



APPLICATION CHECKLIST

PUD Final Plan

THIS CHECKLIST MUST BE COMPLETED & SUBMITTED WITH LAND USE APPLICATION

Project Name: _____

Please indicate in the column labeled “*Applicant to Complete*” on which plan sheet or in which document the required information can be found.

PUD FINAL PLAN REQUIREMENTS		<i>Applicant to Complete</i>	<i>City to Complete</i>		
		Plan Sheet # or Documents	Yes	No	NA
1.	Signed Land Use Application Form				
2.	Application Fees: An application fee and escrow deposit are required per the City of Lino Lakes Fee Schedule.				
3.	Three (3) sets of large scale plans. (We do not need printed copies of specifications, reports or other written materials.)				
4.	Electronic PDF copies via email, FTP site or flash drive of all plans, specifications and other written materials.				
5.	One (1) electronic copy of plan in CAD format compatible with the City’s computer system.				
6.	Recording Proof. Documents establishing the recording of any easement or other documents required by the City prior to the sale of any land or dwelling unit included in 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.				
7.	Final Plans, Structures. Final architectural working drawings at all structures.				
8.	Final Engineering Plans. Final engineering plans and specifications for streets, drainage, utilities and other public improvements, together with a development contract providing for the installation of such improvements and financial guarantees for				

PUD FINAL PLAN REQUIREMENTS		Applicant to Complete	City to Complete		
		Plan Sheet # or Documents	Yes	No	NA
	the completion of such improvements.				
9.	Other Plans. Any other plans, agreements, or specifications necessary for the City staff to review the proposed construction. All work shall be in conformance with the Building Code of the City.				
10.	Recording of Final Plan. Within sixty (60) days of its approval, the applicant, or at its election, the City, shall cause the Final Plan, or such portions thereof as are appropriate, to be recorded with the County Recorder or Registrar of Titles, at the expense of the applicant. Certified copies of all relevant recorded documents shall be furnished to the City.				
11.	Building and Other Permits. Except as otherwise expressly provided herein, upon receiving notice from the Community Development Director that the approved Final Plan and development agreement have been recorded, all appropriate officials of the City may issue building and other permits to the applicant for development, construction and other work in the area encompassed by the approved Final Plan or intermediate Development Stage Plan provided, however, that no such permit shall be issued unless the appropriate official is first satisfied that all requirements which are applicable to the permit sought, have been satisfied.				
12.	Limitation on Final Plan Approval. Within one (1) year after the approval of a Final Plan for PUD, or such shorter time as may be established by the approved development schedule, construction shall commence in accordance with such approved plan. Failure to commence construction within such period shall, unless an extension shall have been granted and hereinafter provided, automatically render void the PUD permit and all approvals of the PUD plan and the area encompassed within the PUD shall thereafter be subject to those provisions of the Zoning Code, and other Code provisions, applicable in the district in which it is located. In such case, the Council shall adopt a resolution repealing the PUD permit and PUD approvals and re-establishing the zoning and other provisions that would otherwise be applicable.				
13.	Written response to all previous City staff comments (City Engineer, Environmental Coordinator, City Planner etc.).				
14.	PUD Development Agreement shall be drafted by the City and executed by the developer.				