



PLANNED UNIT DEVELOPMENT - CONCEPT PLAN APPLICATION CHECKLIST

*Applications will be scheduled for consideration by the Planning Commission and/or City Council only after all required materials have been submitted. Application submittal deadlines are available on the City's website or by contacting the Community Development Manager.
Late or incomplete applications will not be accepted.*

Office Use Only:

Case #: _____

Applicant: _____

Address: _____

PURPOSE: Title 12-1K-1 Planned Unit Developments establishes provisions for the creation of a new planned unit development project. The purpose of the planned unit development is to encourage a flexibility in the design and development of land; and in connection therewith, and by way of illustration and not limitation, to preserve the natural and scenic quality of open areas, to encourage a diversity of housing types within a given development, to permit a mixture of several zoning district uses within a development project, and to permit modification and variance of zoning district requirements, but nevertheless and at the same time limiting development to a scale appropriate to the existing terrain and surrounding land uses.

A planned unit development (PUD) may be created as a base zoning district. The purpose of the planned unit development district is to encourage a flexibility in the design and development of land in order to promote its appropriate use; to facilitate adequate and economical provision of streets and utilities; to preserve the natural and scenic qualities for open areas; to encourage a diversity of housing types within a given development and within the community as a whole; and to limit development to a scale appropriate to the existing terrain and surrounding land uses. For such PUD districts, the ten (10) acre minimum area requirement may be waived at the discretion of the city.

The full provisions, standards and requirements are set forth under City Code Article K. Planned Unit Developments, which are noted and attached to this checklist document.

APPLICATION REQUIREMENTS:

The following materials must be submitted for the application to be considered complete:

- ☐ Completed Planning Application, with signatures from the Applicant and/or Property Owner, if different from the Applicant. The application must also include the attached "Statement Explaining Escrow Fee Payment" form, to be signed by the Applicant.
- ☐ Fee (*including escrow*) as noted in the attached Fee Schedule with Planning Application. Checks made payable to **City of Mendota Heights**.

NOTE: Planning Application fees and escrow fees do not cover building permit fees, utilities, or other fees which may be required after application approval or to complete the proposed project.

- ☐ Concept Plan (as noted and explained below).
- ☐ Electronic and hard copies of all the required materials must be submitted according to the Planning Application submittal schedule.

- ❑ Submit one (1) electronic copy via email, flash-drive or similar, plus two (2) full-sized hard copy sets with measurable scale of all required plans.

PROCEDURE FOR PLANNED UNIT DEVELOPMENT:

A. Pre-Application Conference. Before submitting an application for a new planned unit development, the applicant shall confer with the planning commission (and with the city council at its next regular meeting following planning commission review) to obtain information and guidance before entering into binding commitments or incurring substantial expense in the preparation of plans, surveys, and other data.

B. Concept Plan:

1. The applicant shall provide to the planning commission and the council at the pre-application conference the concept plan and other information specified in this subsection. The zoning administrator shall not place a pre-application conference on the planning commission agenda until all of the information specified in this article has been provided by the applicant. All such information shall be provided to the zoning administrator twenty-one (21) days before the pre-application conference with the planning commission to facilitate review by staff and preparation of a report by the city planner.
2. A concept plan must include both maps and a written statement, and must show enough of the area surrounding the proposed planned unit development to demonstrate the relationship of the planned unit development to adjoining uses, both existing and proposed. The maps which are part of the concept plan may be in general schematic form, and must contain the following information:
 - a. The existing topographic character of the land.
 - b. Existing and proposed land uses and the approximate location of buildings, utilities, and unique development features of the site.
 - c. The location of major thoroughfares.
 - d. Public uses, including schools, parks, playgrounds, and other open spaces.
3. A written statement shall accompany the concept plan, which must contain the following information:
 - a. An explanation of the character of the planned unit development and the manner in which it is consistent with and has been planned to comply with the planned unit development provisions contained in this article.
 - b. A statement of proposed financing.
 - c. A statement of the present ownership and all existing or contingent interests in all of the land included within the planned unit development.

- d. A general indication of the expected schedule of development including progressive phasing and time schedules which shall not exceed five (5) years from the date of approval of the final development plan for the planned unit development to the completion of all construction.
- e. The character and approximate density of dwelling units.
- f. Estimated industrial or commercial acreage and projected employment.
- g. Estimated square footage of any commercial development.
- h. Estimated amount of open space and a computation showing the percent of impervious surface in the project area.
- i. Projected traffic.

Action Following Pre-Application Conferences: The planning commission and the council each in their turn shall make recommendations regarding the concept plan giving reasons for their recommendations, but such action is not and is not intended to be binding on the city in any way, but simply advisory to the applicant on a preliminary basis only.