



## APPLICATION CHECKLIST

### PUD Preliminary 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.

<b>PUD PRELIMINARY PLAN REQUIREMENTS</b>		<i>Applicant to Complete</i>	<i>City to Complete</i>		
		<b>Plan Sheet # or Document</b>	<b>Yes</b>	<b>No</b>	<b>NA</b>
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>The purpose of the PUD Preliminary Plan is to provide a master plan of the entire development upon which the Planning and Zoning Board will base its recommendation to the City Council. The PUD Preliminary Plan serves as a complete and permanent public record of the entire PUD and the manner in which it is to be developed. The evaluation of the proposed PUD Preliminary Plan shall include but not be limited to the following criteria:</b>				
7.	The interior circulation plan plus access from and onto public rights of way does not create congestion or dangers and is adequate for the safety of the project residents and the general public.				

PUD PRELIMINARY PLAN REQUIREMENTS		Applicant to Complete	City to Complete		
		Plan Sheet # or Document	Yes	No	NA
8.	A sufficient amount of useable open space is provided.				
9.	The architectural design of the project is compatible with the surrounding area.				
10.	The development is in compliance with the requirements of the Lino Lakes City Code except where modified by the PUD.				
11.	<b>PUD Preliminary Plan Submission Information.</b>				
12.	Summary from the neighborhood meeting if a meeting was required by the City Council.				
13.	Information for Site and Building Review as specified in City Code Section 1007.020. Please complete and submit a Site Plan & CUP Checklist.				
14.	Information for Preliminary Plat as specified in City Code Section 1001.041. Please complete and submit a Preliminary Plat Checklist.				
15.	Location, designation and total area of all common open space.				
16.	Location, designation and total area proposed to be conveyed or dedicated for public open space, including parks, playgrounds, school sites and recreational facilities.				
17.	A tabulation of all land uses expressed in square footage and as a percent of the total project area.				
18.	Identification of existing natural resource areas and the proposed method for protection and restoration of these areas.				
19.	A written statement generally describing the proposed PUD, the market which it is intended to serve, its relationship to the City's Comprehensive Plan and how it is to be designed, arranged and operated.				
20.	Where deemed necessary, a market feasibility study including an analysis of the proposals economic impact on the City.				
21.	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.				
22.	Such other information, either required as part of the Concept Plan review or as the Planning and Zoning Board, Community Development Department or City Council shall find necessary to a full consideration of the entire proposed PUD or any stage thereof.				