



## APPLICATION CHECKLIST

### PUD Development Stage 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 DEVELOPMENT STAGE PLAN REQUIREMENTS		<i>Applicant to Complete</i>	<i>City to Complete</i>		
		Plan Sheet # or Document	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.	<b><u>Preliminary Plat: informational requirements of the Subdivision Ordinance, plus the following:</u></b>				
7.	Buildings: 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 and existing buildings which will remain, if any.				
8.	Traffic Circulation: location, dimensions and number of all driveways, entrances, curb cuts, parking stalls, loading spaces and access aisles, and all other circulation elements, including bike and pedestrian, and the total site coverage of all circulation elements.				

PUD DEVELOPMENT STAGE PLAN REQUIREMENTS		Applicant to Complete	City to Complete		
		Plan Sheet # or Document	Yes	No	NA
9.	Common Areas: location, designation and total area of all common open space.				
10.	Public Open Space: location, designation and total area proposed to be conveyed or dedicated for public open space, including parks, playgrounds, school sites and recreational facilities.				
11.	Locate Existing Structures: the location, use and size of structures and other land uses on adjacent properties.				
12.	Other data: any other information that may have been required by the Planning and Zoning Board in conjunction with the approval of the General Concept Plan.				
13.	Legal Description: an accurate legal description of the entire area within the PUD for which final development plan approval is sought, correlated to the legal description defining use districts in this Ordinance.				
14.	<b>Areas of Use:</b> a tabulation indicating the approximate gross square footage, if any, of commercial and industrial floor space by type of activity (e.g. drug store, dry cleaning, supermarket, etc.).				
15.	<b>Architectural Plans:</b> preliminary architectural plans indicating use, floor plan, elevations and exterior wall finishes of proposed buildings, and architectural guidelines for future development phases.				
16.	<b>Landscape Plan:</b> a detailed landscaping plan including the type, size, and quantity of all existing and proposed plantings.				
17.	<b>Grading &amp; Drainage Plan:</b> preliminary grading and drainage 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.				
18.	<b>Erosion Control:</b> a Soil Erosion Control Plan acceptable to watershed district and any other agency with review authority clearly illustrating erosion control measures to be used during construction and as permanent measures.				
19.	<b>Document Changes:</b> 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.				
20.	<b>Additional Data:</b> such other/further information as the Planning & Zoning Board, Community Development Director or City Council shall find necessary to a full consideration of the entire proposed PUD or any stage.				