



APPLICATION CHECKLIST

PUD Concept 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 CONCEPT 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.	Purpose. The General Concept Plan provides an opportunity for the applicant to submit an application and plan to the City showing the basic intent and the general nature of the entire development before incurring substantial cost. This Concept Plan provides an opportunity for the proposal to be publicly considered at an early stage. The following elements of the proposed General Concept Plan represent the immediately significant elements which the City shall review and for which a decision shall be rendered:				
7.	Overall Maximum PUD Density Range.				

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8.	General Location of Major Streets and Pedestrian Ways.				
9.	General Location and Extent of Public and Common Open Space.				
10.	General Location of Residential and Non Residential Land Uses with Approximate Type and Intensities of Development.				
11.	A Staging and Time Schedule of Development.				
12.	Other Special Criteria for Development.				
13.	General Concept Plan Submission Information.				
14.	Owner. The landowner's name, address and telephone number and his interest in the subject property.				
15.	Applicant. The applicant's name, address and telephone number if different from the landowner. The applicant may designate an agent to be contacted by the City, who may speak for the applicant.				
16.	Consultants. The names and addresses of all professional consultants who have contributed to the development of the PUD plan being submitted, including attorney, land planner, engineer and surveyor.				
17.	Title of Applicant. 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.				
18.	Present Status of Premises and Adjacent Properties.				
19.	Description. The address and legal description of the subject property. A survey is required.				
20.	Zoning. The existing zoning classification and present use of the subject property and all lands within five hundred (500) feet of the subject property.				
21.	Map. A single reproducible map or aerial photograph at a scale of not less than one (1) inch equals one hundred (100) feet, depicting the existing development of the subject property and all land within five hundred (500) feet thereof and showing the precise location of existing streets.				
22.	<u>Narrative Description.</u> A written statement generally describing the proposed PUD and the market which it is intended to serve, showing its				

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	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.				
23.	Site Conditions: Where deemed necessary by the City, graphic reproductions of the existing site conditions at a scale of not less than one (1) inch equals one hundred (100) feet shall be submitted and shall contain the following:				
24.	Survey showing lot dimensions and existing easements and utilities.				
25.	Contours minimum two (2) foot intervals.				
26.	Location, type, and extent of tree cover.				
27.	Slope analysis.				
28.	Location and extent of water bodies, wetlands, and streams and flood plains within three hundred (300) feet of the subject property.				
29.	Existing drainage patterns.				
30.	Vistas and significant views.				
31.	Soil conditions as they affect development.				
32.	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.				
33.	Concept Drawing. 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 and color architectural elevations.				
34.	Number of Units. A statement of the estimated total number of dwelling and/or other 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:				
35.	Area devoted to residential uses.				
36.	Area devoted to residential use by building or structure or use type.				

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37.	Area devoted to common open space.				
38.	Area devoted to public open space.				
39.	Approximate area devoted to streets.				
40.	Approximate area, and potential floor area, devoted to commercial uses.				
41.	Approximate area, and potential floor area, devoted to industrial or office uses.				
42.	<u>Staged Development.</u> When the PUD is to be constructed in stages during a period of 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 constructed during each such stage and the overall chronology of development to be followed from stage to stage.				
43.	<u>Common Areas.</u> 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. If it is proposed that such open space be owned and/or maintained by any entity other than a governmental authority, copies of the proposed articles of incorporation and by-laws of such entity shall be submitted during the development stage.				
44.	<u>Covenants.</u> General intent of any restrictive covenants that are to be recorded with respect to property included in the proposed PUD.				
45.	<u>Market Feasibility.</u> Where deemed necessary, a market feasibility study including an analysis of the proposals economic impact on the City.				