

# PLANNED UNIT DEVELOPMENT REQUIREMENTS AND PROCEDURES

City of Princeton

## A. General Concept Stage

1. General information required for application:
  - a) The landowner's name and address and his interest in the subject property.
  - b) The applicant's name and address if different from the landowner.
  - c) The names and addresses of all professional consultants who have contributed to the development of the PUC plan being submitted, including attorney, land planner, engineer, and surveyor.
  - d) Evidence that the applicant has sufficient control over the subject property to effectuate the proposed PUD, including a statement of all legal, beneficial, tenancy, and contractual interests held in or affecting the subject property and including an up-to-date certified abstract of title or registered property report, and such other evidence as the City Attorney may require to show the status of title or control of the subject property.
2. Present status:
  - a) The address and legal description of the subject property.
  - b) The existing zoning classification and present use of the subject property and all lands within one thousand (1,000) feet of the subject property.
  - c) A map depicting the existing development of the subject property and all land within one thousand (1,000) feet thereof and showing the precise location of existing streets, property lines, easements, watermains, and storm and sanitary sewers with invert elevations on and within one hundred (100) feet of the subject property.

3. A written statement generally describing the proposed PUD and the market which it is intended to serve and its demand showing its relationship to the City's Comprehensive Plan and how the proposed PUD is to be designed, arranged, and operated in order to permit the development and use of neighboring property in accordance with the applicable regulations of the City.
4. Site Conditions: Graphic reproductions of the existing site conditions at a scale of one inch (1") to one hundred feet (100'). All of the graphics should be the same scale as the final plan to allow easy cross reference. The use of overlays is recommended for clear reference.
  - a) Contours – minimum two (2) foot intervals.
  - b) Location, type, and extent of tree cover.
  - c) Slope analysis.
  - d) Location and extent of water bodies, wetlands, streams, and floodplains within three hundred (300) feet of the subject property.
  - e) Significant rock outcroppings.
  - f) Existing drainage patterns.
  - g) Vistas and significant views.
  - h) Soil conditions as they affect development.
5. Schematic drawing of the proposed development concept including, but not limited to, the general location of major circulation elements, public and common open space, residential and other land uses.
6. A statement of the estimated total number of dwelling units proposed for the PUD and a tabulation of the proposed approximate allocations of land use expressed in acres and as a percent of the total project area, which shall include at least the following:
  - a) Area devoted to residential uses.
  - b) Area devoted to residential use by building type.
  - c) Area devoted to office, commercial, or industrial uses.
  - d) Area devoted to common open space.
  - e) Area devoted to public open space.

- f) Approximate area devoted to streets
  - g) Approximate area devoted to a number of off-street parking and loading spaces and related access.
  - h) Approximate area and floor area devoted to commercial uses.
  - i) Approximate area and floor area devoted to industrial or office use.
7. When the PUD is to be constructed in stages during a time extending beyond a single construction season, a schedule for the development of such stages or units shall be submitted stating the approximate beginning and completion date for each such stage or unit and the proportion of the total PUD public or common open space and dwelling units to be provided or construction during each such stage and the overall chronology of development to be followed from stage to stage.
  8. When the proposed PUD includes provisions for public or common open space or service facilities, a statement describing the provision that is to be made for the care and maintenance of such open space or service facilities, shall be submitted. If it is proposed that such open space be owned and/or maintained by an entity other than a governmental authority, copies of the proposed articles of incorporation and bylaws of such entity shall be submitted.
  9. General intents of any restrictive covenants that are to be recorded with respect to property included in the proposed PUD.
  10. Schematic utilities plans indicating placement of water and sanitary and storm sewers.
  11. The Planning Commission may excuse an applicant from submitting any specific item of information or document required in this stage which it finds to be unnecessary to the consideration of the specific proposal for PUD approval.
  12. The Planning Commission may require the submission of any additional information or documentation which it may find necessary or appropriate to full consideration of the proposed PUD or any aspect or state thereof.

**B. Development Stage**

Development state submissions should depict and outline the proposed implementation of the general concept stage for the PUD. Information from the general concept stage may be included for background and to provide a basis for the submitted plan. The Development Stage submission shall include, but not be limited to:

1. Zoning classification required for Development Stage submission and any other public decisions necessary for implementation of the proposed plan.
2. Seven (7) 2' x 3' and fifteen (15) 11" x 17" sets of preliminary plans, drawn to a scale of not less than one (1) inch equals one hundred (100) feet (or scale requested by the Planner/Zoning Administrator) containing at least the following information:
  - a) Proposed name of the development (which shall not duplicate nor be similar in pronunciation to the name of any plat theretofore recorded in the County where the subject property is situated).
  - b) Property boundary lines and dimensions of the property and any significant topographical or physical features of the property.
  - c) The location, size, use, and arrangement, including height in stories and feet, and total square feet of ground area coverage and floor area of proposed buildings, including mobile homes and existing buildings which will remain, if any.
  - d) Location, dimensions, and number of all driveways, entrances, curb cuts, parking stalls, loading spaces, access aisles, and all other circulation elements, including bike and pedestrian; and the total site coverage of all circulation elements.
  - e) Location, designation, and total area of all common open space.
  - f) Location, designation, and total area proposed to be conveyed or dedicated for public open space, including parks, playgrounds, school sites, and recreational facilities.
  - g) Proposed lots and blocks, if any, and numbering system.
  - h) The location, use, and size of structures, and other land uses on adjacent properties.
  - i) Detailed sketches and provisions of proposed landscaping.
  - j) General grading and drainage plans for the developed PUD.

- k) Any other information that may have been required by the Planning Commission or Council in conjunction with the approval of the general concept plan.
3. An accurate legal description of the entire area within the PUC for which final development approval is sought.
4. A tabulation indicating the number of residential dwelling units by number of bedrooms and expected population/housing profile.
5. A tabulation indicating the gross square footage, if any, of commercial and industrial floor space by type of activity (i.e. drug store, dry cleaning, super-market).
6. Preliminary architectural plans indicating use, floor plan, elevations, and exterior wall finishes of proposed buildings, including mobile homes.
7. A detailed site plan, suitable for recording, showing the physical layout, design and purpose of all streets, easements, right-of-ways, utility lines and facilities, lots, blocks, public and common open space, general landscaping plan, structures, including mobile homes, and uses. Easements shall be a minimum of 16' in width.
8. Preliminary grading and site alteration plan illustrating changes to existing topography and natural site vegetation. The plan should clearly reflect the site treatment and its conformance with the approved concept plan.
9. Sketch plan, preliminary, and final plat prepared in accordance with the City Subdivision Ordinance.
10. A Soil Erosion Control Plan acceptable to watershed districts, Minnesota Department of Natural Resources, Soil Conservation Service, the City engineer, and/or any other agency with review authority clearly illustrating erosion control measures to be used during construction and as permanent measures.
11. A statement summarizing all changes which have been made in any document, plan data, or information previously submitted together with revised copies of any such document, plan, or data.
12. Such other and further information as the Planning Commission, Planner/Zoning Administrator, or Council shall find necessary to a full consideration of the entire proposed PUD or any stage thereof.

13. The Planning Commission may excuse an applicant from submitting any specific item of information or document required in this Section which it finds to be unnecessary to the consideration of the specific proposal for the PUD approval.

**C. Final Plan Stage**

After approval of a general concept plan for the PUD and approval of a development stage plan for a section of the proposed PUD, the applicant will submit the following material for review by City staff prior to issuance of a building permit:

1. Proof of recording any easements and restrictive covenants prior to the sale of any land or dwelling unit within the PUD and of the establishment and activation of any entity that is to be responsible for the management and maintenance of any public or common open space or service facility.
2. All certificates, seals, and signatures required for the dedication of land and recording of documents.
3. Final architectural working drawings of all structures.
4. Final engineering plans and specifications for streets, utilities, and other public improvements, together with a Community/Developer Agreement for the installation of such improvements and financial guarantees for the completion of such improvements.
5. Any other plans, agreements, or specifications necessary for City staff to review the proposed construction. All work must be in conformance with the Minnesota State Building Code (see Section 300.00, Subd. 1).