

PLANNED UNIT DEVELOPMENT (PUD) - FINAL APPLICATION

Return to:

Department of Community Development
City of Shoreview
4600 Victoria Street North
Shoreview, MN 55126
(651) 490-4680

Project Name: _____

Development Stage Approval – date: _____

Site Identification:

Address: _____

Property Identification Number: _____

Legal Description: _____

Applicant:

Name: _____

Address: _____
City State Zip Code

Telephone Number: _____ (daytime) _____ (home)

Fax Number: _____ E-Mail: _____

Property Owner (if different from applicant):

Name: _____

Address: _____
City State Zip Code

Signatures:

Applicant: _____ Date: _____

Property Owner: _____ Date: _____

Date Received by City: _____ By Whom: _____

FILING REQUIREMENTS

THE FOLLOWING ITEMS MUST BE SUBMITTED:

1. Completed application form.
2. List of Development Stage Planned Unit Development (PUD) conditions and documentation that each has been satisfied.
3. **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.shoreviewmn.gov/pc/application>

The plans sheets shall include follow detailed plans:

- a) Site Plan
 - b) Building Elevation
 - c) Site Lighting
 - d) Landscaping
 - e) Signage
 - f) Utility
 - g) Street
 - h) Grading
 - i) Erosion Control Plans.
4. A listing of the name, firm, mailing address and telephone number for each person responsible for one or more of the submitted development plan sheets.
 5. Completed final plat application (if applicable).
 6. A written explanation of any changes proposed to the approved Development Stage PUD. (Please be advised that if the City Council finds that substantial changes are being proposed, it may refer the proposal back to the Planning Commission for a recommendation).
 7. Filing fee of \$300.00 (make checks payable to the City of Shoreview). **The filing fee is non-refundable.**

REVIEW PROCEDURE

1. Upon receipt of a completed application, the City Planner will prepare the necessary development agreements and schedule the item for review before the City Council.
2. The City Council shall determine whether the Final Stage PUD is in compliance with the approved Development Stage PUD. If the City Council determines that a substantial change to the plans or conditions of approval is necessary due to unforeseen circumstances or is otherwise required by the developer, the City Council shall refer the Final Stage PUD to the Planning Commission for review in accordance with the Development Stage PUD procedures. Otherwise, if the Final Stage PUD is in compliance with the Development Stage PUD and with all conditions of approval, the City Council may approve the Final Stage PUD.
3. An affirmative vote of at least three Council members is required for approval of the Final Stage PUD. Upon approval, the City Council shall also act on the documents as required including plats, development contracts and erosion control and rezoning agreements, and the public use recreation fees (if required).

NOTES

1. An application cannot be accepted until each of the filing requirements listed above has been satisfied.
2. All pertinent conditions of Concept and Development Stage PUD approval must be satisfied and all required development agreements and fees must be submitted before that request will be scheduled for City Council consideration.
3. Refusal or inability to provide the requested information or to submit the required documents and fees may jeopardize scheduling your request for City Council consideration. Information submitted with this application will be made available to anyone who may request it.
4. No alteration, improvement or development of the property will be permitted until the City Council approves the Final PUD.
5. Any changes proposed to the approved Final PUD plans, other than minor revisions to building location and height which would not be foreseen at the time of Final PUD approval, will require re-application for at least Development Stage and Final PUD approval.
6. The applicant and property owner shall be responsible for paying any out-of-pocket administrative, engineering, or legal expense incurred by the City to process this application or to enforce any condition(s) of any resulting approval or permit.