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# **PLANNED UNIT DEVELOPMENT**

**Application Information  
Land Division Administration**

**City of Shakopee  
129 Holmes Street South  
Shakopee, MN 55379  
(952) 233-9300**

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# Submittal Requirements for Planned Unit Developments

## 1. Completed Forms:

- A. Application: Application for approval of the development plan for the PUD, including approval of the property owner.
- B. Paid fee.
- C. Sign agreement to pay all actual additional costs.
- D. Application for Wetlands Permit.
- E. Park Dedication Worksheet.

## 2. Abstractor's List:

A list of the names and addresses of property owners within 350 feet of the exterior boundaries of the proposed PUD and a set of mailing labels of said property owners from a **Certified Abstract Firm**.

## 3. Cover Letter:

A cover letter describing the character of the proposed PUD should be provided. Information helpful to understanding the proposal, such as the site size, names of owners and developers, development timing, existing and proposed zoning, etc. All proposed variances and corresponding rationale must be listed in the cover letter.

## 4. Existing Site and Area Information:

- A. Map: A map or plat of the property and the land within 350 feet thereof.
- B. Ownership: Evidence of ownership or an interest in the property.
- C. Comprehensive Plan: If the request is inconsistent with the Comprehensive Plan, the application must be accompanied by an application for an amendment to the Comprehensive Plan.
- D. A concept plan and development plan: All plans and maps shall be prepared at the same scale unless otherwise approved by the Zoning Administrator.
- E. Other information as may be required by the City.

## 5. Development Plan. Twenty-Six (26) copies shall be submitted. The development plan shall include the following:

- A. A survey of the site prepared by a registered surveyor, showing site size, property lines, and legal description;
- B. A map showing existing improvements and land ownership on and within 200 feet of the site, including the following:
  1. the location and width of all streets and easements;
  2. the location and size of all existing utilities, including sewers, manholes, watermains, hydrants and culverts;
  3. the location and size of all structures;
  4. existing zoning; and
  5. school district boundary lines.
- C. A map showing natural conditions on and within 200 feet of the site, including the following:
  1. contour lines at two (2) foot intervals;
  2. soil types and their locations;
  3. water features and drainage patterns;
  4. vegetation, including a list of tree species.
- D. A development plan showing the following information:
  1. proposed uses of land, acreage for each use, recreation and open space areas, a tabulation of density or building square footage, impervious surface percentage, and project phasing and development timing;
  2. information on proposed lots, including location, number, square footage, outer dimensions, and dimensions at setbacks;
  3. proposed street information, including right-of-way and pavement widths, names, and layout;
  4. information on structures, including location and dimensions of both existing and proposed structures;
  5. proposed parking, driveways, off-street parking facilities, and loading facilities;
  6. proposed and existing sidewalks, and trails, including location and dimensions;
  7. areas proposed to be dedicated to the public, including location, dimensions, and acreage.
- E. Open space area and amenities designed to obtain open space credits, including location, dimensions, acreage, and detailed information about any amenities.
- F. Information table showing density per acre, open space area requirements, and estimated open space credits.
- G. A utility plan showing the following:
  1. proposed location and size of sanitary sewer, watermains, storm sewers, and the gradient of each;
  2. proposed point of discharge or connection to existing utilities;

3. location and dimensions of proposed and existing easements;
4. in the rural service area, the location of all proposed or existing wells, a minimum of two (2) septic sites per lot, soil percolation tests, and soil boring tests.

H. A stormwater management plan showing the following:

1. site grading at two (2) foot contour intervals;
2. proposed stormwater management improvements and techniques;
3. preliminary stormwater calculations.

I. A landscape plan prepared by or under the supervision of a landscape architect showing the following:

1. location, size, number, and spacing of all proposed plantings, including common and botanical names;
2. planting schedule by species name and size;
3. any berms, entry monuments, or other landscaping elements;
4. lighting and signage information, showing the type, height, and location of all exterior lighting and signs.

J. A phasing plan showing the timeframe for construction of all improvements.

K. Preliminary architectural drawings illustrating schematic floor plans, building massing, elevations, structure heights, exterior construction materials and the typical design and dimensions of private yards.

L. A traffic analysis prepared by a professional engineer.

M. Such other information as the City Council may require.

6. Reduced Copies:

One (1) set of all required plans, maps, and other drawing reduced to 11" x 17" paper.

7. Proposed Private Covenants/Home Owners Association:

A copy of the proposed private covenants and other legal instruments must be submitted for review and approval by the City Attorney.

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Revised December 2006