

Planned unit development (PUD) application

Requirements and process overview

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 (PUD) must occur within this context; therefore, to make the application complete and to permit formal acceptance of your application by the community development department, the city has established this procedure, and asks that you provide the information listed below.

Pre-application review

Before submitting an application:

- Review all applicable sections of the zoning ordinance relating to the requested use. Section 36-32 pertains to planned unit developments. The ordinance is available on the city website at <https://www.stlouispark.org/government/departments-divisions/planning-zoning/zoning-code> or by calling the community development department at 952.924.2575.
- Meet with community development staff to review and discuss the proposed concept plan. Staff may schedule a review of the concept plan by the St. Louis Park Planning Commission and/or city council at a study session to obtain nonbinding comments on its merits.

Application process

Once the PUD application is submitted, the application will be reviewed by the community development department to determine whether or not the application is complete. Staff will notify the applicant if the application is incomplete and what steps need to be taken to complete the application.

Once the application is deemed complete, the following process will be followed. The process is subject to change depending on the characteristics of the application and the outcome of each step.

1. Neighborhood meeting will be conducted
2. Planning commission review and public hearing. The commission will make a recommendation to the city council.
3. City council action

Submittal checklist

Preliminary PUD plan requirements:

Four large scale sets of a survey, complete detailed site plan and development plans must be submitted. The site plan must meet the zoning ordinance requirements. One legible set of 11 inch by 17 inch reductions must also be submitted. Also include electronic PDF file of exhibits. The survey, detailed 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:

- A complete and accurate legal property description. 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

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the most recent document which transferred title (e.g., a Warranty Deed) must accompany the application.

- Two sets of names and address labels of all property owners within 350 feet of the boundaries of the parcel requested to be changed. The source of the names and addresses must be from Hennepin County. Visit <https://gis.hennepin.us/locatenotify/default.aspx> to create the mailing label package, including a map showing the notice area.
- A statement describing how the PUD will meet the stated purposes and objectives of this section.
- If land encompassed within a proposed PUD is to be platted, replatted or subdivided, all information required for consideration and approval of a preliminary plat is also required in accordance with the subdivision ordinance. The review may be carried out simultaneously with the review of a PUD.
- A current certified survey showing existing conditions of properties located within the proposed PUD, and buildings and topography of properties located within 150 feet of the proposed PUD.
- Preliminary general development plans. Plan will be dimensioned and based on the survey. Plans will show compliance with the city code and proposed modifications.
 - Detailed site plan that shows buildings, setbacks and parking locations and calculations
 - Landscape plan, including spaces used for designed outdoor recreation area (DORA), showing calculations, species, quantity and size
 - Tree preservation and replacement plan showing replacement calculations
 - Erosion control plan
 - Utility, drainage and stormwater management plans prepared by a civil engineer registered in Minnesota
 - Lighting plan, including a photometric plan and details of all exterior light fixtures [See City Code Section 36-363(d)]
 - Building elevations showing exterior materials calculation, height calculations and ground floor transparency calculations for each elevation and floor plans
 - Fire protection plan
 - Shadow study [See City Code Section 36-366(b)]
- Traffic study, when applicable, containing at a minimum, the total and peak hour trip generation from the site at full development, the effect of such traffic on the level of service of nearby and adjacent streets, intersections and total parking requirements.
- If a PUD has been requested that involves two or more phases, the PUD applicant will submit a phasing plan. This plan will demonstrate that each phase is capable of independently addressing and complying with the city code, traffic study and stormwater requirements and include the geographical sequence of construction and the number of dwelling units or square footage of nonresidential property to be constructed in each phase.
- Environmental data which the city may deem necessary. This data must include a preliminary analysis of the probability of site contamination.

Final PUD plan requirements

- An application and payment of required application fee.

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- A final plat which meets the requirements of the subdivision ordinance.
- A current certified survey showing existing conditions of properties located within the proposed PUD, and buildings and topography of properties located within 150 feet of the proposed PUD.
- Final general development plans. Plans will be dimensioned and based on the survey. Plans will show compliance to the city code and proposed modifications.
 - Detailed site plan that shows buildings, setbacks and parking locations and calculations
 - Landscape plan, including spaces used for designed open recreation area (DORA), showing calculations, species, quantity and size
 - Tree preservation plan and replacement plan showing replacement calculations
 - Erosion control plan
 - Utility, drainage and stormwater management plan prepared by a civil engineer registered in Minnesota
 - Lighting plan, including a photometric plan and details of all exterior light fixtures [See City Code Section 36-363(d)]
 - Building elevations showing exterior materials calculation, height calculations and ground floor transparency calculations for each elevation and floor plans
 - Fire protection plan
 - Shadow study [See City Code Section 36-366(b)]
- Any deed restrictions, covenants, agreements and articles of incorporation and bylaws of any proposed homeowners' association or other documents or contracts which control the use or maintenance of property covered by the PUD.
- A final phasing plan, if phasing is proposed, indicating the geographical sequence and timing of development of the plan or portions thereof, including the estimated data of beginning and completion of each phase.
- Any other project information required by the city.

A final PUD application will be submitted for approval within 180 days after the city council approves the preliminary PUD, unless a written request for a time extension is submitted by the applicant and approved by the city council.

If the city council deems it necessary, it may set a public hearing for consideration of the PUD. The city council may deny the final PUD plan or approve the final PUD plan in whole or in part. City council approval of the PUD is a rezoning of the property into the PUD district.

Issuance of a building permit

After the city council approves the final PUD, a completed building permit application must be submitted to the St. Louis Park Inspections Department. Final PUD approval is required, and the applicant must meet the city council conditions of approval and sign an assent form and exhibits indicating acceptance of the conditions and exhibits of city council approval prior to building permit issuance.

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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:

Date received:	Planning commission meeting of:	Consideration at city council on:
Nov. 5, 2018	Dec. 5, 2018	Jan. 7, 2019
Nov. 19, 2018	Dec. 19, 2018	Jan. 22, 2019*
Dec. 3, 2018	Jan. 2, 2019	Feb. 4, 2019
Dec. 17, 2018	Jan. 16, 2019	Feb. 19, 2019*
Jan. 7, 2019	Feb. 6, 2019	March 4, 2019
Jan. 22, 2019	Feb. 20, 2019	March 18, 2019
Feb. 4, 2019	March 13, 2019*	April 11, 2019
Feb. 19, 2019	March 20, 2019	April 15, 2019
March 4, 2019	April 3, 2019	May 6, 2019
March 18, 2019	April 17, 2019	May 20, 2019
April 1, 2019	May 1, 2019	June 3, 2019
April 15, 2019	May 15, 2019	June 17, 2019
May 6, 2019	June 5, 2019	July 1, 2019
May 20, 2019	June 19, 2019	July 15, 2019
June 3, 2019	July 3, 2019	Aug. 5, 2019
June 17, 2019	July 17, 2019	Aug. 19, 2019
July 1, 2019	Aug. 7, 2019	Sept. 3, 2019*
July 15, 2019	Aug. 21, 2019	Sept. 16, 2019
Aug. 5, 2019	Sept. 4, 2019	Oct. 7, 2019
Aug. 19, 2019	Sept. 18, 2019	Oct. 21, 2019
Sept. 3, 2019	Oct. 2, 2019	Nov. 4, 2019
Sept. 16, 2019	Oct. 16, 2019	Nov. 18, 2019
Oct. 7, 2019	Nov. 6, 2019	Dec. 2, 2019
Oct. 21, 2019	Nov. 21, 2019	Dec. 16, 2019
Nov. 4, 2019	Dec. 4, 2019	Jan. 6, 2020
Nov. 18, 2019	Dec. 18, 2019	Jan. 21, 2020*
Dec. 2, 2019	Jan. 8, 2020*	Feb. 3, 2020
Dec. 16, 2019	Jan. 15, 2020	Feb. 18, 2020*

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.

Application for planned unit development (PUD)

Fee schedule

Preliminary PUD:	<u>\$2,150</u>
Final PUD:	<u>\$2,150</u>
Preliminary/final PUD combined:	<u>\$3,200</u>
Major amendment:	<u>\$2,150</u>
Administrative amendments:	<u>\$1,150</u>
PLUS	
Recording fee:	<u>\$120</u>
TOTAL:	<u>\$</u>

Applicant/contact

Name: _____
Street address: _____
City: _____ State: _____ ZIP code: _____
Phone: _____ Cell: _____ Email: _____

Current fee owner

Name: _____
Street address: _____
City: _____ State: _____ ZIP code: _____
Phone: _____ Cell: _____ Email: _____

Street address of property involved

Street address: _____
City: _____ State: _____ ZIP code: _____

Legal description of property

Torrens Abstract

* 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 of transferring the title must accompany the application.

Current zoning district

R-1 R-2 R-3 R-4 M-X POS
 C-1 C-2 O BP I-P I-G

Overlay district

Traffic demand management Floodplain

Current use: _____ Proposed use: _____

Project description

Provide a concise statement summarizing this project:

Provide a more detailed description of your request for a planned unit development, being sure to address the following items:

- The effect of the proposed use on the health, safety and welfare of occupants of surrounding lands.
- The effect on existing and anticipated traffic conditions, including parking facilities on adjacent streets.
- The effect on property values in the surrounding area.
- The consistency of the proposed use with the principles, goals and objectives of the comprehensive plan.

Civil engineer

Name: _____

Street address: _____

City: _____ State: _____ ZIP code: _____

Phone: _____ Cell: _____ Email: _____

Architect (if applicable)

Name: _____

Street address: _____

City: _____ State: _____ ZIP code: _____

Phone: _____ Cell: _____ Email: _____

Acknowledgement and signature

The undersigned hereby grants permission to the city to enter the property at any time during the application process and to install sign(s) on the property notifying the public of their application.

The undersigned hereby represents upon all of the penalties of law, for the purpose of including 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.

Applicant**Current fee owner**_____
Print name_____
Print name_____
Signature_____
Signature (if different from applicant) or attach
letter from current fee owner

Site plan worksheet

	Existing	Proposed	Staff notes
Property			
Acres			
Square feet			
Building			
Gross square footage			
Footprint square footage			
Building height in stories			
Building height in feet			
Percent class I materials per façade			
North			
South			
East			
West			
Residential units			
Residential density			
Floor area ratio			
Type of units (total and affordable)			
Studio			
One-bedroom			
Two-bedroom			
Three-bedroom			
Four-bedroom			
Commercial/office square footage			
Ground floor area ratio			
Parking			
Number of spaces			
Number of electric vehicle charging spaces			
Number of bicycle spaces			
Landscaping			
Usable open space square feet			
Dedicated outdoor recreational area percentage			
Impervious surface ratio			
Canopy tree count			
Ornamental tree count			
Shrub count			
Signage			
Area in square feet			