

PLANNED UNIT DEVELOPMENT (PUD) - DEVELOPMENT STAGE  
APPLICATION

Return to:

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

**Project Name:** \_\_\_\_\_

**Concept 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: \_\_\_\_\_

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Date Received by City: \_\_\_\_\_ By Whom: \_\_\_\_\_

## FILING REQUIREMENTS

THE FOLLOWING ITEMS MUST BE SUBMITTED:

1. Completed application form.
1. **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>

The plan sheets shall include the following components (refer to Attachment B for an explanation of the information to be included in each component):

- a. Certificate of Survey
  - b. Proposed Land Use and Phasing Plan
  - c. Site Plan
  - d. Public Facilities Plan
  - e. Grading Plan and Drainage Plan
  - f. Erosion Control Plan
  - g. Proposed Building Elevations
  - h. Landscape Plan
  - i. Vegetation and Woodlands Plan
  - j. Natural Features Plan
  - k. Sign Plan
  - l. Exterior Lighting Plan
  - m. Subdivision Component (if applicable)
2. A written description of any Development Code deviation. This statement shall address:
    - a. The amount or type of variation proposed from the requirements of the Development Code and an explanation why this code is too stringent for practical use of the subject property (copies of the Development Code are available).
    - b. The Planning objectives to be achieved by the PUD (refer to Attachment A).
    - c. How a more desirable environment could be achieved through the proposed PUD than if strict enforcement of the development codes is required.
    - d. Compatibility of the proposed variation(s) with adjoining uses.
  4. Completed preliminary plat application, comprehensive plan amendment application, and rezoning application, if required.
  5. Filing fee of \$600.00 plus \$25.00 per lot (make check payable to City of Shoreview). **The filing fee is non-refundable.**

## REVIEW PROCEDURE

After receipt of a complete application that contains all the required information, the City Planner shall process the application for Planning Commission/City Council review in accordance with Section 203.020(A) (Public Hearing). A *4/5 majority* vote by the City Council is required for approval.

1. Public Hearing. Applications that require review via a public hearing shall be processed after receipt of a complete application that contains all the required submittal information. The City Manager shall refer the application to the Planning Commission and establish a date for hearing of the application. The application shall be heard and acted on by the Planning Commission and City Council in accordance with Minnesota Statute 15.99.
  - a. Planning Commission. The Planning Commission shall hold a public hearing, preceded by published and/or mailed notice as required by the terms of Section 203. Upon review of the application in accordance with the requirements of the Development Ordinance, the Planning Commission will forward the application to the City Council with a recommendation of approval or denial and the reasons thereof, or shall table the application for further consideration.
  - b. City Council. The City Council may hold a public hearing in lieu of a public hearing by the Planning Commission. Upon receipt of the Planning Commission report, the City Council shall consider the application. The City Council shall, taking into consideration the advice and recommendations of the Planning Commission, table, grant or deny the application in accordance with the requirements of the Development Ordinance.
2. Notice and Hearing Procedure. Public hearings shall be preceded by either published notice and/or mailed notice as required by the terms of Section 203.
  - a. Publication. Notice of the purpose, time and place of a public hearing shall be published at least 10 days before the date of the hearing in the official newspaper of the City of Shoreview as designated by the City Council. Affidavits of publication shall be made a part of the record of the proceedings.
  - b. Mailed Notice. Notice of the purpose, time and place of a public 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 will be the subject matter of the public hearing. An affidavit containing the names of the property owners and the addresses to which the notices were mailed shall be made a part of the record of the proceedings.
  - c. Failure to Give Notice. Failure to give mailed notice, or defects in the notice shall not invalidate the proceedings provided a bona fide attempt has been made to comply with the mailed notice requirement.

3. Issuance and Conditions. If approved, the City Council may impose conditions and safeguards therein to insure that the proposed use will not be detrimental to the health, safety or general welfare of the community and that the use is in harmony with the general purpose and intent of the Development Ordinance and the Comprehensive Guide Plan. If denied, the City Council shall provide the reasons thereof.
4. Decision. The City Council has the authority to grant or deny the request in accordance with the requirements of the Development Ordinance upon majority vote of its membership, unless otherwise stated in this ordinance.
5. Expiration. Approval of a Development Stage PUD shall become void two months after the Council approval date if the applicant has not submitted the Final Stage PUD request, unless a phasing plan or other timeframe has been approved by the Council or a written request for a time extension has been approved by the Council

### 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 or inability to provide the requested information may jeopardize scheduling of your request. 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 this application. In so doing, you may reduce the time required by the City to act on your proposal.
4. Please be advised that before any site grading or installation of any improvements will be authorized, the developer must obtain Final PUD approval.
5. City Code prohibits using a PUD to authorize a variation in the standards for sanitary sewer, group useable open space, maximum lot coverage, screening or landscaping or performance standards set forth in the Development Code.
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.

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 Guide 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.

## ATTACHMENT B

### Information to be included with Development Stage Application

Each of the following plan sheets or submission components shall be drawn to scale acceptable to City staff (the name, firm, address and telephone number for each person responsible for preparing the plan sheets shall be noted on the plans):

1. Certificate of Survey: A survey completed by a registered land surveyor which shows existing conditions including the property lines, gross site area and property dimensions
2. Proposed Land Use and Phasing Plan: This component shall include the following information: location of and percent of site coverage for proposed buildings and land uses; building dimensions; number of units per acre for residential uses; building and parking lot setback distances to the nearest one foot; location and percent of site in open space and ponding areas; location and percent of site in streets, driveways and trails, and general plans for parking lot striping, lighting, landscaping and freestanding signs.

The estimated construction schedule shall be provided for the development including any phased construction. schedule shall be provided for the development including any phased construction.

(Refer to the Development Code and the Site and Building Plan Review Application for design details).

3. Site Plan: A plan which shows all existing and proposed structures, parking, drives, and other improvements.
4. Public Facilities: This component shall include the following information: the location, depth and size of all existing and proposed sanitary sewer, storm sewer and city water facilities; This plan shall also show the proposed and existing locations of all private utilities (electric, gas, telephone and cable lines and power poles).
5. Grading and Drainage Plan: A grading plan that identifies the following:
  - a. Existing and proposed contour elevations with an interval of not more than two feet. Routing of surface runoff shall be indicated.
  - b. The routing of runoff from roofs, parking lots and other impervious surface areas
  - c. The location, size and elevation of all existing and proposed catch basins and storm sewer facilities.
  - d. Runoff quantity calculations.
  - e. Calculation of impervious surface coverage
6. Erosion Control Plan: A plan that identifies erosion control measures to be use and shall be consistent with Soil Conservation Service and City practices.

7. Proposed Building Elevation and Plans: This component shall include drawings or plans that show each side of every building and the type and color of exterior building materials, building height, roof-top screening, building footprint dimensions and the general floor plan. If a sign(s) will be attached to an elevation(s), the general location, materials and colors should be illustrated and dimensioned.
8. Landscape Plan: A plan which shows specific plant and tree species, sizes, number and locations.
9. Vegetation and Woodlands Plan, including Tree Replacement. Identification of vegetation/trees to be removed and replaced in accordance with Section 209.050, Vegetation and Woodlands
10. Natural Features Plan: Designation of the boundary of any designated environmentally sensitive area, to include; protected wetlands, shoreland boundaries and flood hazard areas. The area of the site which lies within each of these areas shall be calculated and listed on the plan.
11. Sign Plan: A plan which specifies the type, size, illumination, location and method of attachment of proposed lettering. The height, area, type of construction, color scheme and location of each free-standing and pylon sign shall also be stated.
12. Exterior Site Lighting Plan. This plan shall illustrate the intensity and area to be illuminated by each light. Any light cast upon a public street shall have an intensity of not greater than one-foot candle and that light cast upon a residentially zoned property shall not exceed .4-foot candle at the property line.
13. Subdivision Component (if applicable):

**(Refer to the application for major subdivision).**