



Tacoma West Industrial Park Phase 2 - Project Checklist

The following checklist is designed to inform businesses of information needed and meetings which may be required to streamline the development process. Depending on the scope of the project, additional items may be required, or information may not be needed. Please contact Karen Hallquist, Community & Economic Development Director at 952-467-1810 or email economicdev@cityofnva.com with any questions.

GENERAL INFORMATION NEEDED:

- Company name, contact information
- General overview of project/business
- Project timeline for purchase of lot, estimated start and end of construction
- Utility needs: water, sewer, gas, electric, fiber optic, etc.
- Proposed building size, height
- Transportation needs, i.e. anticipated truck traffic, employees, etc.
- Financial Needs? State programs may be available depending on the project, projected employment, etc.

BUILDING INFORMATION NEEDED:

- Site plan – to be reviewed and approved by the Planning Commission (for compliance with the Zoning Ordinance) and City Council (for final approval of both)
- Elevation drawings of the site/buildings with building and structure height, lot coverage, driveway access, etc.
- Utility Plans: Water, Sanitary Sewer, Storm Sewer
- Proposed fire hydrants, access to/around the building
- Landscape Plan – to be reviewed by the Planning Commission and City Council
- Building Plans – to be submitted with the Building Permit Application
- Variance/Conditional Use Permits (if needed)
- Photometric Plan (lighting); Landscaping Plan; Parking Plan
- Describe any hazardous materials
- Other appropriate information

INFORMATION THE CITY WILL PROVIDE:

- Water and Sewer connection fees (WAC/SAC)
- Estimated building permit costs (once plans are received and cost estimate is provided)
- Transportation Plans – U.S. Highway 212
- Land Sale information
- Planning & Zoning Application Forms
- Information on potential state funding programs

REQUIRED MEETINGS:

- Predevelopment meeting with building inspector, City Administrator, Planner, City Engineer and company to review concept and provide feedback.
- Planning Commission – Site Plan review and recommendation; public hearing if variance or conditional use to the zoning code is requested (i.e. structure height, etc.)
- City Council – sale of lot, potential business subsidy, zoning approvals, site plan approval.
- Planning Commission – Site Plan review; zoning code variance public hearing.
- EDC – Site Plan review
- City Council – Site Plan and variance or conditional use approvals.

CITY CONTACTS: PLEASE SEE THE ATTACHED CONTACT INFORMATION

- City Administrator
- City Public Service Department
- Fire Department
- City Economic Development
- City Planner
- City Engineer
- Building Inspector

CITY OF NORWOOD YOUNG AMERICA CONTACTS

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| Andrea Aukrust, City Administrator | 952-467-1805/cityadmin@cityofnya.com |
| Karen Hallquist, Comm & Ec Dev Director | 952-467-1810/economicdev@cityofnya.com |
| Mark Streich, Public Service Director | 320-761-5008/tvoigt@cityofnya.com |
| Steve Zumberge, Fire Chief | 507-469-9145/stevez@locherbros.com |
| Hannah Rybak, City Planner -WSB | 612-269-3684/hrybak@wsbeng.com |
| Jake Saulsbury, Bolton & Menk Engineering | 952-448-8805/jakesa@bolton-menk.com |
| Darin Haslip, 101 Development | 320-226-5189/dri101@live.com |

NORWOOD YOUNG AMERICA UTILITY PROVIDER CONTACTS

Water & Sewer

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| City of Norwood Young America | 952-467-1800 |
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Electricity

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| Minnesota Valley Electric Cooperative | 952-492-2313 |
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Natural Gas

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| CenterPoint Energy | 612-371-4939 |
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Telephone

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| Century Link | 952-556-5679 |
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Fiber Optic

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| MetroNet | 855-769-0936 |
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Refuse Service

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| Republic Environmental Service | 763-972-3335 |
| Waste Management | 800-450-9378 |

Cable TV

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| Mediacom | 800-332-0245 |
| MetroNet | 855-769-0936 |