



**PLANNED UNIT DEVELOPMENT APPLICATION
(including 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: ____ - ____ - ____ Fax: ____ - ____ - ____ Cell: ____ - ____ - ____ E-mail: _____

Fee Owner: _____

Address: _____

City: _____ State: _____ Zip: _____

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

Project/Development Name: _____

Address or General Location of Property: _____

Legal Description of Property Involved: _____

Present Zoning: _____ Land Acres Involved: _____

Present Land Use Designation of Property: _____

Proposed Use of Property: _____

Applicant Signature

Date

Property Owner Signature (if different from applicant)

Date



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Application Fees

1. \$1,000 for up to 5 acres – provides up to 8 hours of assistance; \$125 per hour thereafter.
2. \$1,200 for 5 acres or more – provides up to 12 hours of assistance; \$125 per hour thereafter.

Items to Accompany Application

1. Evidence of ownership or some controlling interest in the property (e.g., option to purchase).
2. See Rezoning checklist (attached hereto) for additional information and requirements. Applicant is responsible for ensuring and verifying that all information indicated on this checklist is submitted to the City. If you have any questions on the applicability of checklist items, please contact the City’s Community Development Director.
3. Signed Payment of Costs Agreement.

Acceptance of Application

This application is subject to acceptance by the City upon review of the application and necessary materials being submitted. This application may also be subject to acceptance by the City Development Review Committee and review of application and necessary materials being submitted. City Engineering approval may also be required and must meet engineering requirements set forth by the City Engineer or contained in the City Code.

Date Received: _____ Date Application Deemed Complete: _____

Application Fee: _____ Application Number: _____

Planning/Community Development Director Date

City Administrator Date

The signatures of the Community Development Director and City Administrator do not constitute approval of the application request.



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Filing Requirement Information

The City of Vadnais Heights

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Requirement of Planned Unit Development Applications – Section 6.080 of the City Code establishes the procedures for processing a Planned Unit Development (PUD) in the City, and Chapter 18A contains the specific ordinance regulations. As an alternative to conventional zoning and development approaches and process, the 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 is somewhat different than other zoning applications, in that it 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.

To schedule either the preliminary City staff meeting or the Concept Review, please contact Gerry Urban at (651)-204-6010. 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 submittals required for a PUD include a Preliminary Plat application, Site Plan application, and Rezoning application. The City's Planning Commission meets on the fourth Tuesday of each month; a PUD requires a public hearing, 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 schedule adopted by the City's Development Review Committee (DRC), usually about five weeks prior to the Planning Commission meeting. Within fifteen (15) business days of receiving the application, the DRC, made up of the City Planner, City Engineer, City Administrator, and others as appropriate, will meet to review the application and determine the application's completeness. The DRC will notify the applicant in writing if the application is complete or what deficiencies the application has. The DRC will normally meet every Tuesday. Meetings with the DRC can be scheduled through Bill Weber, at 952-451-4818.

Once an application is considered complete by the DRC, 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.

NO.	CHECKLIST ITEM	DATE INFO RECEIVED	CHECKED BY
1	Complete Applicant Data on Application Form.		
2	Narrative stating what the proposed zoning classification is and reasons for the request.		
3	Is proposal in conformance with City's comprehensive plan? If not, a land use plan amendment will be required.		
4	Is the proposal in compliance with the 35E corridor study, if applicable?		
5	How will the traffic generated from the existing zoning classification differ?		
6	Does the proposed zoning create any utility or drainage concerns?		
7	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: _____

Approved by the Vadnais Heights City Council on _____