



PLANNED UNIT DEVELOPMENT CHECKLIST

(Section 2700 of Zoning Ordinance)

A checklist of background information and submission requirements for processing a planned unit development is provided below. Should there be an item which is not included in the submission of the application; a detailed, written explanation should be made outlining the reason for omission.

The City Staff will also utilize the attached form as a checklist in the review of information which you submit. The decision on whether a request will be granted rests with the Albertville City Council. Please read all applicable ordinances and the attached checklist thoroughly. The Albertville City Code and Zoning Ordinance can be found online at the City's website at www.albertvillemn.gov.

PROCEDURES		Compliance	
		YES	NO
1.	Review the appropriate section of the City Zoning Ordinance. ▪ Planned (Section 2700 of Zoning Ordinance)		
2.	Meet with City Staff/Planner to discuss proposal. DATE:		
3.	Application filed concurrently with application fee and escrow. DATE:		
SUBMITTAL REQUIREMENTS			
1.	Proof of title and the legal description of the property for which the application is requested.		
2.	Narrative describing the PUD project and consistency with the Albertville Comprehensive Plan.		
3.	Identification of adjoining land uses and zoning.		
General PUD Concept Submissions			
1.	Landowner's name, applicant's name, and evidence of control of the site proposed for PUD development.		
2.	Address and legal description of the subject site.		
3.	Site Conditions. Graphic reproductions of the existing site conditions at a scale of one inch equals one hundred feet (1" = 100').		
a.	Contours - minimum two foot (2') intervals.		
b.	Location, type and extent of tree cover.		
c.	Slope analysis.		
d.	Location and extent of water bodies, wetlands and streams and floodplains within three hundred feet (300') of the subject property.		
e.	Significant rock outcroppings.		
f.	Existing drainage patterns.		
g.	Vistas and significant views.		
h.	Soil conditions as they affect development.		
	All of the graphics should be the same scale as the final plan to allow easy cross reference. The use of overlays is recommended for clear reference.		
4.	Schematic Drawings. Schematic drawing of the proposed development concept including but not limited to the general location of major circulation elements, public and common open space, residential and other land uses.		

		Compliance	
		YES	NO
5.	Number of Dwelling Units/Areas of Non-Residential Use. A statement of the estimated total number of dwelling units proposed for the PUD and a tabulation of the proposed approximate allocations of each type of land use expressed in acres and as a percent of the total project area, which shall include at least the following:		
a.	Area devoted to uses.		
b.	Area devoted to use by building type.		
c.	Area devoted to common open space.		
d.	Area devoted to public open space.		
e.	Approximate area devoted to streets.		
f.	Approximate area devoted to, and number of, off-street parking and loading spaces and related access.		
6.	Schedule of Stages. When the PUD is to be constructed in stages during a period of time extending beyond a single construction season, a schedule for the development of such stages or units shall be submitted stating the approximate beginning and completion date for each such stage or unit and the proportion of the total PUD public or common open space and dwelling units to be provided or constructed during each such stage, and the overall chronology of development to be followed from stage to stage.		
7.	Open Space or Service Facilities. When the proposed PUD includes provisions for public or common open space or service facilities, a statement describing the provision that is to be made for the care and maintenance of such open space or service facilities.		
8.	Covenants. General intents of any restrictive covenants that are to be recorded with respect to property included in the proposed PUD.		
9.	Utilities Plans. Schematic utilities plans indicating placement of water, sanitary and storm sewers.		
10.	Additional Information. The Zoning Administrator may require the submission of any additional information or documentation which it may find necessary or appropriate to full consideration of the proposed PUD or any aspect or stage thereof.		

PUD Development Stage Submissions

Development stage submissions should depict and outline the proposed implementations of the general concept stage for the PUD. Information from the general concept stage may be included for background and to provide a basis for the submitted plan. The development stage submissions shall include but not be limited to:

1.	Zoning classification required for development stage submission and any other public decisions necessary for implementation of the proposed plan.		
2.	Ten (10) sets of preliminary plans (site plans or preliminary plats), drawn to a scale of not less than one inch equals one hundred feet (1" = 100') or scale requested by the Zoning Administrator containing at least the following information:		
a.	Proposed name of the development (which shall not duplicate nor be similar in pronunciation to the name of any plat theretofore recorded in Wright County).		
b.	Property boundary lines and dimensions of the property and any significant topographical or physical features of the property.		
c.	The location, size, use and arrangement including height in stories and feet and total square feet of ground area coverage and floor area, of proposed buildings, and existing buildings which will remain, if any.		
d.	Location, dimensions of all driveways, entrances, curb cuts, parking stalls, loading spaces and access aisles, and all other circulation elements including bike and pedestrian; and the total site coverage of all elements.		
e.	Location, designation and total area of all common open space.		

		Compliance	
		YES	NO
f.	Location, designation and total area proposed to be conveyed or dedicated for public open space, including parks, playgrounds, school sites and recreational facilities.		
g.	Proposed lots and blocks, if any, and numbering system.		
h.	The location, use and size of structures and other land uses on adjacent properties.		
i.	Detailed plans and provisions of proposed landscaping.		
j.	General grading and drainage plans for the developed PUD.		
k.	Any other information that may have been required by the Planning Commission and City in conjunction with the approval of the general concept plan.		
3.	An accurate legal description of the entire area within the PUD for which development stage approval is sought.		
4.	A tabulation indicating the number of residential dwelling units and expected population.		
5.	A tabulation indicating the gross square footage, if any, of commercial and industrial floor space by type of activity (e.g. drug store, dry cleaning, supermarket).		
6.	Preliminary architectural "typical" plans indicating use, floor plan, elevations and exterior wall finishes of proposed buildings, including manufactured homes.		
7.	A detailed site plan, suitable for recording, showing the physical layout, design and purpose of all streets, easements, rights-of-way, utility lines and facilities, lots, blocks, public and common open space, general landscaping plan, structure, including manufactured homes and uses.		
8.	Preliminary grading and site alteration plan illustrating changes to existing topography and natural site vegetation. The plan should clearly reflect the site treatment and its conformance with the approved concept plan.		
9.	A preliminary plat prepared in accordance with the Subdivision Regulations of the City.		
10.	A Soil Erosion Control Plan acceptable to watershed districts, Department of Natural Resources, Soil Conservation Service, or any other agency with review authority clearly illustrating erosion control measures to be used during construction and as permanent measures.		
11.	A statement summarizing all changes which have been made in any document, plan data or information previously submitted, together with revised copies of any such document, plan or data.		
12.	Such other and further information as the Planning Commission, Zoning Administrator or City Council shall find necessary to a full consideration of the entire proposed PUD or any stage thereof.		

PUD Final Plan Stage Submissions

After approval of a general concept plan for the PUD and approval of a development stage plan for a section of the proposed PUD the applicant will submit the following material for review by the City staff prior to issuance of a building permit.

1.	Proof of recording any easements and restrictive covenants prior to the sale of any land or dwelling unit within the PUD and of the establishment and activation of any entity that is to be responsible for the management and maintenance of any public or common open space or service facility.		
2.	All certificates, seals and signatures required for the dedication of land and recordation of documents.		
3.	Final architectural working drawings of all structures.		
4.	A final plant and final engineering plans and specifications for streets, utilities and other public improvements, together with a City/Applicant Agreement for the installation of such improvements and financial guarantees for the completion of such improvements.		

		Compliance	
		YES	NO
5.	Any other plans, agreements, or specifications necessary for the City staff to review the proposed construction. All work must be in conformance with the Minnesota State Uniform Building Code.		

Failure on the part of the applicant to supply all necessary information listed herein or any supportive information as requested by the City may be grounds for an application to be determined incomplete.