



Planned Unit Development Application Checklist

The PUD approach to development provides a comprehensive procedure intended to allow greater flexibility in the development of residential and non-residential areas than would be possible under the zoning ordinance requirements. The City Council may approve a PUD if there is a mutual benefit to the city and the proposer, and the PUD meets the criteria of Zoning Ordinance Section 1360.

The required PUD process includes a conference with staff, approval of a concept plan, approval of a preliminary Plan, and approval of a final plan. If the PUD includes subdivision, the applicant must apply for a subdivision with the PUD application, and the review process will be carried out simultaneously

- | <u>GENERAL REQUIREMENTS FOR CONCEPT PLAN AND PRELIMINARY PLAN:</u> | <u>INCLUDED IN</u>
<u>SUBMITTAL</u> |
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| 1. Application Form, including location, address (if assigned), legal description, PID number of all parcels included in the proposed PUD; name, plat name, address, contact information and signature of the proposer and all persons currently having fee ownership interest in the parcels comprising the proposed plat. | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 2. Fees | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3. Escrow | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 4. A description of the request (either on the application form or in a letter), including at least the number of lots, development type, anticipated completion date, and description of the proposed PUD and requested flexibility from the ordinance requirements. | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 5. A map, aerial photo or plan showing the parcel in question, boundaries of the proposed plat, and all property and ownership within five hundred (500) feet of the parcel boundaries. | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 6. Site Plan <ul style="list-style-type: none"> • One (1) 11"x17" hard copy, one (1) electronic copy, and three (3) 22"x34" or 24"x36" full-size plan sets. <u>Plan Sheet Requirements:</u> <ul style="list-style-type: none"> • Title block • Name, address, phone number for owner, developer, surveyor, engineer • Signature of the person that prepared the site plan drawings • Date of preparation and revision dates • North Arrow • Graphic scale not less than 1:50 using an Engineer's Scale | <input type="checkbox"/> YES <input type="checkbox"/> NO |

- | <u>SITE PLAN REQUIREMENTS: CONCEPT PLAN - EXISTING AND PROPOSED:</u> | <u>INCLUDED IN</u>
<u>SUBMITTAL</u> |
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| 1. An accurate certified survey of the proposed plat, current within one year, showing existing conditions and providing the current legal descriptions of all parcels within the proposed plat. | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 2. General locations of all proposed land uses with approximate type and | <input type="checkbox"/> YES <input type="checkbox"/> NO |

intensities of development, and gross acreage and proposed maximum density of the PUD.

- 3. General location of streets, sidewalks, trails or other rights-of-way and significant easements. YES NO
- 4. General location and extent of public and common open space. YES NO
- 5. General staging and time schedule of the development. YES NO
- 6. Other information and special criteria for the development. YES NO

PRELIMINARY PLAN REQUIREMENTS - EXISTING AND PROPOSED

**INCLUDED IN
SUBMITTAL**

- 1. Specific location of all land uses with type and intensities of development YES NO
- 2. Overall maximum PUD Density. YES NO
- 3. Specific location of streets, sidewalks, trails or other rights-of-way and significant easements YES NO
- 4. Specific location and extent of public and common open space. YES NO
- 5. Location of proposed landscaping, utilities, and other features. YES NO
- 6. Staging and time schedule of the development and phasing. YES NO
- 7. Other information and special criteria for the development. YES NO
- 8. If the PUD includes Subdivision, the Preliminary Plan application shall include all of the information required for a Subdivision application. YES NO
- 9. An environmental assessment worksheet (EAW) or other environmental review, when required, and subject to the provisions of Minnesota Statutes. YES NO