

City of St. Louis Park
PLANNED UNIT DEVELOPMENT APPLICATIONS
General and Specific Requirements and Instructions

It is through the development, redevelopment, and preservation of the City in accordance with the City's Comprehensive Plan, development standards, and zoning requirements that the City is shaped to the form and characteristics deemed desirable and suitable.

Review and analysis of a requested Planned Unit Development must occur within this context; therefore, to make the application complete and to permit formal acceptance of your application by Community Development, the applicant must do or provide the following information.

GENERAL REQUIREMENTS

The applicant should review all applicable sections of the Zoning Ordinance relating to the requested use. Section 36:367 pertains to Planned Unit Developments.

1. Prior to filing an application and completion of PUD plans, the applicant should meet with Community Development to review and discuss a concept plan for a proposed Planned Unit Development.
2. The applicant must be the current fee owner of the property or have written approval from the owner or the owner's signature must be on the application.
3. A **complete and accurate legal description** must be submitted. If the property is Torrens, a copy of the most current certificate of title must accompany the application. If the property is not Torrens, a copy of the most recent document which transferred title (i.e. Warranty Deed) must accompany the application.
4. The filing fees must be submitted. (Fees listed on attached application form.)
5. **Two sets of names and address labels** of all property owners within 350 feet of the boundaries of the parcel requesting a Planned Unit Development must be submitted. The names and addresses must be officially prepared by the Hennepin County Auditor's Office located on the 6th floor of the Government Center. (Telephone number is 612-348-5910.)
6. Applications are reviewed by the Planning Commission on the first and third Wednesday of the month. If a holiday falls on that date, the meeting will be held on the following Wednesday. To be eligible for consideration, a **complete** application must be received by the Community Development Department **30 days prior to the meeting date**. See schedule of deadline dates.

An application is not complete unless all of the above items are satisfied. Some applications and/or development plans may have unresolved matters which would delay consideration. **Applications received after the dates listed previously will not be considered until the following meeting.**

SPECIFIC REQUIREMENTS

Preliminary Planned Unit Development Plan Requirements

Seven (7) large scale sets of a Survey, complete Site Plan and development plans must be submitted. **The site plan must meet the Zoning Ordinance requirements.** One legible set of 8 ½" x 11" or 11" x 17" reductions must also be submitted. (See next page for description.) Also include electronic PDF file of exhibits. The Survey, Site Plan and Development Plans must be drawn and submitted in a manner allowing proper review of the request. The following information must be included:

1. All information required for consideration and approval of a preliminary plat, if a plat is necessary.
2. A general development plan including the following:
 - a. Site conditions and existing development on the subject property and immediately adjacent properties.
 - b. The proposed use of all areas of the site.
 - c. The proposed density, type, size and location of all dwelling units, if dwelling units are proposed.
 - d. The general size, location and use of any proposed non-residential buildings on the site.
 - e. All public streets, entrance and exit drives, and walkway locations.
 - f. Parking areas.
 - g. Landscaped areas.
 - h. Parks and open space, public plazas and common areas.
 - i. Site dimensions.
 - j. Generalized drainage and utility plans.
 - k. Any other information which the City may request.
3. Summary sheets which include the following:
 - a. Proposed densities.
 - b. Acreage or square footage of individual land uses on the site.
 - c. All proposed modifications of district regulations being requested.

4. Generalized staging plan for the project, including the geographical sequence of construction and the number of dwelling units or square footage of non-residential property to be constructed in each stage.
5. Traffic study containing, at a minimum, the total and peak hour trip generation from the site at full development, the effect of this traffic on the level of service nearby and adjacent streets, intersections, and total parking requirements.
6. A statement showing how the Planned Unit Development will meet the stated purposes and objectives of this section of the Ordinance.
7. Environmental data which the City may deem necessary. At a minimum, this shall include a preliminary analysis of the probability of site contamination.

Final Planned Unit Development Plan Requirements

1. A final plat which meets the requirements of Section 26 of the Zoning Ordinance, if required.
2. A final site plan drawn to scale showing the location of all structures including their placement, size and type as well as streets, parking areas and stall arrangement, walkways and other pedestrian facilities, parking calculations, and open space including public plazas and commons.
3. A landscape plan showing the location, size, and species of all plant materials, a landscaping irrigation system plan, and all other nonvegetative landscape features (tables, benches, decorative lighting, fountains, etc.).
4. A utility plan showing the location and size of all on-site utilities and easements as well as storm water runoff calculations for both the predevelopment and postdevelopment condition of the site.
5. Building plans at a level of detail necessary to allow parking calculations to be made and building elevation drawings showing architectural details and proposed building materials.
6. Any deed restrictions, covenants, agreements, and Articles of Incorporation and By-Laws of any proposed homeowners' association or other documents or contracts which control the use or maintenance of property covered by the Planned Unit Development.
7. A final staging plan, if staging is proposed, indicating the geographical sequence and timing of development of the plan or portions thereof including the estimated date of beginning and completion of each state.
8. Traffic control/directional signage.
9. Site lighting plan and photometrics.
10. Any other information which the City in its sole discretion may require to fully present the intention and character of the Planned Unit Development.

ISSUANCE OF A BUILDING PERMIT

After the City Council approves the final Planned Unit Development, a completed building permit application and two sets of construction drawings and specifications must be submitted to the Inspections Department for review prior to permit issuance. The review process may take up to 5 working days for residential projects and 10 working days for commercial projects. Final planned unit development approval is required and the applicant must sign an assent form indicating acceptance of the conditions of City Council approval prior to building permit issuance.

**APPLICATION DUE DATES
FOR CONSIDERATION AT
PLANNING COMMISSION MEETINGS**

Applications are reviewed by the Planning Commission on the first and third Wednesday of the month.* To be eligible for consideration, a **completed** application must be received by the Community Development Department on the following dates:

<u>Date Due to be considered at the</u>	<u>Planning Commission Meeting of:</u>	<u>Consideration at City Council on:</u>
October 3, 2011	November 2, 2011	December 5, 2011
October 17, 2011	November 16, 2011	December 19, 2011
November 7, 2011	December 7, 2011	January 3, 2012
November 21, 2011	December 28, 2011*	January 17, 2012*
December 5, 2011	January 4, 2012	February 6, 2012
December 19, 2011	January 18, 2012	February 21, 2012*
January 2, 2012	February 1, 2012	March 5, 2012
January 16, 2012	February 15, 2012	March 19, 2012
February 6, 2012	March 7, 2012	April 2, 2012
February 20, 2012	March 21, 2012	April 16, 2012
March 5, 2012	April 4, 2012	May 7, 2012
March 19, 2012	April 18, 2012	May 21, 2012
April 2, 2012	May 2, 2012	June 4, 2012
April 16, 2012	May 16, 2012	June 18, 2012
May 7, 2012	June 6, 2012	July 2, 2012
May 21, 2012	June 20, 2012	July 16, 2012
June 11, 2012	July 11, 2012*	August 6, 2012
June 18, 2012	July 18, 2012	August 20, 2012
July 2, 2012	August 1, 2012	September 4, 2012*
July 16, 2012	August 15, 2012	September 17, 2012
August 6, 2012	September 5, 2012	October 1, 2012
August 20, 2012	September 19, 2012	October 15, 2012
September 3, 2012	October 3, 2012	November 5, 2012
September 17, 2012	October 17, 2012	November 19, 2012
October 1, 2012	November 7, 2012	December 3, 2012
October 15, 2012	November 21, 2012	December 17, 2012
November 5, 2012	December 5, 2012	January 7, 2013
November 19, 2012	December 19, 2012	January 22, 2013*
December 3, 2012	January 2, 2013	February 4, 2013
December 17, 2012	January 16, 2013	February 19, 2013*

An application is not considered complete and **will not be accepted** until all requirements are satisfied. Requirements are included with application.

* If the first or third Wednesday of the month is a holiday, the Planning Commission meeting will be held the following Wednesday.

** If the first or third Monday is on a holiday, the City Council meeting will be held the following Tuesday unless that Tuesday is also a holiday. If this is the case, the meeting will be moved to the next succeeding Monday that is not a holiday.

City of St. Louis Park
PLANNED UNIT DEVELOPMENT APPLICATION

Fees:

Preliminary PUD	\$2,000	
Final PUD	\$2,000	
Prelim/Final PUD Combined	\$2,250	
Major Amendment	\$2,000	
Minor Amendment	\$1,000	
Administrative Amendments	\$	
PLUS		Planning Staff _____
Recording Fee—All Applications	\$ 120	Filing Date _____
Total	\$ _____	Case No. _____

Directions: All items must be completed. If the spaces provided are insufficient, use additional pages.

1. Name of Applicant Telephone No.
Home:
Work:

2. Address of Applicant

(no. and street) (city) (state) (zip)

3. Name of Current Fee Owner Telephone No.

4. Address of Current Fee Owner

(no. and street) (city) (state) (zip)

5. Street Address of Property Involved

6. *Legal Description of Property Involved:* Abstract Prop. _____ Torrens Prop. _____
(check one)

7. Present Zoning District: 8. Zoning Ordinance Section
Authorizing PUD:

9. Present Use of Property: 10. Proposed Use of Property:

* If the property is **Torrens**, a copy of the most current certificate of title must accompany the application.
If the property is **Abstract**, a copy of the most recent deed or instrument transferring the title must accompany the application.

11. Description of Request:

12. What will be the effect of the proposed use on the health, safety and welfare of occupants of surrounding lands?

13. What will be the effect on existing and anticipated traffic conditions, including parking facilities on adjacent streets?

14. What will be the effect on property values in the surrounding area?

15. What will be the effect of the proposed use on the Comprehensive Plan?

16. Acknowledgement and Signature:

The undersigned hereby represents upon all of the penalties of law, for the purpose of inducing the City of St. Louis Park to take the action herein requested, that all statements herein are true and that all work herein mentioned will be done in accordance with the Ordinance of the City of St. Louis Park and the laws of the State of Minnesota.

Print in name plus signature.

By _____
Name of Applicant (print)

Name of Current Fee Owner

Applicant's Signature

Signature of Current Fee Owner if different from Applicant or attach letter from Current Fee Owner