

Case File No. _____
Property Identification No. _____



**City of Prior Lake
APPLICATION FOR
AMENDMENT TO APPROVED
PLANNED UNIT DEVELOPMENT FINAL PLAN**

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

Applicant: _____
Address: _____
Telephone: _____ (home) _____ (work) _____ (cell)
Email: _____

Property Owners (if different than applicant):
Address: _____
Telephone: _____ (home) _____ (work) _____ (cell)
Type of Ownership: <input type="checkbox"/> Fee <input type="checkbox"/> Contract for Deed <input type="checkbox"/> Purchase Agreement
Email: _____

Legal Description of Property (Attach additional pages if necessary):
PID of Property: _____
Address of Property: _____

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

REQUEST FOR AMENDMENTS TO APPROVED PLANNED UNIT DEVELOPMENT FINAL PLANS

Any modifications to approved PUD final plans must be reviewed and approved by the City Council. Changes may be classified as minor or major changes, and shall be approved according to the following procedures.

MINOR AMENDMENTS: Minor amendments, according to Section 1106.711 of the City of Prior Lake Zoning Ordinance, include the following:

- Changes that increase conformity with the Zoning Ordinance requirements;
- Decreases in residential density, leasable floor area, building height, impervious surface and/or required parking, provided such decreases have a minimal impact on the overall character of the PUD plan;
- Minor building additions and floor plan modifications that do not increase parking requirements or reduce usable open space; and
- Changes that are specified as minor amendments in the approved Development Contract.

Process: Requests for minor amendments to a PUD require notice to all of the property owners within the PUD and approval by the City Council. Minor amendments may be authorized administratively if required by engineering or other circumstances not foreseen at the time the final plan was approved and filed.

MAJOR AMENDMENTS: Section 1106.711 defines major amendments to a PUD. Major amendments to an approved PUD final plan include:

- Changes in approved use classifications;
- Changes to the approved final plat;
- Increase in residential density, leasable floor area, building height, and/or required parking;
- Reductions in usable open space;
- Any changes that may result in off-site impacts as determined by City Staff.

Process: Major amendments are processed in the same manner as a Preliminary PUD Plan application. This requires a public hearing before the Planning Commission and review and approval by the City Council. Any changes shall be adopted by ordinance and recorded as amendments to the recorded copy of the final development plan. The Development Contract may also be amended if necessary.

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.

- **Application Fee:** Check payable to the “City of Prior Lake”. The filing fee is \$255.00 for minor amendments and \$605.00 for major amendments.
- **Signed Application:** 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 following information is required to be submitted as a part of the application for an amendment to the PUD. *Any item not provided will constitute an incomplete application.* The Application Checklist will expedite the review of your application. **Attach the checklist with the application materials.**

REQUEST FOR AN AMENDMENT TO AN APPROVED PLANNED UNIT DEVELOPMENT FINAL PLAN APPLICATION CHECKLIST

PROJECT NAME: _____
 DEVELOPER: _____

FILE NUMBER
DATE SUBMITTED
REVIEWED BY

REQUIRED INFORMATION	LOCATION	VERIFIED (for City use only)
The following data is required as part of an application for an amendment to an approved Planned Unit Development Final Plan.	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.
Application		
1. A complete Application Form, signed by the applicant and the fee owner of the property.		
2. The name, address and telephone number of the owner, the owner's agent, the applicant, surveyor and designer of the project.		
3. Minor Amendments: A map and a list and 2 sets of labels of the names and addresses of all of the owners of property within the PUD. Major Amendments: A radius map and a list and 2 sets of labels of the names and addresses of the owners of property located within 500' of the subject site. These shall be obtained from and certified by an abstract company.		
4. The required filing fee of \$605.00 for major amendments or \$255.00 for minor amendments.		
5. A written description of the proposed amendment and how it may affect the approved plans.		
6. Five (5) full-scale copies of the plans indicating the proposed changes and any supporting data and one 11"X 17" reduction of each sheet.		
7. One (1) digital copy submitted by email (if under 10MB); otherwise submitted through Dropbox, Weblink to FTP site, or disk drive of the plans indicating the proposed changes and any supporting data.		
8. Any other information the City finds necessary to determine the impact the proposed modification will have on the health, safety and welfare of property in the City and City residents.		
9. One (1) digital copy submitted by email (if under 10MB in size*), regarding the Listed Application Requirements; (Items 1-3 and 4-8 as listed above) to: swoods@cityofpriorlake.com *If over 10MB in size please send/use with any of the following options: Dropbox, weblink to FTP site, or disk drive.		