



CITY OF MONTICELLO

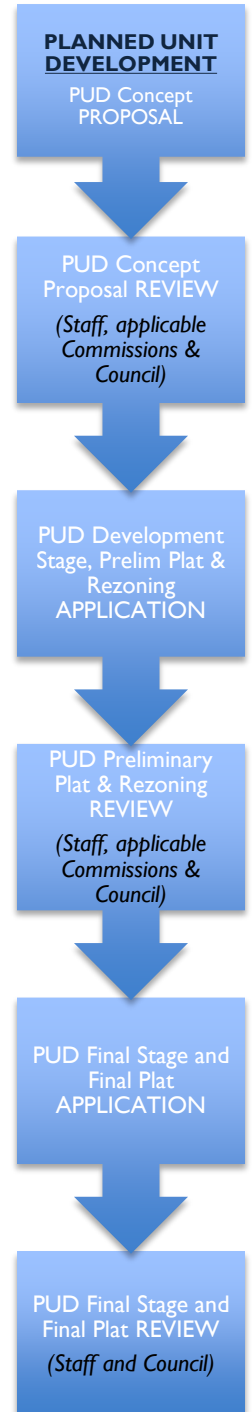
Community Development
 505 Walnut Street, Suite 1
 Monticello, MN 55362
 (763) 295-2711 • info@ci.monticello.mn.us

**PUD – Concept Proposal
 Submittal Checklist**

Applicant Name: _____

Office Use Only	
Application Date:	Application Review Date:

APPLICANT CHECK-IN	APPLICATION SUBMITTAL REQUIREMENTS	CITY CHECK-IN
	A completed City of Monticello Land Use Application form, including full legal description of property	
	A listing of contact information including name(s), address(es) and phone number(s) of: the owner of record, authorized agents or representatives, engineer, surveyor, and any other relevant associates	
	A listing of the following site data: Address, current zoning, parcel size in acres and square feet and current legal description(s);	
	A narrative explaining the applicant’s proposed objectives for the PUD, and public values that the applicant believes may be achieved by the project	
	A listing of general information including the number of proposed residential units, commercial and industrial land uses by category of use, public use areas including a description of proposed use, and any other land use proposed as part of the PUD	
	Calculation of the proposed density of the project and the potential density under standard zoning regulations, including both gross density and net density, accounting for developable and undevelopable land. Undevelopable land shall include all wetlands, floodplains, sensitive ecological areas identified in the Natural Resource Inventory, slopes greater than 18%, poor soils and areas of concentrated woodlands	
	Outline a conceptual development schedule indicating the approximate date when construction of the project, or stages of the same, can be expected to begin and be completed (including the proposed phasing of construction of public improvements and recreational and common space areas)	
	Concept Plan, including:	
	Area calculations for gross land area;	
	Existing zoning district(s);	
	Layout of proposed lots and proposed uses. Please show existing & proposed structures on site. Denote outlots planned for public dedication and/or open space (schools, parks, etc.);	
	Area calculations for each parcel	
	General location of wetlands and/or watercourses over the	



		property and within 200 feet of the perimeter of the subdivision parcel	
		Location of existing and proposed streets within and immediately adjacent to the subdivision parcel	
		Proposed sidewalks and trails	
		Proposed parking areas	
		Proposed parks, common areas, and preservation easements (indicate public vs. private if applicable)	
		General location of wooded areas or significant features (environmental, historical, cultural) of the parcel	
		Location of utility systems that will serve the property	
		A listing of the areas of flexibility from the standard zoning sought through the use of PUD design.	
		An applicant may submit any additional information that may explain the proposed PUD.	
		Electronic copies of all written narratives and plan sets required above. Submit electronic sets via flash/jump drive or .ftp only	
		Application fee and escrow per Land Use Application form	

Base Plan Set Requirements

One (1) Large Plan set – 24" x 36"

One (1) Reduced Plan set – 11" x 17"

Electronic copies of all Plan sets – **submit electronic sets via flash/jump drive or .ftp only**

***If application is incomplete, full set of revised submittals are required for re-submittal of application.**

Complete Application Required

The review and consideration of an application submitted shall only occur if such application includes all items that are required in support of the application and is deemed complete by the Community Development Department.

Application Submission Schedule

Application, required information, and payment must be submitted no later than 28 days prior to the regularly-scheduled Planning Commission meeting, per the submission schedule maintained by the Community Development Department. Application submittals are due by 4 p.m. on the deadline date.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

Applicants will be notified in writing when their application is considered complete. Applicants may be asked to supply additional information beyond required list above. A public hearing will be scheduled only when it has been verified that the application is complete.

A complete application will be scheduled for an Application Review Conference between staff and the applicant, which typically occurs one week prior to the Planning Commission meeting.

PUD Plan Review Criteria

Planned Unit Developments are to achieve the following public values within a PUD zoning district and associated subdivision:

- Ensure high quality construction standards and the use of high quality construction materials;
- Promote a variety of housing styles which include features such as side or rear loaded garages, front porches, varying roof pitches, and four sided architecture/articulation;

- Eliminate repetition of similar housing types by encouraging a housing mixture that diversifies the architectural qualities of a neighborhood;
- Promote aesthetically-pleasing design within the neighborhood and appears attractive and inviting from surrounding parcels;
- Incorporate extensive landscaping in excess of what is required by code;
- Provide high-quality park, open space, and trail opportunities that exceed the expectations established in the Comprehensive Plan;
- Provide a convenient and efficient multi-modal transportation system to service the daily needs of residents at peak and non-peak use levels, with high connectivity to the larger community.
- Promote development that is designed to reduce initial infrastructure costs and long-term maintenance and operational costs;
- Where applicable, maximize the use of ecologically-based approaches to stormwater management, restore or enhance on-site ecological systems, and protect off-site ecological systems including the application of Low Impact Development (LID) practices;
- Facilitate a complementary mix of lifecycle housing;
- Preserve and protect important ecological areas identified on the City's natural resource inventory (NRI);

PUD Concept Plan Review Process

Upon receiving a PUD concept plan proposal, the Community Development Department shall:

- Schedule a joint meeting of the Planning Commission and City Council and shall provide notice of the meeting to all property owners within 350' of the property boundary of the proposal. During the concurrent meeting, the Planning Commission and City Council may make comment on the merit, needed changes, and suggested conditions which may assist the proposer in future application for proposed rezoning and PUD development plan.
 - The Planning Commission and City Council may also take comment from the public as part of the joint meeting.
 - The Council and Planning Commission shall make no formal decision as part of the consideration. The City Council and Planning Commission's comments are explicitly not an approval or decision on the project, and are intended to represent preliminary feedback related to this PUD ordinance, the applicable zoning regulations, and the Comprehensive Plan.