DEVELOPMENT REVIEW CHECKLIST

FOR LAND-USE SUBMITTALS

For more information on the development review process,
visit edenprairie.org/DevelopmentHandbook

APPLICATION CHECKLIST

The Application Checklist is a comprehensive list of information necessary for staff review. **You may be requested to submit additional information to explain aspects unique to the development request, but not on the checklist.**

	Item	Comp. Guide Plan Amendment	Site Plan Review	PUD	Zoning	Preliminary Plat	Final Plat	EAW or EIS
	Land Development App. w/ ALL owners signatures	X	X	X	X	X	X	X
	Request and Application Fees	X	X	X	X	X	X	X
	Deposit Agreement	X	X	X	X	X	X	X
	Current Title Commitment	X	X	X	X	X	X	X
A	Sheet Requirements	X	X	X	X	X	X	
B	Legal Descriptions	X	X	X	X	X	X	
C	Location Map	X	X	X	X	X		
D	Project Narrative	X	X	X	X	X		
E	Existing Conditions Map/Certificate of Survey	X	X	X	X	X		
F	Comp. Guide Plan	X						
G	PUD Concept Plan and/ or Site Plan		X	X	X	X		
G.1	Additional Requirements for PUD Concept			X				
G.2	Additional Requirements for Site Plan		X	X				
H	Lighting and Photometric Plan		X	X				
I	Grading/Drainage Plan		X	X	X	X		
J	Utility Plan		X	X	X	X		
K	Landscape/Tree Replacement Plan		X	X	X	X		
L	Architectural Plans		X	X	X			
M	Tree Inventory		X	X	X	X		X
N	Wetland Determination/ Delineation and Plans		X	X	X	X		X
O	**Traffic Study/Analysis		X	X	X	X		X
P	**TDM Plan		X	X	X	X		
Q	Preliminary Plat					X		
R	Phase I Environmental Assessment		X	X	X	X		
S	*EAW/EIS							X
T	Soils Report/Geotechnical Analysis		X	X		X		X
U	Stormwater Report		X	X		X		
U.1	Green Infrastructure Analysis		X	X	X	X		X
V	Shoreland Review		X	X	X	X		X
W	Endangered, Threatened, or Special Concern Species		X	X	X	X		X
X	Snow & Salt Management Plans		X	X		X		X
Y	Affordability Plan (Multifamily Residential Projects only)		X	X				
Z	Sustainable Building Standard			X				
Z.1	Sustainable Features Analysis		X	X				
Z.2	Safety Response Plan		X					

	Final Plat						X	

*When required, the EAW/EIS comment period must be completed in order for the corresponding application to be considered complete.

A. SHEET REQUIREMENTS

☐ 1. Follow ProjectDox naming convention document

☐ 2. Leave a 3” width by 5” height blank space on the top right corner of all drawings and documents to allow space for approval stamps.

☐ 3. Title Block.
- a. Name of project.
- b. Sheet title.
- c. Name, address, phone no. for owner, developer, engineer, surveyor, and architect.
- d. Date of preparation and revision dates.
- e. Sheet number.
- f. Drawn by.
- g. Checked by.

☐ 4. North Arrow.

☐ 5. Written and graphic scale.

☐ 6. Legal Description (Title sheet only)

☐ 7. Revision Block.

☐ 8. Registration seal and/or signature block (must be signed by appropriate licensed professional).

☐ 9. Legend, notes, labels.

B. LEGAL DESCRIPTIONS

Legal descriptions should be Microsoft Word files.

- If the action requested is the same throughout the site, then only one legal description is required.
- If separate actions are requested for different areas of the site, then a legal description is required for each action (this may warrant a metes and bounds description).

C. LOCATION MAP

☐ 1. Local street system with names.

☐ 2. Surrounding existing land use patterns within 1/4 mile of the site.

☐ 3. North Arrow.

☐ 4. Project location boldly outlined and labeled.

D. PROJECT NARRATIVE

A written narrative shall accompany each land development request. This is the developer's opportunity to describe the project to the public, Planning Commission, and City Council prior to public meetings and will be posted on the City website. It should describe the project, its relationship to the Comprehensive Guide Plan, surrounding land uses, and compliance with zoning regulations. The narrative should also include the following:

- ☐ 1. General description of the request or proposal.
- ☐ 2. City Guide Plan framework.
- ☐ 3. Zoning classification(s).
- ☐ 4. Variances or PUD waivers requested (if applicable).
- ☐ 5. Existing and proposed land uses of project site and adjacent properties.
- ☐ 6. List of sustainability components, elements, and features that will be incorporated into the project. Identify if project is expected to be subject to the City's Sustainable Building Standard.
- ☐ 7. Summary of landscaping and/or tree replacement
- ☐ 8. Phasing and construction schedule.
- ☐ 9. Development method (i.e., sales, lease, owner occupied).
- ☐ 10. Legal instruments, association documents, easements, covenants, and restrictions. Identify if any Right of Way or easements will be requested to be vacated. The vacation of Right of Way or easements is a separate process and must be coordinated with the final platting process.
- ☐ 11. Housing or land/building use profile (i.e., square foot of building, site area, Floor Area Ratio, Base Area Ratio, amount of parking, etc.).
- ☐ 12. Signage (locations, sizes, materials, and details).
- ☐ 13. Lighting (locations, type, and height) including photometric information.
- ☐ 14. Transportation capacity, impacts, Average Daily Trips, trip distributions, a.m. and p.m. peak hour movements, and sight lines at access points to public roads (may be a separate document)
- ☐ 15. Phase I Environmental Assessment (may be a separate document)
- ☐ 16. Environmental Assessment Worksheet or Environmental Impact Statement (if applicable).
- ☐ 17. Shoreland Ordinance/Floodplain restrictions (if applicable).

☐ 18. Airport Zones (if applicable). Identify if the property is in JAZB zones A, B, or C.

☐ 19. Disposition of any excess land.

☐ 20. Limits of disturbance (including area and volume (cut/fill analysis) of the earthwork proposed).

☐ 21. Summary of the stormwater management report. Projects that have land disturbance of greater than or equal to one acre (including projects of less than one acre that are part of a larger common plan of development **or** sale) shall also include a summary of the information required in part T of this handbook.

☐ 22. Water and Wetlands (including discussion of any identified water resource features including type of feature, shoreland classification(s), flood elevations, and determination of whether public waters and/or wetlands are present on or adjacent to the property).

☐ 23. Wildlife and endangered species (identify habitats, type, location, impacts and any mitigating measures that would be required).

☐ 24. Soils Classifications (including building, street, utility, or stormwater runoff management constraints and/or, special conditions of construction).

☐ 25. Existing structures (include historic features, e.g., foundations).

☐ 26. Steep slopes (slopes in excess of 12% and elevation difference of 30 feet or more) as defined in City Code Section 11.60 and bluffs as defined in City Code Shoreland Section 11.50.

☐ 27. Ownership – Identify all owners legal and equitable of all encumbrances and easements upon the land within the proposed PUD.

☐ 28. Developer – Identify all parties involved in the development including their previous experience and the nature and extent of their participation.

☐ 29. Financing the project – Identify the source and type of financing of project including public financing.

☐ 30. Housing or land/building use profile, including computations of gross/leasable square footage, housing unit breakdown to square foot, bedrooms, person per unit, parking requirements, etc.

☐ 31. For telecommunication towers - information related to height, setback, colocation requirements, tower and antennae design, mechanical equipment location as outlined in City Code Section 11.06.

☐ 32. Description of compliance with Inclusionary Housing requirements (Multifamily Residential Projects only — see section Y for details of qualifying projects).

☐ 33. Any other relevant issues associated with the project not already addressed.

E. EXISTING CONDITIONS MAP/CERTIFICATE OF SURVEY

☐ 1. Boundary lines, distances, and bearings.

☐ 2. Existing and proposed setbacks.

☐ 3. Easements.

☐ 4. Right-of-way / Access / Parking

☐ 5. Existing and proposed structure(s)/building(s), (include historic features).

☐ 6. Existing vegetation (Refer to Item S., Tree Inventory).

☐ 7. Existing topography. (2 ft. contours, minimum 250 ft. beyond property lines).

☐ 8. Existing Roadways, Sanitary Sewer (including lift stations, forcemains, etc.) Infrastructure and Water main Facilities (public and/or private), and Storm Water Infrastructure including structures, pipes, treatment BMPs, etc. (minimum 250 ft. beyond property lines).

☐ 9. Water Resources, including locations/delineations of wetlands, creeks, and ponds (provide type of water body(s), Department of Natural Resources public waters or wetlands (including number(s)), shoreland classification(s), Ordinary and/or High-Water Level(s), FEMA flood zone delineation(s), shoreland area and 100-year flood elevation, as applicable. Identify by City wetland or water body ID.

☐ 10. Conservancy zone if located on Purgatory Creek.

☐ 11. Elevation of the ground water.

☐ 12. Septic and well locations.

☐ 13. Pedestrian trails or sidewalks.

☐ 14. Native American burial mounds (individual mound & group earthworks).

☐ 15. Hardcover calculations before and after project (if in shoreland).

F. COMPREHENSIVE GUIDE PLAN CHANGE

It is the responsibility of the proponent requesting the Comprehensive Guide Plan Change to provide information that substantially supports a change. The reasons for a Comprehensive Guide Plan Change will vary according to the request; however, there are basic questions that are fundamental to any Guide Plan Change which include the following:

☐ **1. What impact does the requested Comprehensive Guide Plan change have on the balance of land uses in the City?**

Indicate the current balance of land use in the community for different land use types, including residential, commercial, office, and industrial, and describe what effect the proposed change would have on this balance, reflecting an increase or decrease in acreage or densities in any of the City's land use categories. Maps should be included that depict the extent of available land in the land use categories in the community.

☐ **2. What impact does the Comprehensive Guide Plan change have on surrounding land uses?**
Describe the adjacent land uses, identify the extent of noise, visual, physical, and environmental impacts, and describe proposed mitigating measures.

☐ **3. What impact does the Comprehensive Guide Plan change have on the site?**
Describe the impact of the Guide Plan Change on the natural features on-site. If the impacts are significant, explain the extent to which mitigating measures may off-set the potential impacts. Describe areas to be preserved or restored. Include a site analysis that describes the inherent natural features and their suitability for the proposed type of development.

☐ **4. What impact does the Comprehensive Guide Plan change have on City services, such as sewer, water, storm water run-off, and roads?**
Indicate the current capacities of the City's services including sewer, water, and roads. A description of the impacts in terms of water run-off and sewage flow should be included with any recommendations for improvements. A traffic study should be prepared that would include total daily trips, a.m. /p.m. peak movements, trip attraction, trip destination, trip distribution, and appropriate graphics, which illustrate the traffic impacts. There also should be a conclusion statement that addresses the level of service at affected intersections and recommendations for any road or intersection improvements. Coordinate the traffic study needs with the Assistant City Engineer (Carter Schulze 952-949-8339) prior to submission.

☐ **5. Does the proposed land use/Comprehensive Guide Plan change result in a better use of the land?**
Provide a summary of the above statements and explain why the Guide Plan change is warranted. This section should summarize the extent of potential impacts on the community, site, and surrounding land uses, and indicate what mitigating measures are proposed.

G. PUD CONCEPT AND/OR SITE PLAN REVIEW REQUIREMENTS

☐ 1. Gross Floor Area including a breakdown of floor areas for types of use.

☐ 2. Building footprint.

☐ 3. Base Area Ratio (BAR).

☐ 4. Floor Area Ratio (FAR).

☐ 5. Density and units per acre.

☐ 6. Lot size.

☐ 7. Average lot size.

☐ 8. Parking lot layout, calculation of total number of stalls based on building usage.

☐ 9. Total site area by acreage and square footage.

☐ 10. Setbacks and property lines, building configurations, and locations.

☐ 11. Sidewalk/trail alignment.

☐ 12. Access to parcel.

☐ 13. Location of intersections, medians, and driveways within 250 feet of the property.

☐ 14. Project phasing.

☐ 15. Location of all structures within 250 feet of the property.

☐ 16. Floodplain areas, wetlands, lakes, wetland buffers, stormwater features, shoreland setbacks and shore impact zones (if applicable).

☐ 17. Airport Zones (if applicable). Identify limits of JAZB zones A, B, or C.

☐ 18. Building material information by type per façade (square footage and percentage).

☐ 19. Parking lot calculations (percent of parking island area, sizes of islands, and dimensions of parking islands).

☐ 20. Variances or PUD waivers requested (if applicable).

☐ 21. Bluff areas and applicable bluff impact zones and setbacks as defined in City Code Section 11.50. (Shoreland Management)

☐ 22. See additional items that may be required for PUD Concept and Site Plan.

☐ 23. Accessible pedestrian routes to public way.

☐ 24. Improvements to accessible routes around the site (if applicable).

G1. ADDITIONAL REQUIREMENTS FOR PUD CONCEPT

☐ 1. Street alignment and adjacent streets within 250 feet of the property.

☐ 2. Existing and proposed street names.

☐ 3. Outlot phasing and disposition of ownership.

☐ 4. Signage location depicting size and type of sign, if requesting PUD waivers related to signage.

G2. ADDITIONAL REQUIREMENTS FOR SITE PLAN

☐ 1. Lighting location depicting size and type of lighting including photometric information.

☐ 2. Garbage, trash, recycling, and organics container location(s), as applicable, and method of screening.

☐ 3. Mailbox Cluster Location (Residential Subdivisions) including any proposed "pull-off" locations.

☐ 4. Proposed street and driveway locations, including widths and right-of-way dimensions.

☐ 5. Proposed curbside/drive-up pick-up or drop-off locations for deliveries, ride-sharing, and other automotive convenience services (Required for Commercial, RM, TOD, and TC zoning districts. May be requested for sites in other zoning districts based on proposed use.

☐ 6. Proposed street and driveway grades, including horizontal geometrics, vertical profiles, and radii.

☐ 7. Location of Historic and Cultural Resources.

☐ 8. Site amenities (i.e., patios, plazas, bike racks, benches, pedestrian lighting).

☐ 9. Wetland, lake, or creek delineation boundaries, wetland buffers, wetland buffer and/or structure setbacks and easement boundaries for all water bodies, if applicable.

☐ 10. Existing and proposed impervious lot coverages.

☐ 11. Existing and proposed (public and private) sanitary sewer, watermain and stormwater infrastructure.

☐ 12. Stormwater management facility or stormwater BMP locations with City ID number.

☐ 13. Vehicle turning analysis for fire access; others may be required based on site use.

H. **LIGHTING AND PHOTOMETRIC PLAN**

☐ 1. Lighting location depicting size and type of lighting including photometric information.

☐ 2. Lighting is required to be downcast and cutoff.

I. GRADING/DRAINAGE PLAN

☐ 1. Property lines and easements.

☐ 2. Grading limits. Include area of grading disturbance.

☐ 3. Existing spot grades and contours at 2-foot intervals to mean sea level datum extending 100 feet beyond the property, but additional topography may be requested at the discretion of the City Engineer.

☐ 4. Proposed contours with spot grades at two-foot intervals to mean sea level datum extending to grading limits.

☐ 5. Finished floor elevations, lowest floor opening and lowest floor elevations. Two-foot separation is required from the greater of the adjacent 100-year high water level or emergency overland overflow elevation.

☐ 6. Proposed building, accessory structures, parking areas and roads.

☐ 7. Significant trees lost and/or preserved with development.

☐ 8. Means of protection of trees to be preserved (i.e., snow fence, tagging).

☐ 9. Location of FEMA flood zone(s) and 100-year floodplain elevation(s) for lakes, creeks, ponds, and other existing and proposed stormwater BMP's.

☐ 10. Plan showing erosion and sedimentation control, including location, type, estimated quantity, and method of restoration of all areas disturbed by grading.

☐ 11. Location of delineated boundaries, buffer strips and structure setback areas for all identified water bodies by City water body identification number(s) and Department of Natural Resources identification number (if applicable). Contact the Water Resources Coordinator if an identification number(s) is required for water bodies not currently identified. Existing and proposed runoff flow patterns must be shown with arrows. Proposed methods of erosion control to protect the water features.

☐ 12. Worksheet or exhibit showing cut and fill balance to indicate grading feasibility of the project as proposed.

☐ 13. Stormwater Management areas with anticipated normal and high water levels along with volume reduction (infiltration or filtration) areas.

☐ 14. Proposed and existing temporary, interim, and final stormwater facilities including size and elevations.

☐ 15. Means of protection of Native American burial mounds (i.e., a standard zone of at least 50 feet of undeveloped buffer should be planned and maintained around a single burial or burial mound or between the outermost burial mounds in a group or the exterior boundary of the cemetery, and any development) if applicable.

☐ 16. Overland emergency overflow (EOF) locations, elevations, and flow paths for all surface waters, BMPs, and low points.

☐ 17. Areas to be seeded, sodded, or left undisturbed.

☐ 18. Location, height, and materials of retaining walls with details of constructions. Retaining walls over 4' in height cannot be placed in drainage and utility easements or shore impact zones.

☐ 19. Identify all existing and proposed slopes more than 3:1 and restoration method.

☐ 20. Soil boring locations, which includes at least one boring within proposed public street alignments (one (1) minimum, at 500-foot intervals), at least one boring within footprint of any permanent stormwater BMP, and at critical locations (low points, expected poor soil areas, and to a minimum depth of ten (10) feet below proposed public utilities) as required in Section T of this handbook.

☐ 21. Street and driveway grades.

☐ 22. Steep slopes as defined in City Code Section 11.60 (slopes in excess of 12% and/or elevation difference of 30 feet or more) and bluffs, as applicable setbacks, as defined in City Code Section 11.50.

☐ 23. All aboveground and/or underground stormwater management facilities, including storm sewer piping locations and existing and proposed drainage and utility easements. All stormwater management facilities shall have unobstructed access routes for maintenance shown. Maintenance access must have a minimum unobstructed width of 20 feet.

J. UTILITY PLAN

☐ 1. Property lines and easements.

☐ 2. Proposed building, auxiliary structure, parking areas, and roads.

☐ 3. Existing utility mains and services including location, material type, and size.

☐ 4. Proposed utility mains/services including locations, elevations, material type, and size:
- Storm sewer
- Sanitary sewer
- Water

☐ 5. Stormwater BMP locations and ID number.

☐ 6. Proposed location of hydrants, valves, manholes and other utility appurtenant items.

☐ 7. Utility easement locations and right-of-way.

☐ 8. Fire Department Connection location.

☐ 9. Typical sections and/or details for all permanent stormwater management BMPs and outlet control structures

☐ 10. At time of Planning Commission review, proponents must submit a letter indicating whether the utility improvements will be privately constructed or petitioned for City installation. If petitioned to City, proponent must provide a preliminary design and cost estimate for review.

☐ 11. Diagram depicting public utility lines and BMPs, as well as private utility lines and BMPs throughout the site.

☐ 12. Preliminary utility profiles for public utilities.

K. LANDSCAPE/TREE REPLACEMENT PLAN

Landscape and Tree Replacement worksheet available on the City website with other development applications: edenprairie.org/Planning

☐ 1. Property lines and drainage and utility easements.

☐ 2. Building, paved areas, fences, walls, parking lot, loading areas, service areas.

☐ 3. Existing and proposed contours and berming at two-foot contour intervals to mean sea level datum.

☐ 4. Location, type, and size of existing plant material.

☐ 5. Significant and/or Heritage trees lost or preserved with development.

☐ 6. Location, type, size, and number of proposed plant materials.

☐ 7. Areas to be seeded, sodded, or left undisturbed.

☐ 8. Method of screening parking areas, loading areas, and rooftop mechanical units, including sight lines illustrating effectiveness of screening.

☐ 9. Legend, plant list, key.

☐ 10. Location of 100-year floodplain, lakes, creeks, wetlands, and ponds with Normal Ordinary High-Water levels, Department of Natural Resources and U.S. Army Corps of Engineers water bodies identified by City wetland or water body ID number.

☐ 11. Location and height of retaining walls with details of construction.

☐ 12. Identify all existing and proposed slopes more than 3:1 and restoration method.

☐ 13. Irrigation plan.

☐ 14. Existing and proposed public utility locations and easements. No trees are allowed in easements.

☐ 15. (For single- family residential developments only) - Phasing of tree replacement to include all common areas and perimeter planning in Phase 1 and individual lots in Phase 2.

L. ARCHITECTURAL PLANS

☐ 1. Elevation of front, side, and rear of building.

☐ 2. Type, color, square footage, and percentages of exterior materials proposed for each building façade.

☐ 3. Color renderings of building facades.

☐ 4. Treatment of rooftop mechanical screening.

☐ 5. Type, location, and size of all signs.

☐ 6. Type, location, and size of all lighting.

☐ 7. Preliminary floor plans with square footage and building height.

☐ 8. Include preliminary floor plans showing:

- Square footage
- Occupancy classifications and separations
- Proper exiting
- Any hazardous materials used or stored in the building and its intended location
- High piled storage

☐ 9. Indicate type of construction and occupancy classification of the building.

☐ 10. Show allowable floor area calculations for the occupancy and type of construction of the building.

☐ 11. Indicate proposed height of building and proposed number of stories.

☐ 12. Indicate whether the building is sprinkled in conformance with the Minnesota State Building Code.

☐ 13. Specifications showing design load used in designing the building. Requirements for structural plans (if available).

M. TREE INVENTORY (Details in City Code 11.55)

☐ 1. By survey, locate and identify by species all deciduous hardwood trees of 12-inch diameter or greater in size, or a coniferous tree measuring 8 inches in diameter or greater. (Indicate trees that will be lost due to construction or are in poor health. Identify heritage trees.)

☐ 2. By table, list all trees by type and size. Indicate trees that are saved and lost provide a calculation of tree loss.

☐ 3. Identify by survey, general massing areas of trees on-site. Describe the general characteristics of species and sizes.

☐ 4. Include existing and proposed grades throughout the site.

N. WETLAND REVIEW AND PLAN

☐ 1. An *"Application for Review of Wetland Determinations"* and Items 2 and 3 are required for all applications. Items 4 through 10 are required if it is determined that wetlands are present onsite and/or within 50 feet of the property boundary

☐ 2. "*Joint Application Form for Activities Affecting Water Resources in Minnesota"* if wetlands are present.

☐ 3. Wetland determination (if wetlands not present) or wetland delineation report.

☐ 4. Wetland function & value assessment (using current version of Minnesota Routine Assessment Methodology or another pre-approved alternative).

☐ 5. Any proposed wetland alterations, temporary or permanent. An avoidance and minimization plan along with a conceptual wetland replacement, mitigation, banking and/or restoration plan is required for any proposed wetland alterations.

☐ 6. Wetland buffer strip evaluation report.

☐ 7. Wetland buffer strip restoration plan (including plant list and seed mix).

☐ 8. Wetland buffer monument location diagram.

☐ 9. Diagram showing the location of the proposed conservation easement over wetlands and wetland buffers, as well as structure setback.

O. TRAFFIC IMPACT STUDY

☐ 1. All development projects require documentation of the expected traffic impacts or changes resulting from the development. The extent of the traffic analysis is dependent on several factors including the size, type, and location of the development.

The Assistant City Engineer (Carter Schulze 952-949-8339) should be contacted early in the project to determine the appropriate scope of traffic analysis and to determine if a formal Traffic Impact Study is required. If sufficient time is not given to complete the required traffic analysis or Traffic Impact Study and to incorporate any recommendations, the project may be delayed.

☐ 2. If a Traffic Impact Study is required, the developer will incur all costs associated with the study, however, the City will coordinate the contracting of a traffic

engineering consultant to perform the work. Prior to authorization of the Traffic Impact Study, the developer or property owner will be required to supply the City with a separate check for the estimated amount of the traffic impact study. Keep in mind that the scope of the study may include more than one revision as site plans and project details relative to traffic are revised. Any unused portion of this amount will be refunded.

☐ 3. All development applications, regardless of size, shall document the size and type of the proposed development and provide Daily, AM Peak, and PM Peak traffic generation estimates for the development.

P. TRANSPORTATION DEMAND MANAGEMENT PLAN

☐ 1. All office and industrial developments and redevelopments will be reviewed by the Engineering Division for applicable (TDM) requirements. These include submittal of a Transportation Demand Management (TDM) Plan as described below, or commitment of the property owner to implement chosen TDM strategies from a City-approved checklist. Contact Carter Schulze in the Engineering Division at (952) 949-8339 for specific details and requirements.

TDM Plan Submittal Requirements (Prepared by a qualified traffic consultant):

☐ 1. Project description including location, size, type and expected traffic generation.

☐ 2. TDM objective and quantifiable goal.

☐ 3. TDM Plan/program description. Plan shall describe the various TDM strategies and implementation measures that will be used, how those strategies will be evaluated for success (baseline and follow up commuter survey) and who will be responsible for managing the individual plan elements.

☐ 4. Two-year TDM plan budget. A Letter of Credit (or other approved security) equal to the two-year budget will be required prior to release of the final plat or the building permit.

☐ 5. Annual Status Update Report submitted on approved City form (available upon request)

Q. PRELIMINARY PLAT (Chapter 12)

☐ 1. Proposed name of subdivision.

☐ 2. Name and address of the owner, owner's agent, subdivider, surveyor, and designer of the plat.

☐ 3. Graphic scale, north arrow, and date of preparation.

☐ 4. Property lines with bearing and distances.

☐ 5. Public roads and right-of-way locations and widths.

☐ 6. Lot and Block numbers and square footage of each lot.

☐ 7. Overall site area.

☐ 8. Existing zoning classifications.

☐ 9. Legal descriptions of areas to be platted.

☐ 10. Total acreage in each zoning district.

☐ 11. Outlot designation and square footage, and a tentative plan for future development.

☐ 12. Existing and proposed easement locations and types.

☐ 13. Front, rear, and side yard setbacks.

☐ 14. Locations of existing and proposed utilities, including sizes.

☐ 15. Locations of all lakes, ponds, creek corridors and wetlands identified by Department of Natural Resources (if applicable) and City water body identification number.

☐ 16. Location of Historic and Cultural Resources.

☐ 17. Horizontal curve data for public streets including sight distances.

☐ 18. Airport Zones (if applicable). Identify the limits of JAZB zones A, B, or C.

R. PHASE I ENVIRONMENTAL ASSESSMENT

A Phase I conducted within the past 180 days that meets the requirements of ASTM A1527-13. The Phase I may be waived at the discretion of the City Engineer and alternative form of documentation requested such as the MPCA Site Screening Checklist. Depending on the findings of the Phase I report, the City Engineer may also require a Phase II report. The Phase I must include, at a minimum:

☐ 1. Identify/locate any underground or ground level storage tanks.

☐ 2. Identify/locate any current or historic spills or leaks of hazardous, flammable, or combustible substances.

☐ 3. Identify/locate abandoned municipal or farm dump sites.

☐ 4. Identify/locate fugitive dump sites.

☐ 5. Identify/locate water supply wells.

☐ 6. Identify/locate contaminated wells.

☐ 7. Describe past and present land use.

☐ 8. Provide information on any NPDES/SDS industrial stormwater permits issued by the Minnesota Pollution Control Agency.

☐ 9. List all past, present and pending permits for Items 1-7.

☐ 10. List all historic features (e.g., foundations, fencing, abandoned machinery, extant buildings, underground storage tanks, fueling areas, etc.).

☐ 11. Identify/locate areas with potential for contaminated fill, including construction debris, which may impact the use of stormwater management features.

S. EAW (Environmental Assessment Worksheet)/ EIS (Environmental Impact Statement)

☐ 1. An EAW/EIS will be required if the project exceeds any of the thresholds defined in Environmental Quality Board Rules parts 4410.0200-4410.7800. The comment period must be completed **four (4) weeks** prior to the scheduling of a Planning Commission meeting.

T. SOILS REPORT/ GEOTECHNICAL ANALYSIS

☐ 1. Site / project description.

☐ 2. Soil borings logs. Borings should extend a minimum of ten (10) feet below any proposed structure (including public utilities) and five feet below the bottom elevation of any proposed stormwater BMPs. Where public infrastructure is proposed, borings should be spaced no further than 500 feet apart. See item 8 for boring frequency required in infiltration areas. Groundwater observations, or lack thereof, must be included in logs.

☐ 3. Boring location map. (Include boring locations on Site, Grading and Utility Plans.)

☐ 4. Subsurface conditions, including any observed visual or olfactory signs of contamination or redoximorphic conditions.

☐ 5. Groundwater conditions.

☐ 6. Engineering review and recommendations. At a minimum include the following:

- Site preparation
- Foundations, slabs, etc.
- Subsurface drainage
- Utilities
- Pavements
- Stormwater infiltration (if applicable)

☐ 7. Construction considerations (stability, winter conditions, fill, etc.)

☐ 8. Design infiltration rate analysis (when applicable). At least one soil boring is required within the footprint of all proposed permanent stormwater BMPs. Depending upon the size of the proposed BMP and anticipated soil conditions within the BMP, additional borings may be requested at discretion of City Engineer.

Select the design infiltration rate from the table provided in the latest Minnesota Stormwater Manual based on the least permeable soil horizon within the first 5 feet below the bottom elevation of the proposed infiltration practice. Infiltration testing within proposed BMPs also may be requested at the discretion of the City Engineer.

U. STORMWATER MANAGEMENT REPORT

☐ 1. Provide a brief project narrative including site background, general topography, existing conditions, proposed project impacts (including total disturbed area, existing impervious area, total new and/or reconstructed impervious area), soil conditions, and all applicable regulatory requirements.

☐ 2. Provide drainage maps for existing and proposed conditions. Include a written narrative and map of all on- and off-site drainage catchments which are contributing to or are impacted or potentially impacted by the project. Delineate all land covers, soil groups and existing water bodies. Show BMP routing and include time of concentration flow paths if applicable.

☐ 3. Provide a summary and supporting calculations for any stormwater management rules or standards enforced or permitted by other agencies. (Watershed districts, DNR, USACE, etc.)

☐ 4. Preliminary storm sewer sizing calculations. All storm sewer system components, including inlets, outlets, catch basins, piping and other structures designed to treat or convey stormwater, shall be designed for a minimum 10-year frequency event using currently accepted rainfall data with the exception of storm sewer systems near critical topographic features such as steep slopes and bluffs, and/or the upper side of constructed retaining walls, which shall be designed for a 100-year frequency event with a designated overland emergency overflow (EOF).

☐ 5. Erosion and sediment control narrative. Copies of the Stormwater Pollution Prevention Plan (SWPPP) and MPCA Construction Stormwater Permit must be provided with the land alteration permit application, if applicable.

☐ 6. Green infrastructure analysis. Provide a narrative addressing the project's implementation of the 12 green infrastructure techniques and practices listed in code for accomplishing compliance with the City's water quality and volume reduction requirements. See U1 below for more information.

Submittals shall include items 7-11 if either of the following project scenarios apply:

☐ Project includes a land disturbance of greater than or equal to one acre.

☐ Projects of less than one acre of disturbance that are part of a larger common plan of development or sale.

☐ 7. Runoff rate control summary, supporting calculations should show no increase in peak flow rates for the 2, 10, and 100-year 24-hour rainfall event for all major discharge locations. Utilize an Atlas 14 nested rainfall distribution. Flow from connected impervious areas should be calculated separately from pervious areas for modeling purposes (Weighted Q Method).

☐ 8. Volume management summary. Provide calculations showing the retention/abstraction of runoff volume equal to one-inch times the area of the proposed new impervious surfaces onsite. Calculations, modeling, and design for installation of volume abstraction BMPs must be provided. Infiltration BMPs may be prohibited or may require higher engineering review depending upon site conditions as laid out in City Code Chapter 11.55 subd. 6. D-E. To determine if you are within a Drinking Water Supply Management Area, please contact the Water Resource Engineer.

☐ 9. Soil boring analysis. Sites utilizing an infiltration BMP are required to ensure drawdown times of 48 hours or less. Soil borings must extend five (5) feet below the lowest engineered section of the proposed BMP to find the limiting layer and ensure three (3) feet separation from the seasonal high groundwater level. Borings must be located within the infiltration footprint of the BMP. Design infiltration rates shall be taken from the Minnesota Stormwater Manual or measured in situ using MPCA approved infiltration techniques.

☐ 10. Post construction stormwater management summary. Provide a written narrative and calculations showing no net increase from pre-project conditions on an annual average basis of stormwater discharge volume, total suspended solids, and total phosphorus. Sites meeting the one-inch volume abstraction requirement at all site discharge locations will be considered to have met the City's requirements. Where alternate BMPs are proposed, additional supporting calculations are required to meet this requirement (MIDS, P8, etc.).

☐ 11. Stormwater management mitigation (if applicable). For sites unable to meet the post construction stormwater requirements cost effectively on site, a written narrative summarizing the proposed mitigation strategies in the order of preference listed in City Code Section 11.55 subd.6.G must be provided.

U.1 GREEN INFRASTRUCTURE ANALYSIS

Development Plans with land disturbance greater than or equal to one acre, including projects of less than one acre that are part of a larger common plan of development or sale, are required to include a Green Infrastructure (GI) Analysis as part of the Land Development Application. The use of GI techniques and practices shall be the preferred Best Management Practices (BMPs) for accomplishing compliance with the City's Development Plan Stormwater Management Standards and Design Criteria.

In the form of a brief narrative, include methodology and reasoning for the use or exclusion of the following GI practices:

☐ 1. Preserving natural vegetation.

☐ 2. Preserving and utilizing natural upland swales, depressions, and upland storage areas in the post-development condition to the degree that they can convey, store, infiltrate, filter, or retain stormwater runoff before discharge. Preservation requires that no grading or other construction activity occurs in these areas.

☐ 3. Minimizing impervious surface.

☐ 4. Installing permeable pavement to allow stormwater runoff to filter through surface voids into underlying reservoir for temporary storage and/or infiltration.

☐ 5. Utilizing vegetated areas to filter sheet flow, remove sediment and other pollutants, and increase time of concentration to slow discharge or reduce runoff of stormwater.

☐ 6. Disconnecting impervious areas by allowing runoff from small impervious areas to be directed to pervious areas where it can be infiltrated or filtered.

☐ 7. Installing a green roof to provide an environment for plant growth for treatment of stormwater through filtering of suspended solids and pollutants and/or for volume and rate control as part of the roof system for the building.

☐ 8. Using irrigation ponds or systems, cisterns, rain barrels, and related BMPs to reuse stormwater runoff.

☐ 9. Planting of trees for retention and detention of stormwater runoff as defined in the Minnesota Stormwater Manual or State of Minnesota Minimal Impact Design Standards (MIDS).

☐ 10. Utilizing a soil amendment or decompaction process after site disturbance.

☐ 11. Minimizing parking facility size.

☐ 12. Increasing buffers around streams, steep slopes, and wetlands to protect from flood damage and/or provide additional water quality treatment.

The Applicant must consider these BMPs, consistent with zoning, subdivision, and PUD requirements. Development Plans shall be designed to protect and minimize impacts to natural features such as wetlands, wooded areas, rare and endangered species habitat, preservation areas designated by the Hennepin County Biological Survey, Metro greenways, and parkland to the maximum extent practical.

Please contact the Engineering Division at 952-949-8330 with any questions regarding the Green Infrastructure Analysis.

V. SHORELAND REVIEW

☐ 1. Provide a brief project narrative that includes discussion of all public waters or wetlands that may or may not be located within the Shoreland Area that have a

shoreland classification in the City Code Section 11.50, Shoreland Management, and their impact on the proposed development.

☐ 2. Provide a map showing the Shoreline, Shoreland area, Shore Impact Zone, and applicable structure setback in relation to the existing and proposed conditions, if applicable.

☐ 3. Provide a map showing what areas of the proposed site are considered impervious and pervious surfaces and what the overall proposed percentage of impervious surface for the site is.

W. ENDANGERED, THREATENED, OR SPECIAL CONCERN SPECIES

☐ 1. Provide a list of all endangered, threatened, rare or special concern species aggregations or communities that are suspected of being present or potentially impacted by the project (for example, in a waterbody receiving runoff from the project). The City Engineer may request additional review (field evaluation, National Heritage Review, etc.) if there are critical habitats or suspected endangered, threatened, rare or special concern species that may be impacted by the development.

☐ 2. Complete a follow- up assessment and inventory during the growing season if the potential for endangered, threatened, rare or special concern species, aggregations or communities are identified as likely to be present on site.

☐ 3. Provide a brief narrative on how any endangered, threatened, or special concern species, aggregations, or communities with the potential to be impacted by the project, could be protected and/or avoided.

X. SALT AND SNOW MANAGEMENT PLANS

The City strives to reduce the need for salt/chloride application for winter maintenance activities by using low-salt design strategies.

☐ 1. Salt Management Plan. Provide a written plan for proper salt storage at multi-family, commercial, institutional, and non-NPDES permitted industrial facilities in accordance with City Code Section 5.78. The plan must include a diagram that includes the designated salt storage location (that is covered or indoors and located on an impervious surface) and methods or practices that will be used to reduce exposure when transferring material within, to or from designated salt storage areas (such as sweeping, diversions, and/or containment). The plan should recommend Smart Salting training for all winter maintenance employees.

☐ 2. Snow Management Plan. Provide a written plan for proper snow storage on the site. The plan must include a diagram that includes designated snow storage locations. At least 50% of on-site snow storage should be provided in green spaces where snow meltwater will not run onto impervious surfaces. If snow storage is not feasible on the site, a removal plan is required. Snow must not be stored in the following locations:

- On top of a storm drain or stormwater catch basin
- In parking stalls required to meet the minimum zoning requirement
- In or on landscaped areas or islands
- Within site access sight lines.

Y. AFFORDABILITY PLAN (MULTIFAMILY RESIDENTIAL PROJECTS ONLY)

All multifamily residential developments with either rental or for-sale units must conform as outlined below to the City's Inclusionary Housing Ordinance and Policy unless specifically exempted per the Ordinance or City Council.

The purpose of this Inclusionary Housing Policy ("Policy") is to further the goal of the City of Eden Prairie ("City") of promoting diversity in its housing stock such that households of various income levels, ages, and sizes have choice in the place they call home. This Policy is adopted pursuant to Chapter 4 of the City's Comprehensive Plan, *Aspire Eden Prairie 2040*, which emphasizes the need for increasing the City's affordable housing stock and providing diverse, safe, high-quality affordable housing options to residents of all income levels. Developing and maintaining a healthy mix of affordable housing options fosters a diverse, resilient local economy by bringing workers and residents closer to their jobs, schools, and necessary services. This Policy is further adopted pursuant to the authority and direction provided by Minnesota Statutes Section 462.358, subdivisions 1a and 11 and Section 473.859, subdivision 4.

Official controls implementing this Policy are set forth in Eden Prairie City Code Chapter 13, which contains additional detail regarding the City's inclusionary housing requirements. The definitions contained in Chapter 13 apply to the terms used in this Policy.

The City Code Chapter 13 amended relating to inclusionary housing adopted and ordered at City Council on September 7, 2021. Ordinance number 12-2021.

I. Applicability and Minimum Project Size

The City's inclusionary housing requirements apply to new or existing residential projects that meets one or more of the following criteria:

☐ 1. A market-rate residential rental or multi-family ownership project that adds or creates fifteen (15) or more units and (i) requires approval from the City for a comprehensive plan amendment, zoning amendment, planned unit development, or site plan review, or (ii) receives financial assistance from the City.

☐ 2. Any residential project that adds or creates fifteen (15) or more dwelling units and receives or will receive Tax Increment Financing (TIF) from the City.

☐ 3. Any partially or fully affordable residential project that adds or creates fifteen (15) or more dwelling units and already meets the affordability requirements of this Policy.

☐ 4. Any other residential project for which the developer or owner voluntarily chooses to provide inclusionary dwelling units pursuant to this Policy.

II. Inclusionary Dwelling Units

General Requirement
A development that is subject to this Policy must include inclusionary dwelling units. The minimum number of inclusionary dwelling units required will be determined based on the affordability standard chosen by the developer according to the following criteria:

Residential Rental Projects* (Choose A, B, or C)	**A**	**B**	**C**
	5% of units at or below 30% of AMI	10% of units at or below 50% of AMI	15% of units at or below 60% of AMI

Multifamily projects receiving TIF must provide the statutory 20% of units affordable at or below 50% of AMI and the Inclusionary requirement of an additional 5% at or below 80% of AMI

Residential Ownership Projects (Choose A or B)	**A**	**B**
	10% of units at or below 115% of AMI	Payment to the City in lieu of providing inclusionary dwelling units at the current rate per unit

Calculation of Units Required
The number of inclusionary dwelling units required will be based on the total number of dwelling units approved by the City. If an occupied property with existing dwelling units is expanded by at least 15 units, the number of required inclusionary dwelling units will be based on the total number of units following completion of expansion.

Calculation of Rent & Sales Prices
The monthly rental price for inclusionary dwelling units in rental developments and the sales price for inclusionary dwelling units that are for sale will be based on the applicable AMI for the metropolitan area that includes Eden Prairie, adjusted for bedroom size, as calculated by the U.S. Department of Housing and Urban Development and published annually by the Minnesota Housing Finance Agency.

Period of Affordability
All inclusionary units in rental developments must remain affordable in perpetuity. For owner-occupied developments, inclusionary units must remain affordable for a minimum of ten years.

Location of Inclusionary Dwelling Units
All inclusionary dwelling units must be located within the development that is seeking City approvals and must be reasonably spread among market-rate dwelling units throughout the property. For rental developments, inclusionary dwelling units may “float” within the property provided that the minimum number of units per bedroom size is maintained and the units are reasonably spread throughout the property.

III. Standards for Inclusionary Dwelling Units

Size and Design
The size and design of inclusionary dwelling units must at all times be consistent with and comparable to market rate units in the same development and must be approved by the City.

Exterior/Interior Appearance of Inclusionary Units
The exterior and interior materials and design of inclusionary dwelling units must be indistinguishable in style and quality from comparably priced or valued market-rate units in the same development.

Tenants and Buyers
Inclusionary dwelling units in rental projects may be rented only to income eligible families. For-sale inclusionary dwelling units may be sold only to income-eligible families at time of initial sale and for the 10-year affordability period.

IV. Non-Discrimination Based on Rent Subsidies
The owner or operator of the residential project must not decline to rent to or otherwise discriminate against potential tenants of inclusionary dwelling units who would pay their rent with federal, state, or local public assistance, or tenant-based federal, state, or local subsidies, including, but not limited to rental assistance, rent supplements, and housing choice vouchers.

V. Development Agreement, Conditions and Restrictions
The requirements of this Policy as applicable to a particular residential project will be incorporated into a Development Agreement or other agreement between the City and the developer, which agreement must be recorded against the property prior to issuance of a building permit or prior to the sale of any unit, whichever occurs first.

VI. Exemptions
The City acknowledges that not every development is alike and that in some circumstances it may prove difficult for an owner or developer to meet the standards set forth in this Policy. In cases where a developer can demonstrate, in the sole judgment of the City Council, that the requirements represent an undue burden, the City Council may, in its sole discretion, grant a full or partial exemption from or otherwise alter the requirements of this Policy.

Z. SUSTAINABLE BUILDING STANDARD

VISION AND PURPOSE

The Eden Prairie community is dedicated to building a sustainable environment where current and future generations benefit from climate and community resiliency as reflected in the City's Climate Action Plan, which includes the goal of being a carbon neutral city by 2050. Since the built environment is a significant contributor to Eden Prairie's carbon footprint, it is important that new developments minimize emissions and environmental impact during construction and operations. The Climate Action Plan has the established following goals related specifically to development:

- 5% of new construction is net zero energy by 2030, 80% by 2040, 100% by 2050.
- 5% of electricity load met with on-site solar by 2025, 10% by 2030.
- 30% of passenger vehicles are EV by 2030, 50% by 2040, 100% by 2050.

For developments that seek City financial or zoning incentives, it is reasonable that they meet set sustainability requirements in service to those goals. As such, the City of Eden Prairie adopts the following Sustainable Building Standard.

DEFINITIONS

For the purposes of this Standard, the following words and phrases shall have the following meanings:

1. “Coordinator” means the Sustainability Coordinator or their designee.
2. “Developer” means the entity, whether public or private, that undertakes New Construction projects, and to whom the provisions of this Standard apply.
3. “EV-Capable” means the presence of electrical panel capacity with dedicated branch circuit and a continuous raceway from the panel to the future electric vehicle parking spot.
4. “EV-Installed” means the presence of Level 2 electric vehicle charging stations.
5. “EV-Ready” means the presence of electrical panel capacity with dedicated branch circuit and a continuous raceway with conduit terminating a junction box or 240-volt charging outlet at the future electric vehicle parking spot.
6. “Level 2” electric vehicle charging capability is considered medium charging and means chargers with voltage greater than 120 and includes 240.
7. “New Construction” means the planning, design, construction, and commissioning of a new building 10,000 square feet or greater (gross), or an addition of at least 10,000 square feet (gross) to an existing building if such addition requires installation of new mechanical, ventilation, or cooling systems.
8. “Solar-Ready” means designed and built to facilitate future installation of solar systems on the building’s rooftop to significantly improve the economics of the investment as defined by the selected Sustainable Building Rating System guidelines. For One-Family Residential, or Multi-Family Residential with Two to Four Dwelling Units, use the ICC International Residential Code (IRC) Solar-Ready Provisions for most recent version.

APPLICABILITY

This Standard applies to all New Construction projects as follows:

1. Public buildings owned or operated by the City of Eden Prairie or the HRA.
2. Private buildings rezoned with Planned Unit Development (PUD) District zoning.
    a. Private buildings rezoned with PUD zoning that only request a density waiver and no additional waivers are not subject to this Standard.
3. Private buildings receiving Financial Assistance.
    a. Financial Assistance means funds for New Construction projects provided by agreement from the City of Eden Prairie or HRA, including:
        i. Tax Increment Financing (TIF)
        ii. Conduit Bonds
        iii. Met Council LCA
        iv. Hennepin County Grants

v. Other funds that are available to the City of Eden Prairie and HRA

4. All other private development is not subject to the Sustainable Building Standard.

STANDARD REQUIREMENTS

For Multi-Family Residential (5 or More Dwelling Units), Office, Commercial, Town Center, Transit Oriented Development, Mixed Use, Flex Service, or Industrial Developments

New Construction projects to which this standard applies are required to:

1. Either be certified under an eligible Sustainable Building Rating System OR utilize all-electric building design with no fossil fuels.

    a. Eligible Sustainable Building Rating Systems (must use most current iteration available at time of development application) include the following:

        i. *LEED Building Design and Construction (LEED BD+C) or LEED Residential BD+C Multifamily.* Certified Silver, Gold, or Platinum.
        ii. *State of Minnesota B3 Guidelines*. Certified Complaint. Projects with <20,000 gross square feet can utilize B3 Small Buildings Method where applicable.
        iii. *Enterprise Green Communities* (with MN Housing Overlay where applicable). Certification or Certification Plus Level.
        iv. Equivalent rating system with prior approval from the Coordinator.

    b. If utilizing all-electric building design pathway, heating systems shall use either ground or air source heat pumps and no systems in the building shall use fossil fuels, as verified by the construction documents. Exemptions may be granted for the use of natural gas in backup systems; however, applicant must provide documentation showing an offset of an equivalent amount of carbon emissions from on or offsite sources.

2. Meet the requirements of the Eden Prairie Overlay, which are specific measurable standards that New Construction projects must include regardless of pathway used in section one. The Eden Prairie Overlay requires:

    a. Building greenhouse gas emission predictions
        i. Calculated and reported, using an agreed upon methodology.

    b. Electric vehicle charging capability
        i. The percentage of parking spaces required at each level of capability based on the type of development are as follows:

Type of Land Use	EV-Installed (Fully Operational Day 1)	EV-Ready	EV-Capable
Multi-Family Residential *^	5%	20%	20%
Commercial*	1%	2%	2%

Office/Industrial*	2%	5%	5%
* Allow substitution of 20 Level 2 Chargers with 1 direct current fast charger installation.			
*Minimum of one EV-Installed space shall be accessible.			
^Nursing homes, assisted living, memory care, or convalescent care must install 1 accessible electric vehicle charger for visitor/staff use but are otherwise exempt.			

c. Renewable energy
   i. At a minimum, project must meet Solar-Ready standard as defined by the selected rating system.
   ii. Conduct an economic and technical evaluation of providing 5% of building energy load with on-site renewables.
   iii. Install if cost-effective using a simple payback of 15 years. Cost calculations must be shared with Coordinator if exceeds 15-year simple payback.

For One-Family Residential, or Multi-Family Residential with Two to Four Dwelling Units

1. New Construction projects to which this standard applies are required to 1) install one EV-Ready parking space per dwelling unit, and 2) build roof to meet Solar-Ready guidelines.

COMPLIANCE

1. For any projects to which this Standard applies, compliance must be a condition of the receipt of Financial Assistance and/or Planned Unit Development approval.
2. Buildings will not advance to the next stage of construction or operation, including necessary permit issuance, without demonstrated ongoing compliance with this Standard.
3. The requirements of this Standard may be modified by the Coordinator only for reasons of hardship. Hardship includes the inability to physically achieve the standard due to circumstances unique to the property. Economic reasons alone do not constitute a hardship. Approved modifications must result in the project remaining in harmony with the intent of the Sustainable Building Standard to the maximum extent practicable. Maximum extent practicable means the highest level of efficacy that can be achieved considering the effectiveness, engineering feasibility, commercial availability, safety, and cost of the measures. Decisions on modification of the Standard by the Coordinator may be appealed to the City Council. This Standard may be amended or discontinued without prior notice.

Approved by the City Council on September 19, 2023
Updated by the City Council on April 15, 2025

Development teams shall participate in an introductory meeting with the City's Sustainability Coordinator and Consultant to review Sustainable Building Standard requirements and receive compliance checklist materials for future check-in points. Applicants will be asked to complete a pre- kickoff screening form prior to introductory meeting.

Z.1 SUSTAINABLE FEATURES ANALYSIS

The City of Eden Prairie has developed a Climate Action Plan with the overall goal of carbon neutrality in the community by 2050. Your Land Development Application presents an opportunity to help us achieve these goals. The purpose of this analysis is to help demonstrate to the Planning Commission and City Council the sustainable features of note in the project.

The Applicant should consider implementing these features, consistent with zoning, subdivision, and PUD requirements. In the form of a brief narrative, indicate the use or exclusion of each of the following sustainable features in the category that best reflects the development.

Sustainable features that are standard practice in new construction or included as requirements of the state energy code are not considered sustainable features for the purposes of this analysis.

New Commercial/Industrial Construction

☐ 1. Energy Design Assistance Program: Free, comprehensive service to identify energy and cost savings strategies in new construction projects 20,000 SF and larger.

☐ 2. Energy Efficient Buildings: Free efficiency design review for new construction projects 20,000 SF and smaller.

☐ 3. Green Building Guidelines: Use LEED, B3 Guidelines, or other similar standard as a design tool to assess proposed building performance. Calculate and report predicted EUI (energy use intensity) for the project.

☐ 4. Electric Vehicle Charging: Accommodate EV charging in 2% of parking spaces, either through installation at construction or building to an EV-ready standard. Xcel Energy offers design assistance for new/increased service panel capacity to support EV charging infrastructure for building occupants.

☐ 5. Solar-Ready Construction: Consider installing solar at time of construction to offset building energy use. Design and construction of building should make it feasible to install rooftop solar in the future if not done during construction. Xcel Energy provides incentives to support installation. MinnPACE offers financing for new construction and existing buildings.

☐ 6. Efficient Appliances/Fixtures: Utilize Energy Star appliances and WaterSense certified fixtures in design.

☐ 7. Low VOC Materials: Use low-VOC paints, adhesives, sealants, flooring, and carpet in construction.

☐ 8. Waste Disposal: Hennepin County requires businesses to provide recycling service, pair recycling bins with trash bins, and label bins.

☐ 9. Building Electrification: Examine the cost and feasibility of ground-source heat pumps, air-source heat pumps, heat pump water heaters, or other building electrification strategies to reduce natural gas use in building operations.

☐ 10. Bicycle Storage Areas: secure, covered bicycle storage areas to promote multi-modal transportation and reduce vehicle miles traveled by employees, located to maintain safe access.

New Single Family Residential Construction

☐ 1. Efficient New Home Construction: Xcel Energy program for efficient new home construction provides incentives for builders to build homes that exceed local energy code and baseline requirements for energy efficiency by at least 10%. The financial incentives for builders are dependent upon the total energy savings above baseline and can also include rebates for eligible appliances.

☐ 2. Green Building Standard: Use LEED, DOE Zero Energy Ready Home, Green Communities – MN Overlay, HERS Rating (50 or less) or other similar standard as a design tool to assess proposed building performance. Calculate and report predicted EUI (energy use intensity) for the project.

☐ 3. EV-Ready Garage: Garage has 1) at least one 40-ampere, 208/240-volt dedicated branch circuit; 2) circuit terminates in a receptacle, junction box, or an EV charger located in close proximity to parking space; 3) branch circuit identified as "EV-Ready" in the service panel or subpanel directory, and 4) termination location should be marked as "EV-Ready".

☐ 4. Solar-Ready Construction: Design and construction of building should make it feasible to install rooftop solar at a future time. Utilize EPA Renewable Energy Ready Homes checklist for solar or other solar ready standard. Xcel Energy provides incentives to support installation.

☐ 5. Efficient Appliances/Fixtures: Utilize Energy Star appliances and WaterSense certified fixtures in design.

☐ 6. Low VOC Materials: Use low-VOC paints, adhesives, sealants, flooring, and carpet in construction.

☐ 7. Building Electrification: Examine the cost and feasibility of ground-source heat pumps, air-source heat pumps, heat pump water heaters, or other building electrification strategies to reduce natural gas use in building operations.

New Multi-Family Residential Construction

☐ 1. Energy Design Assistance Program: Free, comprehensive service to identify energy and cost savings strategies in new construction projects 20,000 SF and larger.

☐ 2. Energy Efficient Buildings: Free efficiency design review for new construction projects 20,000 SF and smaller.

☐ 3. Green Building Guidelines: Use LEED, B3 Guidelines, Green Communities – MN Overlay, or other similar standard as a design tool to assess proposed building

performance. Calculate and report predicted EUI (energy use intensity) for the project.

☐ 4. Electric Vehicle Charging: 80% of electric vehicle charging happens at home. Consider installing EV charging equipment in 5% of parking stalls at time of construction, with EV ready infrastructure to support an additional 30% of stalls in the future. Xcel Energy offers design assistance for new/increased service panel capacity to support EV charging infrastructure.

☐ 5. Solar-Ready Construction: Consider installing solar at time of construction to offset building energy use. Design and construction of building should make it feasible to install rooftop solar in the future if not done during construction. Xcel Energy provides incentives to support installation. MinnPACE offers financing for new construction and existing buildings.

☐ 6. Efficient Appliances/Fixtures: Utilize Energy Star appliances and WaterSense certified fixtures in design.

☐ 7. Low VOC Materials: Use low-VOC paints, adhesives, sealants, flooring, and carpet in construction.

☐ 8. Waste Disposal: Hennepin County requires multi-family properties to provide recycling service, provide recycling education to residents at move-in, and pair recycling bins with trash bins in common areas. Organics recycling service is not currently required but may be in the future. New construction must plan for adequate space to support all current and future recycling services.

☐ 9. Building Electrification: Examine the cost and feasibility of ground-source heat pumps, air-source heat pumps, heat pump water heaters, or other building electrification strategies to reduce natural gas use in building operations.

☐ 10. Bicycle Storage Areas: secure, covered bicycle storage areas to promote multi-modal transportation and reduce vehicle miles traveled by employees, located to maintain safe access.

Z.2 Safety Response Plan

☐ 1. Building Data
   a. Proposed occupancy type
   b. Building construction type
   c. Number of stories

☐ 2. Access
   a. Site and building
   b. Egress locations
   c. Riser room location

☐ 3. Residential development(s)
   a. Length of cul-du-sac from cross street

☐ 4. Water Supply
   a. Size
   b. Hydrant locations
   c. Flow rates

☐ 5. Underground garages
   a. Access location
   b. Number of stalls
   c. EV Parking identified
   d. Flammable material storage

☐ 6. Location of EV Charging Stations and Shutoffs

☐ 7. Exterior Layout
   a. FDC location
   b. Turning templates for a standard 50 foot-long truck
   c. Fire pits and grilling areas
   d. Pool decks
   e. Fences and gates
   f. Overhangs and canopies
   g. Knox box locations, if applicable
   h. Solar array and shut off locations
   i. Snow removal and storage areas
   j. Bollards or barriers for protections of outdoor seating areas, if applicable