

FILING REQUIREMENTS

THE FOLLOWING ITEMS MUST BE SUBMITTED:

1. Completed application form.
2. A currently certified Abstract of Title or an Owner's Duplicate Certificate of Title and copies of all unrecorded documents necessary to establish a legal or equitable interest by the applicant in the property involved.
3. Written description of the proposal which shall address:
 - a. Compatibility of the proposed uses (s) with adjoining uses.
 - b. The amount or type of variation proposed from any of the City's development codes and an explanation this code is too stringent for practical use of the subject property (copies of the Development Code are available in the Department of Community Development or on-line at (<http://www.shoreviewmn.gov/government/city-code/>)/
 - c. The criteria required for Development Stage approval can be met (refer to Attachment A).
 - d. The benefit derived from the PUD which could not be achieved if strict enforcement of the development codes is required.
 - e. If the City will be requested to extend any public utilities or streets to support developments that the City will be requested to construct.
 - f. The applicant's intentions regarding selling or leasing any portion of the development. Note - the land within PUD shall be under single ownership or managed by one authority unless an alternative arrangement is approved by the City.
4. **One** 8 1/2"x11" and one 11" by 17" half-scale reproducible print shall be submitted for each required sketch, drawing, or plan. **Two** 24"x36" copies of each plan sheet for staff review. (IF REQUIRED BY STAFF)
Digital Copies of plans can be submitted at: <http://www.shoreivewmn.gov/pc/application>

This plan shall be drawn to scale acceptable to the City and must illustrate:

- a. Existing significant natural features, such as wetlands, steep slopes, healthy mature trees, etc.
 - b. Existing land uses and buildings within 500 feet of the site.
 - c. Proposed structures, land uses, traffic circulation and parking information.
 - d. Proposed public streets, utilities and storm water facilities.
 - e. Any other features or information that may be requested by the City, such as the location and findings of soil borings, wetland studies, phasing plans or traffic studies.
 - f. The name, firm, address and telephone number of each person responsible for preparing these plans.
5. Filing fee of \$300.00 (make checks payable to the City of Shoreview). **The filing fee is non-refundable.**

REVIEW PROCEDURE

The Concept Stage application is *optional* and designed to address the appropriateness of a development proposal from the perspective of general land use compatibility. This review process provides the applicant with an opportunity to submit a plan showing the basic intent and the general nature of the entire development without incurring substantial cost. This process incorporates public review; thereby allowing the applicant to receive comments regarding the proposed development from the City and nearby property owners. It also provides a forum in which more specific development issues and potential concerns can be identified and may require further information and additional analysis at the Development Stage.

1. Application. A Concept Stage PUD application shall be made on a form provided by the City Manager and shall be submitted with the required information.
2. Review Process. The City Manager shall forward the Concept Stage application to the Planning Commission and City Council for review. The Planning Commission will offer comments and suggestions regarding the Concept Plan to the applicant. These comments and suggestions will be forwarded to the City Council, who shall also review the proposal and provide feedback to the applicant. ***The Council will not take any formal action to approve or deny the application. No comments, remarks or observations made by the City Council, Planning Commission or City Staff on the Concept Plan are binding on the City for subsequent stages.***
3. Notice and Hearing Procedure.
 - a. Mailed Notice. Notice of the proposal, time and place of the hearing shall be mailed at least 10 days before the date of the hearing to each recorded owner of property within 350 feet of the perimeter of the property which is the subject of the review.
 - b. Failure to Give Notice. Failure to give mailed notice or defects in the notice shall not invalidate the proceedings provided a bonafide attempt has been made to comply with the mailed notice requirement.

NOTES

1. An application cannot be accepted until each of the filing requirements listed above has been satisfied.
2. The purpose of requiring the data referenced in the filing requirements is to permit the City to thoroughly evaluate your proposal relative to City ordinances and policies. Refusal to provide the requested information may jeopardize the scheduling of your request for Planning Commission review. Information submitted with this application will be made available to anyone who may request it.
3. The City of Shoreview recommends that you discuss your proposal with the adjoining property owners before you submit an application. In so doing, you may address items that might be of later concern.
4. City code prohibits using PUD's to authorize a variation in the City's standard for sanitary sewer, group useable open space, maximum lot coverage, screening or landscaping or performance standards set forth in the Development Code.

ATTACHMENT A

Review Criteria for Planned Unit Developments

The City of Shoreview recognizes that there have been and will continue to be innovations in subdivision design and management of land uses, building materials and building codes. The City further recognizes that its standard methods for the protection of the public health, safety, morals and general welfare may be altered from time to time to address advances in technology and changes in community needs, social practices and thought.

As such, approval of a development proposal via the Planned Unit Development permits the City to vary from the strict enforcement of its Development Code, provided one or more of the following criteria are met upon the Development Stage approval:

1. That the proposal complies with the Shoreview Comprehensive Plan.
2. That in those cases where the plan does not comply with the minimum standards of this ordinance, the deviation is to permit a development that provides a benefit to the city as a whole which include but are not limited to the following:
 - a. Use of architectural enhancements to the overall building design that exceed building design standards found in a typical development by including the use of high quality building materials, decorative features and accents.
 - b. Enhancement of public infrastructure including but not limited to streetscaping, street design, sidewalks, open space and trails.
 - c. Use of innovative materials and techniques to minimize stormwater run-off from the site and enhance water quality.
 - d. Incorporation of sustainable building practices such as green building standards and or Leadership in Energy and Environment Design (LEED) practices into the overall site design and building plans.
 - e. Includes a specified percentage of affordable housing in accordance with the income and housing costs guidelines for the Twin Cities metropolitan area
 - f. Provides housing that entails a range of housing options to meet resident preferences and circumstances at all life stages (life-cycle housing) that supports the Cities life-cycle housing goal as identified in the Comprehensive Plan
 - g. Incorporates the historic preservation of private or public structures, places or parks.
 - h. Eliminates of blighted structures or incompatible uses through redevelopment or rehabilitation.
 - i. Incorporates transportation demand management or public transit.
 - j. Preserves and concentrates open space by providing common open areas or reserving specific amounts of open space on each parcel.
3. In those instances where a site is to be redeveloped or where the site is adjoined by developed property, that development via a PUD is desirable to insure compatibility with the adjoining land use(s).
4. That there is no significant adverse impact of the proposed development on surrounding properties.

5. That the plan evidences a direction toward preservation, enhancement, and protection of natural features existing on the property or if the property does not contain natural features worthy of protection, the plan is designed to minimize land alteration and incorporates native plant materials into the landscaping theme.
6. That the plan does not occupy a designated Flood Plain area or areas consisting of soils with severe building limitations, or that the applicant has demonstrated that said plan will not cause significant alteration of existing topography or natural drainage.