



**PLANNED UNIT DEVELOPMENT APPLICATION  
(includes Concept/Final Review and Amendments)**

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

**APPLICATION TYPE:**

- CONCEPT**
- FINAL**
- AMENDMENT**

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): \_\_\_\_\_

Zoning: \_\_\_\_\_ Future Land Use Designation: \_\_\_\_\_

Proposed Use of Property: \_\_\_\_\_

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner Signature (if different from applicant)

\_\_\_\_\_  
Date





## PLANNED UNIT DEVELOPMENT APPLICATION

### Filing Requirement Information

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### Filing Requirement Information

Chapter 38, Article III, Division 15 of the City Code contains the specific ordinance regulations and the procedures for processing Planned Unit Development (PUD) District requests, which can be accessed online at [www.cityvadnaisheights.com](http://www.cityvadnaisheights.com). As an alternative to conventional zoning and development approaches and processes, the planned unit development zoning district (PUD) procedures are here set forth in order that the public health, safety, morals, and general welfare be furthered in an era of increasing urbanization; to encourage innovations in residential, commercial, and industrial development and renewal; so that greater opportunities for better housing and recreation, shops and industrial plants conveniently located to each other may extend to all citizens and residents of the city; to reflect changes in the technology of land development; to encourage a more creative approach in the utilization of land in order to accomplish a more efficient, aesthetic, and desirable development which may be characterized by special features of the geography, topography, size or shape of a particular property; to meet the goals and policies of the comprehensive plan and other adopted plans; and to provide a compatible and stable environment in harmony with that of 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 requires an open house, concept, and final review.

Applications for a PUD are reviewed/recommended by the Planning Commission and approved/denied by the City Council. The Planning Commission meets on the fourth Tuesday of each month, and the City Council meets on the first and third Tuesday of each month. The submittals required for a PUD may also include Preliminary/Final Plat, Site Plan application, and Rezoning application(s). A PUD requires public hearings for the concept and final plan 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](mailto: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: \_\_\_\_\_