

Case File No. \_\_\_\_\_  
Property Identification No. \_\_\_\_\_



**City of Prior Lake  
APPLICATION FOR A FINAL  
PLANNED UNIT DEVELOPMENT PLAN**

<b>Requested Action</b>	<b>Brief description of proposed project</b> (Please describe the proposed amendment, project, or variance request. Attach additional sheets if necessary).

**Applicant:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Telephone:** \_\_\_\_\_ (home) \_\_\_\_\_ (work) \_\_\_\_\_ (fax)

**Property Owners** (if different than applicant): \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Telephone:** \_\_\_\_\_ (home) \_\_\_\_\_ (work) \_\_\_\_\_ (fax)  
**Type of Ownership:**  Fee  Contract for Deed  Purchase Agreement

**Legal Description of Property** (Attach additional sheets if necessary):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To the best of my knowledge the information provided in this application and other material submitted is correct. In addition, I have read the relevant sections of the Prior Lake Ordinance and procedural guidelines, and understand that applications will not be processed until deemed complete by City Staff.

\_\_\_\_\_  
**Applicant's Signature** **Date**

\_\_\_\_\_  
**Applicant's Printed Name**

\_\_\_\_\_  
**Fee Owner's Signature** **Date**

\_\_\_\_\_  
**Fee Owner's Printed Name**

\_\_\_\_\_

# PROCEDURE FOR AN APPLICATION FOR A FINAL PLANNED UNIT DEVELOPMENT PLAN

**Overview:** A Final Planned Unit Development (PUD) plan must be submitted within ninety (90) days after the City Council approved the Preliminary PUD plan. The applicant may submit a written request for a time extension. Such a request must be approved by the City Council.

**Process:** Within fifteen (15) business days of submission of the application, the applicant will receive formal, written notice from the City about whether the application is complete. Within 30 days of receipt of a complete application, the Community Development Department will schedule the Final PUD Plan for a public hearing before the Planning Commission.

**Staff Report:** The Community Development Department will prepare a staff report which: 1) explains the request; 2) reviews how the proposal relates to the approved Preliminary PUD Plan; and 3) provides a recommendation. The Planning Commission, after reviewing all of the information, will make a recommendation to the City Council on the application.

**City Council Review:** The City Council will review the application and the recommendation of the Planning Commission, along with all other pertinent information. The Council may deny the Final PUD Plan or approve the Final PUD Plan in whole or in part. The City Council shall make its decision within 60 days of its first consideration.

Any Final PUD Plan approved by the City Council is deemed a conditional approval and shall not be valid until all of the following requirements are met.

1. **Development Agreement.** The City and developer of a PUD shall execute a Development Contract which shall incorporate the resolution approving the Final PUD Plan and all conditions set forth in the resolution. The Development Contract shall require the developer to provide an irrevocable letter of credit provided by a financial institution licensed in the State of Minnesota and acceptable to the City. The letter of credit shall reference the Development Contract and be in an amount sufficient to insure the provision or development of improvements called for by the Development Contract.
2. **Operating and Maintenance Requirements for Common Areas.** If certain land areas or structures within the PUD are designated for recreational use, public plazas, open areas or service facilities, the owner(s) of such lands shall execute appropriate documents in a form acceptable to the City which assure the continued operation and maintenance of such areas or facilities. These common areas may be placed under the ownership and control of the Landlord; or of Homeowners' Association, if all of the following conditions are met:
  - The Homeowners' Association must be established prior to the sale of any property in the PUD.
  - Membership must be mandatory for each owner and successive buyer.
  - The open space restrictions must be permanent.
  - The association must be responsible for liability insurance, taxes and maintenance.
  - The landowner must pay its pro-rata share of an assessment levied by the association and that share if unpaid must become a lien on the property owned by the landowner.
  - The association must be able to adjust the assessment to meet changed needs.

## APPLICATION INSTRUCTIONS

*No application will be considered until all required information is submitted. The following information, along with the attached checklist, is required for a complete application. The City also reserves the right to request additional information when needed to review an application.*

- **Signed Application:** A completed application form signed by the owner or owners of the property. Include authorization from the property owner on the application form or by attached letter of authorization if an agent signs the application.
- **Application Checklist:** The attached checklist identifies the necessary information. *Failure to provide any of the required information will result in an incomplete application.* The Application Checklist will expedite the review of your application. **Attach the checklist with the application materials.**

## FINAL PLANNED UNIT DEVELOPMENT PLAN APPLICATION CHECKLIST

**PROJECT NAME:** \_\_\_\_\_  
**DEVELOPER:** \_\_\_\_\_  
 \_\_\_\_\_

<b>FILE NUMBER</b>
<b>DATE SUBMITTED</b>
<b>REVIEWED BY</b>

For City Use Only

REQUIRED INFORMATION	LOCATION	VERIFIED (for City use only)
The following data is required as part of a Final Planned Unit Development Plan application according to the City of Prior Lake Zoning Ordinance.	Indicate where this information is provided in the application materials such as sheet #, narrative, or other attached report.	Reviewed by city staff to ensure required materials were submitted.
<b>Application (Zoning Ordinance Section 1106.605)</b>		
1. A complete Application Form, signed by the applicant and the fee owner of the property and \$500.00 application fee.		
2. A radius map and a list and 2 sets of labels of the names and addresses of the owners of property located within 350' of the subject site. These shall be obtained from and certified by an abstract company.		
3. The name, address and telephone number of the owner, the owner's agent, the applicant, surveyor and designer of the project.		
4. A complete legal description of the property, and a location map showing the location of the proposed development in the City.		
5. Five (5) full-scale copies of the Final PUD Plan and supporting data and one 11"X 17" reduction of each sheet. The Final PUD Plan shall be organized in the following manner: <ul style="list-style-type: none"> <li>• A cover sheet identifying the name of the project, a general location map, the contact person, and an index of the attached sheets.</li> <li>• A site plan including building locations, parking, lighting, signage, and so on.</li> <li>• A landscape plan, signed by a registered landscape architect.</li> <li>• Building elevations and general floor plans.</li> <li>• Signage plans.</li> <li>• Any other supplementary information required as part of the approval.</li> </ul>		
6. One (1) digital copy submitted by email (if under 10MB); otherwise to Dropbox, Weblink to FTP site, or disk drive of: <ul style="list-style-type: none"> <li>• A cover sheet identifying the name of the project, a general location map, the contact person, and an index of the attached sheets.</li> </ul>		

<ul style="list-style-type: none"> <li>• A site plan including building locations, parking, lighting, signage, and so on.</li> <li>• A landscape plan, signed by a registered landscape architect.</li> <li>• Building elevations and general floor plans.</li> <li>• Signage plans.</li> <li>• Any other supplementary information required as part of the approval.</li> </ul>		
<b>Final PUD Plan (Section 1106.604):</b>		
<p>1. A detailed site plan, drawn to scale and suitable for recording 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 plazas and commons. The site plan shall conform to the approved preliminary PUD plan.</p>		
<p>2. A final plat which meets the requirements of the City Subdivision Ordinance, if required.</p>		
<p>3. A landscape plan showing the location, size and species of all plant materials, a landscaping irrigation system plan, and all other non-vegetative landscaped features</p>		
<p>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 post development conditions of the site.</p>		
<p>5. Building plans at a level of detail necessary to allow parking calculations to be made.</p>		
<p>6. Building elevation drawings showing architectural details and proposed building materials.</p>		
<p>7. Any deed restrictions, agreements and Articles of Incorporation and Bylaws of any proposed homeowners' associations or other documents or contracts which control the use or maintenance of property covered by the PUD plan.</p>		
<p>8. A final phasing plan, if phasing is proposed, indicating the geographical sequence and timing of the development of the plan or portions thereof including the estimated date of beginning and completion of each phase.</p>		
<p>9. Any other information which the City in its sole discretion may require to fully illustrate and document the intention and character of the PUD plan.</p>		