



APPLICATION CHECKLIST

Planned Unit Development (PUD) or Planned Unit Development Conservation (PUD HDR-C)

Note to Applicant: This checklist must be submitted with the Application, Application Fee, any escrow due, and the materials as required and noted within this Checklist. This Checklist and Application must be signed by the Applicant, and Owner if separate party, and submitted to the City Hall for processing to determine completeness.

Application Type (Please Check one)

- PUD Concept Plan (Complete Checklist Section 1)
- Development Stage PUD (Complete Checklist Section 2)
- Final PUD (Complete Checklist Section 3)

Section 1. PUD Concept Plan – Required Items

If you are submitting an application for a PUD Concept Plan, please submit the following items as required per Section 10-7-7 of the City Code:

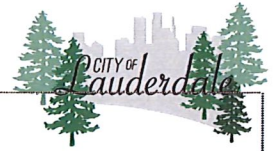
Submitted (Initial)	Item
	Narrative that describes: <ul style="list-style-type: none"> ▪ Proposed Use ▪ General development plan (who is the market of the project, what is the proposed land use mix, describe open spaces, recreational areas, etc.) ▪ Number of Units (if housing) ▪ Proposed square footage (by unit if housing, by use if commercial or industrial) ▪ Staging and timing of development
	Site Plan at a scale of no less than 1" = 100' including the following: <ul style="list-style-type: none"> ▪ Approximate building(s) area and location ▪ Setbacks from Lot Lines (Front, Rear and Side) ▪ Pedestrian Ways ▪ Road/Access Locations ▪ Parking Areas
	Conceptual Architectural Plans: <ul style="list-style-type: none"> • Number of dwellings • Height, number of stories • Design of structure, including conceptual materials and colors
	Pre-Application Meeting <ul style="list-style-type: none"> ▪ Date of Meeting: _____
	Application and Checklist Signed by ALL property Owners



Section 2. Development Stage PUD – Required Items

If you are submitting an application for Development Stage PUD review, please submit the following items as required per Section 10-7-8 of the City Code:

Submitted (Initial)	Item
	Narrative that describes: <ul style="list-style-type: none"> ▪ Proposed Use and Description of who the Project will be marketed to, how the proposed use was identified, etc. ▪ Proposed Rezoning ▪ Requested flexibility from Zoning District ▪ Proposed Name of the Development ▪ Number of units (if residential), Square-footage of commercial or industrial use ▪ Description of how you incorporated/responded to feedback during Concept Plan review process ▪ Description of existing improvements, whether they will be removed or incorporated into the development ▪ Describe any recreation areas to be dedicated for public use
	Existing Conditions Survey at scale of no less than 1"=100' including the following: <ul style="list-style-type: none"> ▪ Property Boundary lines and dimensions ▪ Topography (no less than 2-foot contours) ▪ Wetland Areas (formal approved delineation required, if applicable) ▪ Existing improvements (structures, driveways, curb cuts, etc.) ▪ Identify Existing Land Uses within 100-feet of property boundary
	Site Plan at a scale of no less than 1"=100' including the following: <ul style="list-style-type: none"> ▪ Building(s) area and location ▪ Setbacks from Lot Lines (Front, Rear and Side) ▪ Pedestrian Ways and Bikeways including bike parking areas ▪ Roadways, driveways, curb cuts ▪ Circulation areas, with turning radius verification (if applicable) ▪ Parking Areas including stall count, sizes and identification of required ADA stalls ▪ Location of any recreation areas (parks, trails, open spaces) ▪ Provide Coverage calculations including total ground coverage and building coverage
	Architectural Plans: <ul style="list-style-type: none"> ▪ Number of dwellings ▪ Height, number of stories (Calculate maximum height using topography/proposed final grades) ▪ Elevations ▪ Design of structure, including materials and colors ▪ Signage Plan (wall/affixed to structure, if applicable)
	Landscape Plans <ul style="list-style-type: none"> ▪ Identify proposed planting plan – for trees including caliper inches, species and guarantees ▪ Identify location and materials of any retaining walls, fences or other hardscape screening elements ▪ Identify any hardscape materials (walkways, bike parking details, fountains, etc.) ▪ Lighting Plan, including photometric plan if applicable ▪ Signage Plan (monuments)
	HOA Documents (if applicable) <ul style="list-style-type: none"> ▪ Architectural requirements/Design Covenants ▪ Bylaws or other governing documents



	Engineering Plans, including: <ul style="list-style-type: none"> ▪ Preliminary Plat (if applicable) see Chapter 11 ▪ Demolition Plan (if applicable) ▪ Utility Plan (Water and Wastewater Connections) ▪ Stormwater Management Plan ▪ Grading and Erosion Control Plan
	Mailing Labels (obtained from Ramsey County) of all Property Owners within 300-feet of proposed project
	Full Legal Description
	Application and Checklist Signed by ALL property Owners
	Other information as requested or required by the City

Section 3. Final PUD – Required Items

If you are submitting an application for Final PUD review, please submit the following items as required per Section 10-7-8 of the City Code:

Submitted (Initial)	Item
	Narrative that describes: <ul style="list-style-type: none"> ▪ Any modifications or changes to the Development Stage PUD materials ▪ Address any conditions of approval and how they have been addressed
	Created or Vacated Easements or other Required Dedications <ul style="list-style-type: none"> ▪ Provide required easements as determined through Development Stage ▪ Evidence of any vacations, as required ▪ Park Land Dedication areas, or fee-in-lieu
	Final Plat, if Applicable <ul style="list-style-type: none"> ▪ Number of dwellings ▪ Height, number of stories ▪ Design of structure, including conceptual materials and colors
	Executed Development Agreement <i>The Development Agreement shall be drafted by the City's Attorney upon completion/approval of the Development Stage PUD. Executed Development Agreement shall be required prior to Final Plat or Final PUD Approval.</i>
	Application and Checklist Signed by ALL property Owners

The materials identified in this Application Checklist, the Application and all applicable Fees have been submitted by (if more than one Applicant or Owner Attach Additional Pages):

Patrick Ostrom
Applicant Signature

Patrick Ostrom
Print Applicant Name

Real Estate Equities (or affiliate)
Applicant Company (if Applicable)

4-8-19
Date

Patrick Ostrom
Owner Signature

Patrick Ostrom
Print Owner Name

Real Estate Equities (or affiliate)
Owner Company (if Applicable)

4-8-19
Date



IF more than one Owner, Include the Following:

Applicant Signature

Owner Signature

Print Applicant Name

Print Owner Name

Applicant Company (if Applicable)

Owner Company (if Applicable)

Date

Date

Applicant Signature

Owner Signature

Print Applicant Name

Print Owner Name

Applicant Company (if Applicable)

Owner Company (if Applicable)

Date

Date