



PLANNED UNIT DEVELOPMENT APPLICATION
(includes Amendments to Approved PUDs)

The City of Vadnais Heights
800 East County Road E • Vadnais Heights, MN 55127
Phone: 651.204.6015 • Fax: 651.204.6100
www.cityvadnaisheights.com

Applicant: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: ____ - ____ - ____ Cell: ____ - ____ - ____ E-mail: _____

Fee Owner: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: ____ - ____ - ____ Cell: ____ - ____ - ____ E-mail: _____

Project/Development Name: _____

Address or General Location of Property: _____

Legal Description of Property (attach separate sheet if necessary): _____

Property Identification Number (PIN): _____ Area: _____

Zoning: _____ Land Use Designation: _____

Proposed Use of Property: _____

Applicant Signature Date

Property Owner Signature (if different from applicant) Date



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Filing Requirement Information

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Filing Requirement Information

Chapter 38, Article II, Division 15 of the City Code contains the specific ordinance regulations and the procedures for processing a Planned Unit Development (PUD), which can be accessed online at www.cityvadnaisheights.com. As an alternative to conventional zoning and development approaches and process, PUD regulations are established to encourage innovations for all types of development; to create greater opportunities for better housing, recreation, commercial, industrial, and other land uses; to reflect changes in the technology of land development; to encourage a more creative approach to land use; to accomplish a more efficient, aesthetic and desirable development taking advantage of special geographic or natural features, or the size and shape of a parcel; and to provide a compatible and stable environment in harmony with the surrounding area.

This document is intended to assist the applicant with the formal PUD process. The City's goal is to make the development process as economical and efficient as possible. The PUD process encourages a preliminary meeting with City staff to review the procedures and submittals, as well as an optional Concept Plan review by both the Planning Commission and City Council, prior to formal review of the PUD Detailed Development Plan.

Formal applications for PUD Detailed Development Plan are reviewed and recommended on by the City's Planning Commission and then approved or denied by the City Council. The City's Planning Commission meets on the fourth Tuesday of each month, and the City Council meets on the first and third Wednesday of each month. The submittals required for a PUD may include a Preliminary Plat application, Site Plan application, and Rezoning application(s). A PUD requires public hearings before the Planning Commission and City Council, with notices mailed to property owners within 350 feet of the subject site at least ten days prior to the public hearing. Therefore, in order to have necessary reviews and reports completed for the Planning Commission, the public and the applicant, materials must be submitted according to the *Land Use Application Submission and Meeting Schedule*, usually about five weeks prior to the Planning Commission meeting.

The applicant will be notified within 15 days of the City receiving the application if it is incomplete and what information is missing. Once an application is considered complete, the City has sixty (60) calendar days to complete its review and either approve or deny the application. The City may extend the application review period for another sixty (60) days, and if it does, will notify the applicant in writing.

All approved PUDs are formalized in a Development Agreement prepared by the City, and recorded with the Ramsey County Recorder's Office.

NOTE: The Development Review Committee (DRC) meets weekly and, while not required, encourages persons who are or will be seeking application approval from the City to schedule a meeting(s) with the DRC to review site plan concepts and requirements. Meeting with the DRC is intended to assist the applicant with the application process. The DRC consists of the City Planner, City Engineer, City Administrator, Building Official, and the Fire Chief. Meetings with the DRC can be scheduled through Nolan Wall, Planning/Community Development Director, by e-mail at Nolan.wall@cityvadnaisheights.com or by phone at 651-204-6027.

NO.	CHECKLIST ITEM	DATE INFO RECEIVED	CHECKED BY
1	___ Complete Information on Application Form.		
2	Written Narrative addressing the following: ___ Does the proposal meet the General Requirements and Standards outlined in Section 38-484(Chapter 38, Article III, Division 15 is attached).		
3	Written Narrative addressing the following: ___ a) State what the proposed zoning classification is (Planned Unit District) and reasons for the request. ___ b) Is proposal in conformance with City's Comprehensive Plan? If not, a Land Use Plan Amendment will be required. ___ c) Is the proposal in compliance with the 35E Corridor Study, if applicable? ___ d) How will the traffic generated from the existing zoning classification differ? ___ e) Does the proposed zoning create any utility or drainage concerns? ___ f) Does the applicant have a development project readily available for the subject parcel of land? If so, please explain.		

Application certified complete by:

Name: _____

Date: _____