



Site Plan / Detailed Development Plan Checklist

Permitting Process often requires two review tracks: Site/DDP, Civil and Stormwater Plan review for every external site elements and the Department of Building Safety review for all internal building elements. If a site/DDP, civil, and stormwater plan review is required for the proposed project, plan approval is needed prior to building permit being issued.

This document is to be used as a resource during the development process to ensure all necessary information is included on plans being submitted and all city regulations are followed. All items below are required to be shown or addressed on the Site Plan/Detailed Development Plan (DDP) or within the accompanying civil set documents and stormwater management plan. Plans will be returned to applicants with comments requesting missing or nonconforming items be addressed. If items on the checklist are unnecessary for your plan, please state the reason. Some plans may require additional information not on this checklist due to complications on the site. If you have any questions regarding clarification or how to address a particular issue, please feel free to contact city staff.

All plans including site plans, DDPs, stormwater plans, building plans, and signs must be submitted through our Camino submission portal here: <https://app.ancamino.com/grandforksnd/login>. There, you will be asked to create a login. From there, you will create a "New Commercial Development" submission, answer project questions, and upload your plan sets in each respective review section. Site plans, DDPs, and stormwater related materials should be uploaded under "Site and Civil Plan Review." A Planner will be assigned to your project and will confirm receipt. All correspondence, including plan comments, will take place on Camino in the comment section and "Corrections and Markups" section of Site and Civil Plan Review. Plan review fees are now collected alongside issuance of the building permit.

PLANNING DEPARTMENT REQUIREMENTS (701-746-2661)

1. General Project Information:

- [Site Plan/DDP Application](#) and Fee submitted with plans electronically
 - How to know if it's a site plan or DDP? The difference is in how City of Grand Forks labels and categorize them. DDPs are for all PUD zoned properties, Site Plans for all conventionally zoned properties.
- Title of Development Project
- Legal Description (Addition, block, and lot)
- Street Address
 - (If property does not have an address, notify staff to begin [assigning an address](#))
- Zoning District –
 - ([View Zoning layer on City GIS](#)) - Turn Zoning Layer on under "Land Use/Planning" tab. Zoom into desired property. Click on property and zoning information should appear on left hand side of screen. Contact Planning Department to verify zoning if any further clarification is needed, 701-746-2661)
- Corridor Overlay District
 - If property falls within [Corridor Overlay District](#), COD requirements supersede any underlying zoning specifications.
- Zoning Density (if residential) including breakdown of unit types
 - (Number of 1 bedroom units, 2 bedroom, etc.)
- Legend (include all line symbols and other markings for proposed and existing property/lot lines, utilities, etc.)
- General Notes to be added to all plans:
 1. All work performed within the public right-of-way shall be done in accordance with the City of Grand Forks Standard Construction Specifications. Prior to doing any work in the City right-of-way the contractor shall call the Engineering Department at 746-2640.
 2. All driveways leading to refuse containers shall be constructed of 6" concrete with a minimum 6" compacted base.
 3. All landscaping shall be protected from vehicular traffic by a standard concrete curb and gutter.
 4. All signs to be approved by the Grand Forks Planning Department.
 5. Any sidewalks, driveways, or pavement within the City Right-of-Way shall be removed and replaced within 14 days.

6. Any driveways that are stop controlled will need adjacent detectable warning panels for the sidewalk crossing. See Prowag driveways section R305.2.8.
7. Ensure all agreements/easements are in place before installing shared connections of pavements or utilities.

Notes / Comments:

2. Building(s) and Lot(s): Existing and Proposed

[Reference City Code for specific zone for regulations.](#)

- Show all lot dimensions including easements
- Show area of existing and proposed building(s) and distances between buildings
- Show required front, rear, and side yard building setbacks from property lines
- Show building height(s)
- Ensure development is within allowable Impervious Surface Area
- Show First Floor Elevation (FFE) of both existing and proposed building(s)
- Indicate basement elevations if pertinent
- Add adjacent land uses and zoning
- Visibility Triangle (30' x 30') at driveways, alleys and street intersections

Notes / Comments:

3. Parking Lot: Existing and Proposed

[Parking lot requirements - 18-0302 Off-street parking regulations](#)

- Show proper parking formula, number of required stalls and total provided
 - Parking formula based on building use. [Reference 18-0302](#) for list of uses and calculations.
- Show parking lot setbacks from property lines and building(s)
- Identify Accessible Parking stalls: location, dimensions, amount, and sign locations
- Label typical lane and stall dimensions
- Show existing and proposed parking, drive lanes, curb & gutter and sidewalks
- 5% of all parking lots must be landscaped
- Parking lots must be paved with hard surface
 - Exceptions for storage yards only for Industrial (I-2 only) properties that are not located in Corridor Overlay District. [Reference 18-0302 \(12\) Off-Street Parking & Loading Construction and Maintenance.](#)
- Driveways to be flared not radial
- Driveways: Pavement thickness must be equivalent to the adjoining city street up to dumpster location.
- Show sanitation receptacle location, dimensions, and enclosure
 - [Sanitation dimensions](#)

Notes / Comments:

4. Landscaping

[18-0309 Landscaping Regulations](#)

- Bufferyards - Show location and label type of Bufferyard used – [see Appendices A and B](#)
- Show proposed and existing service sidewalks
 - Must meet ADA requirements of 4' min, 5' typical
- Landscaping schedule
- Landscaping shall be protected at all drive aisles & parking areas with curb and gutter.
 - Exceptions for curb and gutter for Industrial (I-2 only) properties that are not located in Corridor Overlay District. [Reference 18-0302 \(12\) Off-Street Parking & Loading Construction and Maintenance](#)

Notes / Comments:

5. Streets

- Show name, location and width of all streets, and label [appropriate functional class](#)
- Show pavement and right-of-way dimensions of all public & private streets/drives
- Show access control (generally located on the plat)
- Show all existing & proposed easements on and adjacent to property

Notes / Comments:

6. Signs

- Show location of proposed and existing ground monument signs. (Must not be within easement or sight triangles.) **Note: Signs require a separate approval from site plans**

FIRE DEPARTMENT REQUIREMENTS (701-746-2566)

City Grand Forks Fire uses 2021 IFC

- Identify Fire Apparatus Access Roads which are required to be at least a 20' width and provide access within 150' of all points of the building. 2021 IFC section 503
- Identify Fire Apparatus Access turnaround provisions if there is a dead end in excess of 150'. 2021 IFC section D103.4
- Identify adequate turning radius for Fire Department Access Roads which is 20' inside and 40' outside or as approved by the fire code official. 2021 IFC section D103.3
- Identify fire hydrant locations and spacing. 2021 IFC Appendix C
- Identify Aerial Fire Apparatus Access Roads which are required for buildings taller than 30' to the eave of a pitched roof, the intersection of the roof to the exterior wall or the top of parapet walls (whichever is greater) and that they are at least 26' wide. These roads must access at least one full side of the building and be not less than 15' and not greater than 30' from the building or as approved by the fire code

official. 2021 IFC section D105.1

- Identify fire hydrant location within 100' of Fire Department Connections for sprinkler standpipes. 2021 IFC section 507.5.1.1

ENGINEERING DEPARTMENT REQUIREMENTS (701-746-2640)

Information on existing conditions is available on the City's GIS at www.gfgis.com. Applicant is responsible for verifying all the information obtained from the GIS.

View [Standard Construction Specifications](#).

Provide a topographic survey of the existing site showing the following items:

1. Utilities, Existing and Proposed (public and private)

- Sanitary - including pipes, manholes, cleanouts, septic systems & holding tanks
- Storm - including inlets, water quality & ponding features, pipes & culverts
- Water - including valves, pipes, & hydrants
- Other known utilities including but not limited to, gas, electric, telephone, street lights, cable, etc.
- Include all approaches and driveways in immediate area of proposed construction including those on opposite side of street
- Show existing spot elevations

Notes / Comments:

2. Pavement

- All parking lots, driveways, sidewalks, curb and gutter, etc. w/ dimensions
- Dimension width of driveways at sidewalk and curb.
- Proposed pavement thickness, including aggregate base if applicable

Notes / Comments:

3. Storm Water

- Size & type of pipe
- Indicate proposed stormwater runoff direction with drainage arrows & perimeter drainage.
- Show roof drain discharge locations.
- Storm pipe in City ROW must be RCP with a minimum diameter of 12"
- Show all roof drain discharge locations. Drains shall discharge internal to site.

- Is the site plan area disturbance or potential to disturb, greater than 20,000 SF?
 - If yes, refer to the [City of Grand Forks Stormwater Management Manual](#) for internal collection requirements.
 - All sites over 20,000 SF must contain runoff internally up to and including the 10-year event. Analyze and show this with site plan.
- Is the site greater than one acre or less than one acre and part of a larger common development?
 - If yes, refer to the [City of Grand Forks Stormwater Management Manual](#) for internal collection requirements.
 - If yes, a SWPPP and NOI will need to be submitted to obtain coverage under the State of North Dakota Construction General Permit and approved prior to any land disturbing activities.

Notes / Comments:

4. Water

- Size and type of pipe
- Water services, curb stops, hydrants and valves
- Water under city street shall be constructed by Bore & Push Construction
- Live taps, via tapping sleeve & gate valve (City std. dwg. 67.10), of equal diameter pipe (i.e. 8" to 8") are not allowed.

Notes / Comments:

5. Sanitary

- Size and type of pipe
- Sanitary installed under city street shall be constructed by Bore & Push Construction
- Show clean outs

Notes / Comments:

6. Elevations

- Show elevations at high and low points of pavement and curb and gutter
- Casting elevations
- Storm and sanitary structure invert elevations
- Show elevation at point where storm will overflow into City Streets

7. Sidewalk, Bike path, and Pedestrian Facilities

- Show all existing & proposed sidewalks and bikepaths. All adjacent sidewalks and bikepaths are required to be installed by the developer.
- Provide pedestrian access between public sidewalk and site
- Site internal/external sidewalks, bikepaths and curb ramps are in compliance with ADA requirements.
- All detectable warning panels shall be cast iron within the City Right-of-Way.

Notes / Comments:

8. Miscellaneous

- Keep all valves, curb boxes and manholes out of driveways, sidewalks and bikepaths
- Install all private utilities out of City ROW and utility easements, except at connections
- If sump pump is to be installed, show discharge location
- If City streets, sidewalks, etc. are to be disturbed, minimize closure time
- Show dimensions of ROW, easements, setbacks, and access control
- If work is located within the NDDOT ROW contact the Grand Forks district office at 701- 787-6500.
- If work is located within the 100-year floodplain contact the city engineering dept. for guidance.

Notes / Comments:

PUBLIC HEALTH REQUIREMENTS (701-787-8100)

- Identify any mechanical equipment that will create excessive noise levels. Noise buffering solutions may be needed to meet city ordinances. Consult with Public Health for further information.

**To ensure a quick review process,
please make sure all necessary components listed above are included on
submitted plans.
Incomplete plans will not be accepted.**