

ADDITIONAL SUBMITTAL REQUIREMENTS FOR DESIGN REVIEW PETITIONS

***** NOT REQUIRED FOR DIFFERENT TYPES OF PETITIONS *****

The purpose of Design Review is to promote the public health, safety, and welfare pursuant to the authority in [TCG Chapter 12](#), by ensuring, to the extent practicable, that future development of land in the Town of Cottage Grove proceeds according to the Town's goals, objectives, and policies expressed in said Chapter 12 (especially its TCG § 12.08) and the Town Comprehensive Plan.

All petitions for Design Review shall be accompanied by the following plans drawn to a recognized scale, and including a north arrow, date of preparation, landowner and business names, and contact information:

- ☐ Building plans sufficient to illustrate all exterior building walls, doors, windows, and roofs, including heights, dimensions, colors, and materials (including calculations to verify compliance with associated building design requirements), along with building mounted lighting, signs, and mechanical units.
- ☐ If required by the Plan Commission, building material samples.
- ☐ Color photographs to illustrate current site conditions, including from adjacent public road rights-of-way and the boundary of any adjacent land used or zoned for residential or public open space purposes, including buildings and other existing features. Photos may also be provided to illustrate installations on other sites that are similar to the Petitioner's proposal.
- ☐ A site plan, containing, on one or more plan sheets, the following information:
 - ☐ Location of site and address if available and parcel number if not.
 - ☐ All property and street pavement lines, labeling dimensions.
 - ☐ Existing and proposed contours. For minor projects, the Town Engineer may accept a spot grading plan without proposed contours.
 - ☐ Gross area of lot and all buildings stated in square feet, including building square footage divided by function (e.g., office, storage).
 - ☐ Current zoning classification.
 - ☐ Adjacent streets and land uses, including road centerlines.
 - ☐ The percentage of the site that will remain in open space and the percentage that will be under buildings following development.
 - ☐ Setbacks for side, front, and rear yards, for buildings and other hard surfaces, and setback from ordinary high-water mark, if applicable.
 - ☐ Boundaries for all wetlands, floodplains, and shoreland setbacks and zoning areas.
 - ☐ Calculations for determining the minimum required number of off-street parking spaces by zoning ordinance, plus the number of spaces actually proposed.
 - ☐ The maximum number of employees, customers, and/or residents that would be at the facility at any one time.
 - ☐ Proposed ingress and egress to the site, including on-site parking area(s), parking stalls, and adjacent streets. Delineate traffic flow with directional arrows and indicate the location of directional signs or other motorist's aides (if any).
 - ☐ Calculations for determining the number of trees to be placed within the Development Site Area (as defined in TCG § 12.08(3)), as well as the designation of any required bufferyards.
 - ☐ All existing trees with a trunk diameter at breast height of over six inches or over 40 feet tall, or the limits of woodlots within which at least 50 percent of the trees meet at least one of these two size criteria.

- Existing landscaping that will be retained (including proposed protection measures) and proposed landscaping, which shall be differentiated and shown on the plan. Indicate the type, size, number, and spacing of all proposed plantings.
- Location, dimensions, and floor area of all existing (to remain) and proposed buildings on the site and all buildings within 50 feet of the site's boundaries.
- Location of all existing (to remain) and proposed lighting standards.
- Location of all other existing and proposed structures, outdoor storage or display areas, parking areas, dumpsters, fencing, and ground-mounted signs (including if proposed to be lit), including distances from all lot lines.
- A scaled drawing and/or catalog pages of the proposed exterior lighting, including all specifications including size and height, lighting intensity such as a photometric plan, materials and colors, and ground or wall anchorage details.