



**PLANNED UNIT DEVELOPMENT  
(CONCEPT PLAN) APPLICATION  
CHECKLIST**

**App Fee: \$0**

Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Fax: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Cell: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ E-mail: \_\_\_\_\_

Fee Owner and Consent of Application: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Fax: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Cell: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ E-mail: \_\_\_\_\_

Project/Development Name: \_\_\_\_\_

Address or General Location of the  
Property: \_\_\_\_\_

Legal Description of Property  
Involved: \_\_\_\_\_

Present Use of Property: \_\_\_\_\_

Proposed Use of Property: \_\_\_\_\_

Present Zoning: \_\_\_\_\_ Present Land Use Designation: \_\_\_\_\_

This application shall be completed in full and shall be accompanied by all information and plans required by applicable City Ordinance provisions. Before filing this application, you should contact the Community Development Department to determine the specific ordinance and procedural requirements applicable to your application. A determination of completeness will be made by city staff and a written notice of application deficiencies shall be mailed to the applicant.

This is to certify that I am making application for the described action by the City and I am responsible for complying with all City requirements with regard to this request. This application should be processed in my name. I am the party whom the City should contact regarding any matter pertaining to this application. I have attached a copy of proof of ownership (either copy of Owner's

Duplicate Certificate of Title, Abstract of Title or Purchase Agreement), or I am the authorized person to make this application and the fee owner has signed this application.

I will keep myself informed of the deadlines for submission of materials and the progress of this application. I further understand that additional fees may be charged for consulting fees, feasibility studies, etc. An estimate shall be provided prior to any authorization to proceed with the study. The documents and information I have submitted are true and correct to the best of my knowledge.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Items to Accompany Application**

1. Application Form
2. Items as specified within the Checklist provided, unless otherwise indicated by City Staff.
3. Proof of Ownership (either copy of Owner's Duplicate Certificate of Title, Abstract of Title or Purchase Agreement) or letter from property owner granting approval.
4. A Certificate of Survey and complete legal description of the subject site.
5. Certification of taxes paid on the property.

### **Acceptance of Application**

The application is subject to acceptance by the City upon review of the application and necessary materials being submitted. City engineering approval may be required. Application materials shall meet engineering requirements set forth by the city engineer or as stated within the city code.

#### **—STAFF USE ONLY—**

Date Received: \_\_\_\_\_ Date application deemed complete: \_\_\_\_\_

Planning Commission Meeting Date: \_\_\_\_\_ City Council Meeting Date: \_\_\_\_\_

60-Day Action Agency Date: \_\_\_\_\_

\_\_\_\_\_  
Community Development Director/Designee

\_\_\_\_\_  
Date

## PLANNED UNIT DEVELOPMENT (CONCEPT PLAN – CHECKLIST)

**Submittals shall be provided in the following format with the following required information, unless specifically indicated otherwise by City Staff. Failure to submit a complete application may delay the review and approval process.**

*\*\*Please Note: all site plans must be prepared by a certified architect, landscape architect, engineer, or land surveyor that is licensed in the State of Minnesota. A license stamp or registration number, together with a signature shall be provided on the face of the site plan.*

CHECKLIST ITEM	STAFF USE ONLY DATE RECEIVED
Property description, acreage, identification of owner and developer	
Existing conditions within surrounding areas	
Overall maximum PUD density range (gross and net)	
General location of streets and pedestrian ways	
General location of all non-residential and residential uses (type and intensity of development)	
Height, bulk, and square footage of specific land uses	
Number and types of dwelling units	
Location and percentage of parkland or open space	
Staging and time schedule for the development	
Proposed site development plan	
Color renderings or models showing the character of the development	
Written statement describing the PUD Concept, the market to be served, the relationship with Comprehensive Plan, existing land use and zoning ordinance; how the PUD will be designed, arranged, and operated. Such narrative shall describe how the PUD meets the Purposes and Benefits of the Planned Unit Development Ordinance.	
Other Supplemental Information as requested by Staff	