



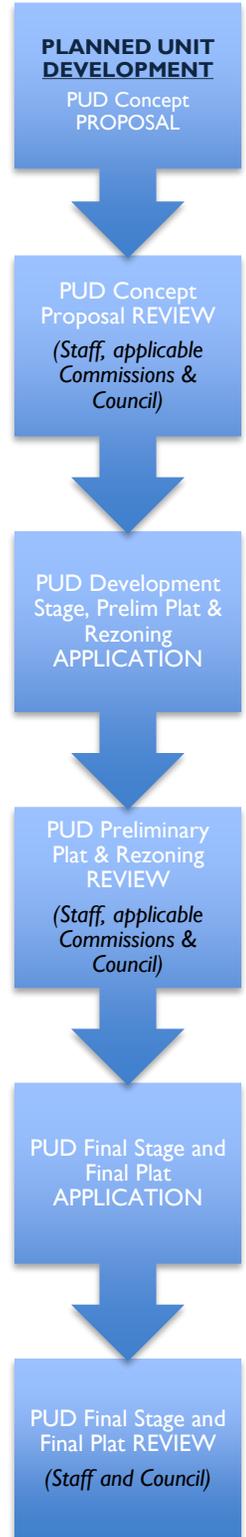
CITY OF MONTICELLO
 Community Development
 505 Walnut Street, Suite 1
 Monticello, MN 55362
 (763) 295-2711 • info@ci.monticello.mn.us

**PUD – Development Stage
 Preliminary Plat and Rezoning
 Application 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	
	Completed checklist form (this document) with all required items from below.	
	Supporting title information establishing ownership interests in the property (<i>a title commitment and/or signature of fee title property owner</i>)	
	All required information per PUD Concept Proposal Submittal; including narrative and areas of PUD flexibility required	
	Administrative information (including identification of the drawing as a “PUD Development Stage Plan,” the proposed name of the project, contact information for the developer and individual preparing the plan, signature of the surveyor and civil engineer certifying the document, date of plan preparation or revision, and a graphic scale and true north arrow)	
	Project Plan, including:	
	Area calculations for gross land area, wetland areas, wetland buffers, right-of-way dedications, conservation areas, and proposed public and private parks;	
	Existing zoning district(s)	
	Layout of proposed lots with future lot and block numbers. The perimeter boundary line of the subdivision should be distinguishable from the other property lines. Denote outlots planned for public dedication and/or open space (schools, parks, etc.)	
	Area calculations for each parcel	
	Proposed setbacks on each lot (forming the building pad) and calculated buildable area;	
	Proposed gross hardcover allowance per lot (if applicable)	
	Existing contours at intervals of two feet. Contours must extend a minimum of 200 feet beyond the boundary of the parcel(s) in question	



APPLICANT CHECK-IN	APPLICATION SUBMITTAL REQUIREMENTS	CITY CHECK-IN
	Delineation of wetlands and/or watercourses over the property and within 200 feet of the perimeter of the subdivision parcel	
	Delineation of the ordinary high water levels of all water bodies	
	Grading drainage and erosion control plan prepared by a registered professional engineer, providing all information outlined in Monticello Zoning Code, Chapter 4, Section 10(C)	
	Location, width, and names of existing and proposed streets within and immediately adjacent to the subdivision parcel	
	Easements and rights-of-way within or adjacent to the subdivision parcel(s)	
	The location and orientation of proposed buildings	
	Colored building elevations to illustrate the proposed visual appearance of new construction, including detail on all building materials. Elevations should include all sides/faces of the building, and the visual location and size of all exterior utility and mechanical systems, including HVAC, meters, and powerlines.	
	Proposed sidewalks and trails	
	Vehicular circulation system showing location and dimension for all driveways, parking spaces, parking lot aisles, service roads, loading areas, fire lanes, emergency access, if necessary, public and private streets, alleys, sidewalks, bike paths, direction of traffic flow and traffic control devices	
	Lighting location, style and mounting and light distribution plan.	
	Proposed parks, common areas, and preservation easements (indicate public vs. private if applicable)	
	Landscape plan prepared by a qualified professional providing all information outlined in Monticello Zoning Ordinance Section 4.1(D) including planting counts, sizes and species	
	Location and detail of signage providing all pertinent information outlined in Monticello Zoning Ordinance Section 2.4(K)(3)(b)	
	Location, access and screening detail of large trash handling and recycling collection areas in compliance with the requirements of Monticello Zoning Ordinance Section 5.3(D)(34).	
	Utility plan for municipal services including water, sanitary sewer and storm water, completed by a registered civil engineer	
	A written statement generally describing the applicant's understanding of the financial requirements for the development of the PUD in accordance with the City's specifications for streets, utilities, and installation of such improvements, and the financial guarantees for the completion of such improvements.	
	Preliminary Plat package per City Subdivision Ordinance, Title 11	
	An applicant may submit any additional information that may explain the proposed PUD	

	Electronic copies of all written narratives and plan sets required above <i>Submit electronic sets via flash/jump drive or .ftp only</i>	
	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;
- Foster an inclusive community by providing a complementary mix of lifecycle housing;
- Preserve and protect important ecological areas identified on the City's natural resource inventory (NRI).

Development Stage Preliminary Plat and Rezoning PUD Review Process

- The application for rezoning to PUD shall be reviewed in accordance with Section 2.4(B), Zoning Ordinance Text and Zoning Map Amendments.
- The application for Preliminary Plat shall be reviewed in accordance with City Code Title 11, Chapter 3, Section 2, Preliminary Plat Procedure.
- As part of the review process for both applications, the Community Development Department shall generate an analysis of the proposal against the expectations for PUDs and this ordinance to formulate a recommendation regarding the rezoning to the Planning Commission and City Council.
- The Planning Commission shall hold a public hearing and consider the application's consistency with the intent and purpose of the PUD and comprehensive plan goals. The Planning Commission shall make recommendations to the City Council on the merit, needed changes, and suggested conditions of the proposed rezoning, preliminary plat and PUD development plan.
- In approving or denying the PUD Development Stage application and ordinance to rezone the subject property to PUD, the City Council shall make findings on the following:
 - Whether the PUD plan is consistent with the city's comprehensive plan;
 - Whether the PUD plan is tailored to the specific characteristics of the site and achieves a higher quality of site planning and greater public benefits than would be achieved under conventional provisions of the ordinance;
 - Whether the PUD plan addresses the purpose and intent of the PUD rezoning laid out in Section 2.4(P)(1), and the public values statement established at the beginning of the process;
 - Whether the PUD plan addresses the expectations of a PUD laid out in Section 2.4(P)(7);
 - Whether the PUD plan maintains or improves the efficiency of public streets, utilities, and other public services;
 - Whether the PUD plan results in development compatible with existing adjacent and future guided land uses;
 - Whether the PUD can be accommodated by existing public services, such as parks, police, fire, administration, and utilities, or the developer has provided for the growth and extension of such services as a component of the PUD.
 - Whether the PUD is designed to take advantage of, and preserve, the natural features of the subject property, including waterways, forested areas, natural prairie, topography, views, etc.
- An ordinance rezoning the property shall be prepared by the City, for review at the Development Stage PUD, but adoption of such ordinance shall occur only upon approval of the Final Stage PUD.