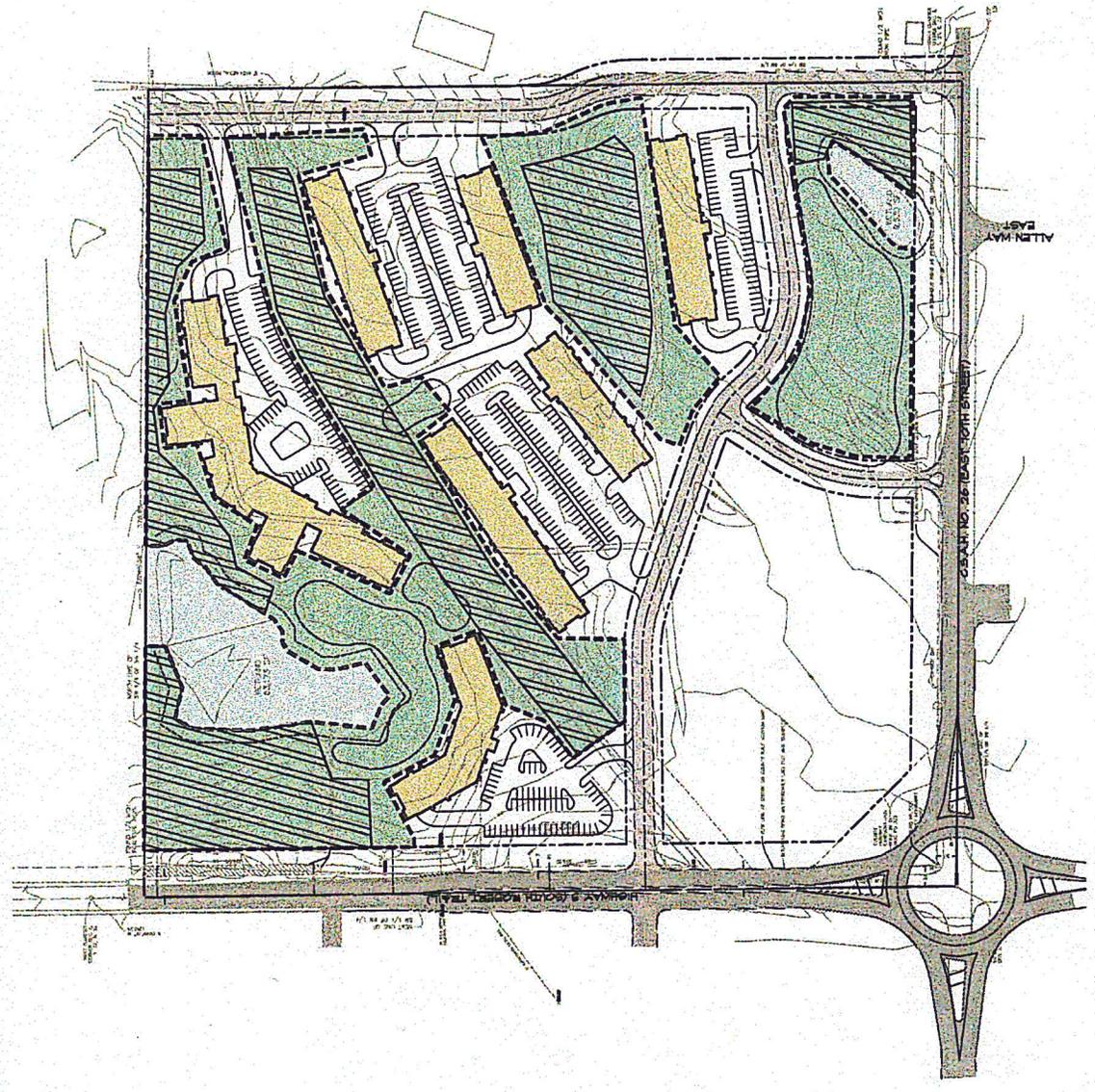
**REVISION:**

**SHEET TITLE:**  
 PROPOSED OPEN SPACE AREAS

**SHEET NUMBER:**  
 CP-07

**LEGEND**

-  EXISTING WETLAND APPROX. 1.61 AC.
-  CONTIGUOUS OPEN SPACE APPROX. 12.6 AC.
-  UNDISTURBED OPEN SPACE APPROX. 6.1 AC.



**FOR REVIEW ONLY**

1/20/2005 3:41:26 PM



UNITED PROPERTIES



**INVERWOOD  
BUSINESS  
PARK**  
INVER GROVE HEIGHTS, MINN.

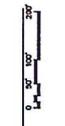
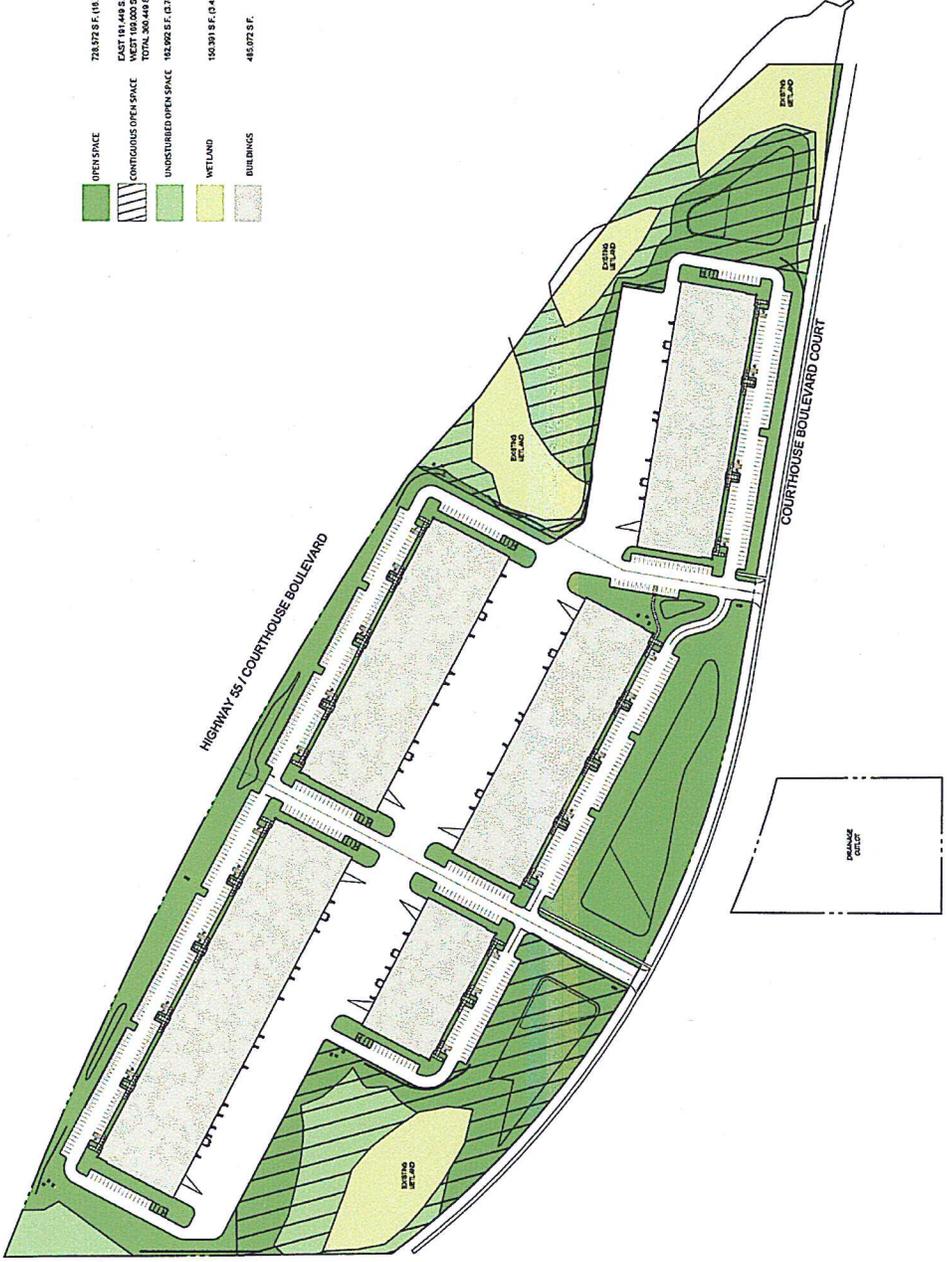
**UNDISTURBED  
AND CONTIGUOUS  
OPEN SPACES**

Name and location:	
CITY SUBMITTAL:	07/06/07
CITY SUBMITTAL:	7/22/07

I hereby certify that this site plan and specifications for improvements are prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer in the State of Minnesota.

*[Signature]*  
Date: 7/27/07  
City: St. Louis, MO  
Project No.: 75372-02.00  
Sheet No.: 1  
Scale: AS SHOWN  
SHEET

OPEN SPACE	728,972 S.F. (16.73 A)
CONTIGUOUS OPEN SPACE	EAST 51,448 S.F. (1.18 A) WEST 2,000 S.F. (0.05 A) TOTAL 53,448 S.F. (1.23 A)
UNDISTURBED OPEN SPACE	162,962 S.F. (3.74 A)
WETLAND	100,301 S.F. (2.31 A)
BUILDINGS	465,072 S.F.



**A1.3** UNDISTURBED AND CONTIGUOUS OPEN SPACES  
1" = 100'-0"



**HARTFORD GROUP**  
 1000 W. WASHINGTON ST., SUITE 200  
 TAMPA, FL 33606  
 TEL: 813-288-2200  
 FAX: 813-288-2201  
 WWW.HARTFORDGROUP.COM

**OWNER:**  
 LEGACY VILLAGE AT  
 INVER GROVE HEIGHTS  
 INVER GROVE HEIGHTS  
 FL 33429

**PROJECT:**  
 LEGACY VILLAGE AT  
 INVER GROVE HEIGHTS  
 INVER GROVE HEIGHTS  
 FL 33429

**ISSUE:**  
 1. PRELIMINARY PLAN  
 2. PRELIMINARY PLAN  
 3. PRELIMINARY PLAN

**REVISION:**

**PROJECT NO.:**  
 04-0000-0000  
**DATE:**  
 01/15/04

**SHEET TITLE:**  
 EXISTING NATURAL  
 FEATURES

**SHEET NUMBER:**  
 CP-01

**LEGEND**



EXISTING WETLAND



EXISTING VEGETATION



**FOR REVIEW ONLY**

07/2003 25241R