



## Residential Review Permit Application

339 Third St. Excelsior, MN 55331

952-653-3674

Email permit to: [permits@excelsiormn.org](mailto:permits@excelsiormn.org)

APPLICANT INFORMATION		
Name:	Business Name:	
Address:		
City:	State:	Zip Code:
Telephone:	E-Mail:	
OWNER INFORMATION (if different)		
Name:	Business Name:	
Address:		
City:	State:	Zip Code:
Telephone:	E-Mail:	
TYPE OF APPLICATION (check all that apply)		
<input type="checkbox"/> Sketch Plan	<input type="checkbox"/> Residential Review Permit	
PROJECT INFORMATION		
Street Address:	Zoning District (R-1 or R-2):	
Property Identification Number(s) (PIN #s):		
Legal Description (attach if necessary):		
Description of Proposal (attach additional information if needed):		
Reason(s) to Approve Request (attach additional information if needed):		
FEES & ESCROW		
Residential Review Permit	\$500 Escrow	
Residential Sketch Plan	\$ 50 fee	

**APPLICANT'S STATEMENT**

This application should be processed in my name. I have completed all of the applicable filing requirements and, to the best of my knowledge, the documents and information I have submitted are true and correct. I agree to reimburse the City of Excelsior for the costs of professional Engineers and other Consultants hired by the City to review and inspect this proposal when the City is unable to do so with existing in house staff.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**OWNER'S STATEMENT**

I am the owner of the above described property and I agree to this application.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please see the attached checklist(s) for a list of plans and other information that must be submitted with this application and for other important information. The checklist must be submitted with the application and the required submittals.

What is a Residential Review Permit and When is a Residential Review Permit Required?

A Residential Review Permit (RRP) requires review and approval by the Planning Commission before the building permit process can proceed forth. An RRP is required for any new construction, addition, or remodeling that results in the increase in volume, change in setbacks, or reorientation of an existing principal structure or accessory structure requiring a building permit.

When do I *not* need an RRP?

An RRP is not required for decks under 48 inches in height; any structure not requiring a building permit; structures requiring a Site Alteration Permit as outlined in Chapter 20 of the City Code; street-facing, single-story porches that are more than 50% open at the perimeter; bay windows and cantilevers not projecting more than two feet from the plan of the façade on which such projection is located; and any minor changes not affecting streetscape elevations or views of any neighboring property as determined by the Zoning Administrator in consultation with the City Architect. Any project that does *not* result in the increase in volume, change in setbacks, or reorientation of a structure requiring a building permit also does not require an RRP.

How is the RRP Reviewed?

The RRP is reviewed by assessing how the proposed application adheres to the “Good Neighbor Guidelines,” which are attached to this document. A pre-application concept review is strongly encouraged prior to submission of the official RRP application. Such plans and elevation drawings need not be construction drawings but should be detailed enough for City staff to determine whether the proposal is likely to meet zoning requirements and the Good Neighbor Guidelines. If there are inconsistencies between zoning requirements and the Good Neighbor Guidelines, the provisions set forth within the Good Neighbor Guidelines prevails. An applicant also has the option to apply for a Sketch Plan Review, which would be reviewed by the Planning Commission to gain feedback on a conceptual application for an additional cost. Once the official and complete submittal for an RRP has been received, the City Architect and City Zoning Administrator review the submitted application and write a report to be reviewed by the Planning Commission, who approve or deny the application. If the applicant disagrees with the determination of the Planning Commission, the applicant may appeal the decision to the City Council.

Do My Neighbors Have a Say in Approval of My RRP Application?

Per the RRP ordinance, it is required that notice be sent to property owners within 350 feet of the property for which an RRP has been submitted. Any person may submit written comments prior to or oral comments or testimony at the meeting at which the RRP application is considered at the discretion of the Planning Commission. While resident input is highly valued, the Planning Commission cannot legally rely solely on resident opinions in making its decision.

### Do I Need an Architect or Engineer Prepare My Plans?

The short answer is no. You can prepare your own plans or your contractor or a drafting service can prepare them for you. If your project is very complex, however, you may find it advantageous to hire a professional designer to assist you to help ensure that your design meets the Good Neighbor Guidelines.

### How Much Does an RRP Cost?

How much the RRP costs depends on the complexity of your project. An escrow will be required along with an escrow agreement, and the City will draw upon the escrow to pay the costs it incurs in connection with the application.

### How Long Does the Approval Process Take?

The Planning Commission must act within 60 calendar days after a complete application is filed. An application may be extended for up to an additional 60 days subject to the requirements of Minn. Stat. § 15.99. City staff and the Planning Commission will do everything they can, however, to process an RRP as quickly as possible.

The following is required for a complete Residential Review Permit submittal:

- 1. Completed City of Excelsior Residential Review Permit Application Form.
- 2. Photographs of the existing structure.
- 3. Existing and proposed survey. Two copies of certificates of existing and proposed surveys. Surveys must comply with Excelsior Zoning Ordinance, Article 9. The survey must show the location of the house and the measurements to all of the lot lines and the top of the foundation height indicated on the survey. Please see Excelsior Zoning Ordinance, Article 14 for information on measurements.
- 4. Site plan showing existing and proposed trees and landscape buffers; trees proposed to be removed; proposed outdoor deck/patio; and other landscaping features.
- 5. Floor plans (including dimensions).
- 6. Wall opening tabulations.
- 7. Building elevations (indicating building height, measured as indicated in Section 14-1 (b) of the Zoning Code).
- 8. Architectural elevations showing proposed structure or project in relation to structures on adjacent properties.
- 9. Electronic copies of the building plans and survey.
- 10. Residential Review Checklist (attached)

CONTACT INFORMATION

Excelsior City Planner, Julia Mullin, (952) 653-3674, [jmullin@excelsiormn.org](mailto:jmullin@excelsiormn.org)

City Architect, Brian Larson, [brian@larsonarchitectsllc.com](mailto:brian@larsonarchitectsllc.com)

1. Prevailing neighborhood streetfront setback: (Guidelines #3 and #7)  
 Prevailing setback on block (est.) \_\_\_\_\_  
 Average setback on block (est.) \_\_\_\_\_  
 Proposed new house setback \_\_\_\_\_

2. Is the pattern of homes on in your neighborhood 1, 1 ½, or 2 stories high? (Guidelines #1 and #7)

Stories	1	1-1/2	2
House on right	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
House on left	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
House to rear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prevailing on block	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proposed new house	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Prevailing front porch pattern in your neighborhood: (Guidelines #1 and #5)

	Front Porch	None
House on right	<input type="checkbox"/>	<input type="checkbox"/>
House on left	<input type="checkbox"/>	<input type="checkbox"/>
House to rear	<input type="checkbox"/>	<input type="checkbox"/>
Prevailing on block	<input type="checkbox"/>	<input type="checkbox"/>
Proposed new house	<input type="checkbox"/>	<input type="checkbox"/>

4. Prevailing garage location pattern in your neighborhood: (Guidelines #1 and #2)

	1 stall garage	2 stall garage	3 stall garage
House on right	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
House on left	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
House to rear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prevailing on block	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proposed new house	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. Is the proposed addition or structure compatible in form and detail with the

design character of the main house? (Guideline #2)

\_\_\_\_\_

\_\_\_\_\_

6. If the proposed addition or structure location, setbacks, size or general design character does not fit prevailing neighborhood patterns, how do you propose to reduce its impact on the neighborhood and streetscape?:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. Does the proposed addition or structure work with natural slopes and contours of the property? (Guideline #4)

- Structure sited parallel to slope
- Building designed to reduce cut and fill (minimize retaining walls)
- Landscaping incorporated into grading changes

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

8. Will the proposed addition or structure significantly affect your neighbor's access to sunlight in adjacent yards, patios or rooms? (Guideline #7)

House to right: \_\_\_\_\_

House to left: \_\_\_\_\_

House to rear: \_\_\_\_\_

Notes: \_\_\_\_\_

9. How will you mitigate any negative sunlight impacts on neighbors? (Guideline #7)
- Locate structure on lot to minimize impact
  - Adjust building height, or portions of building, to minimize impact
  - Other: \_\_\_\_\_

10. Will the proposed addition or structure significantly affect your neighbor's privacy? (Guideline #7)
- House to right: \_\_\_\_\_
  - House to left: \_\_\_\_\_
  - House to rear: \_\_\_\_\_

11. How will you mitigate impacts on neighbors' privacy? (Guideline #7)
- Offset/locate windows to reduce impact
  - Decks, balconies, and pools, as applicable, positioned away from windows of neighboring properties
  - Use landscaping elements for screening
  - Other: \_\_\_\_\_
- \_\_\_\_\_

12. How is the structure detailed as four-sided architecture?
- Solid to void ratio is related, and there is consistent detailing on all sides to those of neighboring structures.
  - Openings are arranged to reflect traditional alignment of openings in

neighboring structures to avoid unbalanced solid wall expanses.

13. Have you spoken to your neighbors about the proposed addition or structure?
- Yes
  - No

## RESIDENTIAL DESIGN STANDARDS

In addition to the Good Neighbor Guidelines, the City has additional Design Standards that can be found in Article 41 of the Zoning Ordinance. Any question regarding the Design Standards can be directed to the Planning Director by calling (952) 653-3674.

*Single family and multiple family containing up to five units including all new construction and remodeling shall meet the following design standards:*

A. Entrances

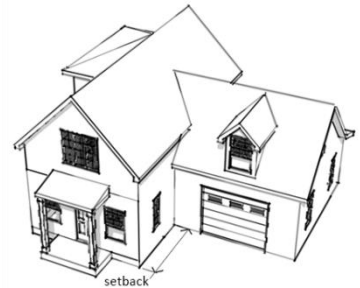
Primary entrances on principal structures shall face the primary abutting public street or be linked to that street by a clearly defined and visible walkway or courtyard. Primary entries shall be clearly visible and identifiable from the street, and delineated with elements such as roof overhangs, recessed entries, landscaping, or similar design features.

B. New construction and remodeling

New construction and remodeling shall relate to the design of surrounding traditional buildings, where these are present. Design features such as similar setbacks, scale, facade divisions, roof lines, rhythm and proportions of openings, building materials and colors are possible design techniques, while allowing desirable architecture innovation, variation, and visual interest. All sides of buildings shall use the same building materials and other architectural treatments as principal facades.

C. Window and door openings

For principal residential buildings, above grade window and door openings shall comprise at least 15 percent of the total area of exterior walls (excluding the area of garage doors) facing a public street or sidewalk. In addition, above grade window and door openings shall comprise at least ten percent of the total area of all exterior walls.



D. Garages

1. Garage doors/street facing building facade. Street facing garage doors shall not exceed 64 square feet each and shall not exceed 50% of the combined façade width of the dwelling and garage; and be recessed at least ten feet from the longest front or side wall plane of the principal building. Side-loaded garages must be recessed at least six feet from the longest front wall plane of a principal building. For tuck-under garages, provide a feature that will provide a shadow line giving the perception that the garage opening is recessed.

2. Garage doors/building design. Garage doors may be located on another side of the dwelling ("side or rear loaded") provided that the side of the garage facing the front street has windows and other architectural details that mimic the features of the living portion of the dwelling.
3. The aggregate footprint or coverage of all garages and accessory buildings shall not exceed 800 square feet.
4. No detached garage shall exceed 768 square feet in floor area on lots of 12,000 or greater, or 624 square feet on lots of less than 12,000 square feet in size.
5. No attached garage shall exceed 800 square feet or 75% of the square footage of the footprint of the principal dwelling, whichever is less.

E. Front, Side and Rear Wall Plane and Wall Height Limitations

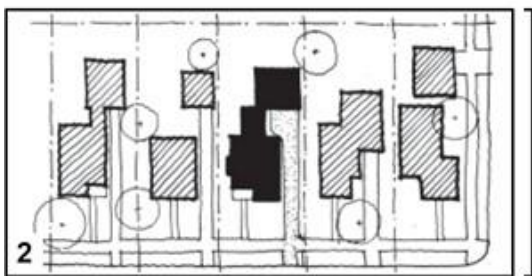
1. The length of an exterior front wall of principal structures more than 20 feet in height shall not exceed 16 feet in width on the first floor without a minimum of at least a two-foot deep by eight-foot-wide offset (projecting or recessed) within every 16 feet or less. The length of an exterior front wall of principal structures up to 20 feet in height shall not exceed 24 feet in width on the first floor without a minimum of at least a two-foot deep by eight-foot-wide offset (projected or recessed) within every 24 feet or less. A porch may be utilized in lieu of the required offset.
2. The length of an exterior side or rear wall shall not exceed 32 feet without a minimum of at least a two-foot deep by eight-foot-wide offset (projecting or recessed) within every 32 feet or less. A porch may be utilized in lieu of the required offset.
3. To the extent that any wall height of a new or remodeled structure exceeds 28 feet in height, it shall step back at least two feet for each foot it exceeds 28 feet in height at the point the wall height exceeds 28 feet in height. For purposes of this section, "wall height" shall mean the distance from the place it emerges from the ground to the top of a cornice or a flat roof, to the deck line of a mansard roof, to a point on the roof directly above the highest wall of a shed roof, to the uppermost point on a round or an arch type or to the mean distance of the highest ridge of a pitched, hip, or gambrel roof.



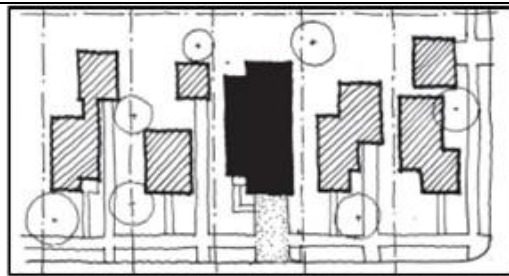


# Excelsior Good Neighbor Guidelines

Guideline	Review Criteria
<p>1. Massing and scale of a new structure should be compatible with neighboring structures</p>	<ul style="list-style-type: none"> <li>• Ensure that the massing and scale of a new structure is visually compatible with neighboring structures, with special attention to design of upper levels and roofs.</li> <li>• Consider incorporating the following mass mitigation techniques to align with neighborhood patterns:               <ul style="list-style-type: none"> <li>▪ Street facing gable</li> <li>▪ One story open front porch</li> <li>▪ Step-downs</li> <li>▪ Upper level components that are 1/2 story rather than full story</li> <li>▪ Roof planes that are broken up (no large unarticulated planes)</li> <li>▪ Offset structure components to break up bulk and large flat planes (gable and wing)</li> <li>▪ Separate components by breezeway or one story element</li> <li>▪ Garage located 60' back from front street</li> <li>▪ Highly creative design that reduces the perception of bulk</li> <li>▪ A “tunnel effect,” which results from tall walls placed close together, should be avoided through one-story additions or step-backs</li> </ul> </li> <li>• Maintain consistency with the street wall on all sides (including corner lots) and design façade width to reflect established range of neighboring structure widths.</li> <li>• Ensure that the height of a new structure is within the height range of neighboring structures and floor-to-floor heights are compatible with those of neighboring structures.</li> <li>• Position taller portions of a structure away from neighboring structures of lower scale to minimize looming effects and shading of neighboring structures, or step down the structure toward lower-scaled neighboring structures.</li> </ul>



Appropriate: Footprint of building maintains scale and pattern of neighborhood.



Inappropriate: Oversized footprint of building ignores scale and pattern of neighborhood and neighbors' open spaces.

<p>2. The size and mass of a new structure should be compatible with the</p>	<ul style="list-style-type: none"> <li>• Ensure that the structure's visible building envelope (bulk) is compatible with the property size and with neighboring structures.</li> <li>• Locate the garage to respect existing neighborhood patterns and minimize the garage's impact on structure massing and street face.</li> </ul>
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size of the property	
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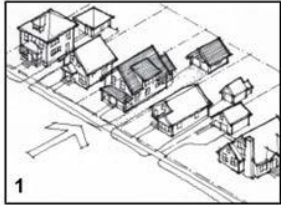


Appropriate: Recessed garage is downplayed, emphasizing house at streetfront.

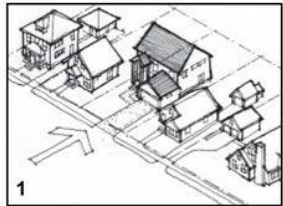


Inappropriate: Garage-dominated "snout" house.

<p>3. A new structure should follow alignments that are predominant on the street and compatible with neighboring properties</p>	<ul style="list-style-type: none"> <li>• Respect the established structure location, alignments and open space patterns between neighboring structures when locating a new structure.</li> <li>• Maintain the traditional rhythm of the street face, the orientation pattern and the proportion of built to open space of structures facing the street, including each side of a corner lot.</li> <li>• Design the site footprint of a structure to be compatible with the existing lot coverage pattern of neighboring structures.</li> </ul>
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Appropriate infill: New house maintains overall massing rhythm, sideyard spacing and aligns with predominant street setback.



Inappropriate Infill: New house is more massive, disrupts rhythm along street and does not follow existing alignment.

<p>4. A new structure's design should respect the site's natural slope and features, minimizing cut, fill and retaining walls</p>	<ul style="list-style-type: none"> <li>• Ensure that grade changes do not change the character of the street face or the relationship of the structure to neighboring structures.</li> <li>• Respect the site's natural slope and minimize cut, fill and retaining walls.</li> <li>• Use structure setbacks and stepdowns at the slope to break up massing and continuous walls.</li> </ul>
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Appropriate: Adjust the building to respect existing vegetation and slope.



Inappropriate: Clearing the site; using cut and fill and retaining walls.

<p>5. Consider front porch element in design of new structures</p>	<ul style="list-style-type: none"> <li>• Use an unenclosed single-story front porch to break up a structure's massing on the street face.</li> </ul>
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Front Porches contribute to the streetscape and neighborhood character

6. A new structure should be detailed as four-sided architecture

- Relate structure's ratio of solid to void, distribution of window and door openings, and use of consistent detailing on all sides to those of neighboring structures.
- Arrange openings to reflect the traditional alignment of openings in neighboring structures to avoid large unbalanced solid wall expanses.



Appropriate: Details are consistent on all sides.



Inappropriate: Details and material use are not consistent.

7. Consider neighbor views, privacy and sunlight in placement and size of a new structure's elements

- Locate decks, balconies and pools to consider privacy of neighboring properties.
- Minimize interruption of the sunlight, skyplane, and views for neighboring structures.



Inappropriate Infill: Tall mass may obstruct sunlight to adjacent yards.

Notes:

- Street face refers to the streetscape elevations of the houses in the block adjacent to the new structure; when the new structure is within two houses of the street corner, the immediately adjacent block beyond the street corner shall also be included.
- Neighboring structures or properties refer to the properties in the block surrounding the new structure, including those in the rear.
- For corner lots, all of the street faces of structures adjacent to the property will be evaluated.
- Special consideration will be given to appropriate mass and scale, appropriate roof lines, and diverse architectural style.
- Special consideration will also be given to tree preservation, landscaping, and stormwater management that exceeds standards set forth in the City Code.