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## **Introduction**

This guide has been prepared by the Minnesota Department of Transportation (Mn/DOT) Metro District as an aid to local governments and others involved in the submittal of plats, site plans, preliminary sketch plans, environmental documents (e.g. EAW, EIS, and AUAR), comprehensive plan amendments, traffic studies, and capital improvement plans. The Local Government Guide (LGG) is intended to provide a better understanding of Mn/DOT's development review process. It also includes a general checklist of recommended items to submit in order to make the development review process more effective and efficient.

## **Early Coordination:**

Mn/DOT would like to meet with local governments and/or developers to discuss potential issues early in the project development process. Early coordination (before Mn/DOT's formal review) is especially important with proposed developments that directly access a state highway and/or are expected to generate high volumes of traffic.

Additionally, early discussions to identify future primary/secondary accesses, backage/frontage roads, and various other future access management improvements along a state highway corridor can be very beneficial. This proactive approach to managing access helps preserve safety and mobility, insures consistency with Mn/DOT's access management guidelines, and improves the overall efficiency of the review process.

## **Types of Reviews**

### *Plats and Site Plans*

Mn/DOT reviews plats in compliance with Minnesota State Statute 505.3, subdivision 2 (Plats) as well as site plans that are adjacent to established/proposed state trunk highways. Mn/DOT review needs to be completed before submitting an application for permits. Official written comments and recommendations are sent directly to local government agencies.

State statutes require that certain information be included on the plats. The "Review Checklist" section of this guide identifies some of the key information that should be submitted for plat and site plan reviews.

### *Preliminary Sketch Plans*

Mn/DOT continues to encourage the submittal of sketch plans early in the project development process. Mn/DOT will review the submittal and provide preliminary comments based on the information provided. This can save time and money as issues are identified before significant planning and design work has occurred.

### *Environmental Documents (EAW, EIS, and AUAR)*

Mn/DOT reviews local government environmental documents (i.e., Environmental Assessment Worksheets, Environmental Impact Statements, and Alternative Urban Analysis Reviews) through the Environmental Quality Board's (EQB) process. Local governments are often the Responsible Government Unit (RGU) for these environmental documents and receive copies of Mn/DOT comments. When appropriate, Mn/DOT should be listed as a permitting agency in the environmental document.

Mn/DOT's review of an environmental document does not constitute approval of the regional traffic analysis and is not a specific approval for access or new roadway improvements. As the plans are refined, Mn/DOT needs to review the updated information.

### Traffic Impact Studies:

A Traffic Impact Study is a specialized engineering analysis that determines the potential traffic impacts of a proposed traffic generator. To determine the need for and scope of a traffic impact study, early coordination with Mn/DOT is recommended. For more information on the traffic study guidelines please contact the Development Review Coordinator at 651-234-7794.

### Review Submittal Checklist

The following is a list of items that are needed to insure a thorough, timely, and accurate review of the development proposal. Mn/DOT's review time is typically 30 days.

**There are two submittal options. Please submit either:**

- 1. One (1) electronic pdf. version of the plans (the electronic version of the plan needs to be developed for 11" X 17" printable format with sufficient detail so that all features are legible);**
- 2. Seven (7) sets of full size plans.**

**If submitting the plans electronically, please use pdf format. Mn/DOT can accept the plans via e-mail at [metrodevreviews@dot.state.mn.us](mailto:metrodevreviews@dot.state.mn.us) provided that each separate e-mail is under 20 megabytes. Otherwise, the plans can be submitted on a compact disk.**

For all plats, site plans, and/or other documents, please provide the following information:

A location map of the site relative to local roadways and Mn/DOT right-of-way.

The property identification number (pin).

A written description of the current and proposed use of the property.

The amount of traffic currently being generated on the site and the traffic expected to be generated with the proposed development.

Other pertinent information relating to impacts on Mn/DOT right-of-way.

Date, title, scale, and north arrow.

Legal descriptions, monuments, and bearings.

Mn/DOT right-of-way.

Dimensions from the centerline of the highway to the Mn/DOT right-of-way line at one or more locations.

Land tie(s) to section corner(s).

Contours (existing and proposed), drainage boundaries and flow patterns, as well as drainage facilities (existing and proposed).

Drainage computations (existing and proposed for 10, 50 and 100 year rainfall events), including evidence that the rate of storm water run-off to Mn/DOT right-of-way will not increase.

Permits from Watershed Organizations, Department of Natural Resources, and/or US Army Corps of Engineers (when appropriate).

Applicable street construction layout with dimensions and radii.

Street cross sections or contours and profile grades.

Time schedule for the work.

Parking areas, driveways, and street access.

Turn lanes/movements, sight distances, and geometrics.

Number of residential units and/or square footage of commercial or industrial building space.

For plats please provide the following additional information:

Right-of-way on all highways.

The document number or recorded right-of-way descriptions

Right of way as occupied versus described.

Note concerning whether the highway title is easement or fee.

The date of the survey.  
The Trunk Highway number.  
The section, township, and range.  
The right-of-way monument found.  
Utilities.  
The mile post reference (e.g. Mile Post 128.3).  
Any access openings.  
The point where the description starts – tied to the land line.  
Topography.

### **Review Process**

Mn/DOT's objective in the development review process is to protect the operations and integrity of the existing and planned state transportation system. The following lists the sections within Mn/DOT that typically review development proposals, along with a brief description of the responsibilities that each section has in the review process.

### **System Planning**

The system planning section coordinates the over-all development review process. Local government agencies should submit their plans to the following address:

Mn/DOT – Metro District Planning Section  
Development Reviews Coordinator  
1500 West County Road B-2  
Roseville, MN 55113

If submitting the plans electronically, please use pdf format. Mn/DOT can accept the plans via e-mail at [tod.sherman@dot.state.mn.us](mailto:tod.sherman@dot.state.mn.us) as long as each separate e-mail is under 20 megabytes. Otherwise, the plans can be submitted on a compact disk.

After receiving the submittal, the planning section reviews the document and typically checks for the following:

Consistency with regional transportation improvement plans  
Consistency with the Access Management System and Spacing Guidelines, Minnesota Department of Transportation, Office of Investment Management, March 20, 2002.  
[www.oim.dot.state.mn.us/access/guidelines.html](http://www.oim.dot.state.mn.us/access/guidelines.html)  
Safety, mobility, noise, and other transportation related impacts of the proposed development on the state's transportation system  
The need for a Traffic Impact Analysis  
Consistency of local actions with scheduled or planned Mn/DOT transportation improvements

### **Right-of-Way**

The Right-of-Way Section checks the plans to verify the location and existence of Mn/DOT right of way, property, access rights (controls), and easements.

### **Traffic**

The Traffic Section reviews the development plans to ensure: Safe and efficient movement of traffic entering and leaving a development; Entrance designs that meet design standards and allow for safe access; and turn lanes, traffic signals, and other geometric improvements that allow safe and adequate flow of traffic on the highway.

### Area Engineers

The Area Engineers review the development to ensure that it is consistent with: corridor studies, upcoming Mn/DOT projects, prior commitments, and earlier coordination discussions with the city, county, developer, other agencies, etc.

### Preliminary Design

The Preliminary Design Section reviews the development plans to ensure that geometrics applied to the projects, including site distances, clear zones, setbacks, and side slopes to the highway entrances will result in a safe and well-designed transportation system.

### Water Resources

The Water Resources Section reviews the development plans to ensure that developments will not alter the direction, nature, or rate of storm water discharge onto or across Mn/DOT right-of-way. They ensure that drainage plans are adequate to protect Mn/DOT facilities/property from being over burdened or damaged, thereby avoiding the possibility of remedial projects. The Water Resources Section also inspects areas for temporary and permanent erosion control measures.

### Permits

Mn/DOT will process the applicable permit application after the plan has gone through the review process. Construction can occur only after the appropriate permit(s) has been obtained. The permits section reviews the development plan to identify the required permits. It is important for local governments to work closely with their developers to keep them aware of the required steps of the permit process. Some of the most common types of permits are as follows:

Entrance Permit: required for access to or across state highways or rights-of-way. Existing access Minnesota Rules 8810.5200 CHANGES IN USE states that “In the event of a change in land use or major change in the traffic pattern of the existing facility, existing driveways are not automatically perpetuated and new driveway access applications shall be submitted.”

Drainage Permit: required when any drainage from a proposed development will enter or cross state right-of-way.

Rights of Way Alterations Permit: required for any grading work, filling, or removing of dirt on right of way slopes.

Grading Permit: required for any work on Mn/DOT right-of-way.

Transportation Permit: required when oversized vehicles (over 8 ½ feet wide) or overweight vehicles (varies with seasons and highways) travel on the state highway system.

Other Permits: Utility, Limited Use, Preliminary, etc. can also be required.

### Surveys

The Survey’s Section reviews plats for compatibility of common property lines as they relate to Mn/DOT right-of-way or property.

The comments from each of the Metro District review sections are collected and consolidated by System Planning. These comments are incorporated into the official written correspondence that Mn/DOT provides to the local governmental agency.

### **Questions?**

For questions concerning this guide and Mn/DOT’s development review process, please contact Mn/DOT’s Development Review Coordinator at (651) 234-7794.