



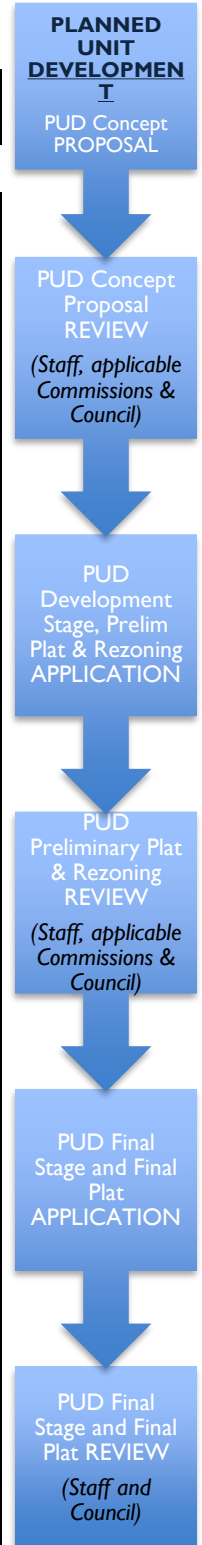
CITY OF MONTICELLO
 Community Development
 505 Walnut Street, Suite 1
 Monticello, MN 55362
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**PUD – Final Stage
 Application Checklist**

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>	
	Project Narrative	
	PUD Master Plan: If a PUD Master plan for the entire project was submitted and approved as part of the preliminary plat review, an updated Master Plan shall be submitted incorporating all changes required by the preliminary plat approval.	
	The PUD Development Plan shall be updated to incorporate all changes required by the preliminary plat and rezoning approvals. This document must clearly show all deviations from standard zoning being approved as part of the PUD.	
	The City shall prepare, and the applicant shall execute, a developer’s agreement which references all PUD plans, development phasing, required improvements, completion dates for improvements, the required letter of credit, all required development fees, escrows, and warranties, and any other information deemed necessary by the City.	
	The City shall, upon recoding of the Final Plat, publish the PUD Ordinance specifying land use, densities, performance standards, and ongoing general obligations of occupants of the PUD. Such ordinance shall create a zoning district that is specific to the property for which the PUD was applied, and shall be designated in such a way as to be able to mark the official zoning map to identify the PUD ordinance. The PUD ordinance shall also designate that such property is thereby rezoned to the PUD district as adopted.	
	Up-to-date title evidence for the subject property in a form acceptable to the City shall be provided as part of the application for the PUD Final Plat.	
	Developer shall provide warranty deeds for Property being dedicated to the City for all parks, outlots, etc., free from all liens and encumbrances except as otherwise waived by the City Council.	



	Developer shall provide all easement dedication documents for easements not shown on the final plat including those for trails, ingress/egress, etc., together with all necessary consents to the easement by existing encumbrances of the property.	
	Any additional information that may explain the proposed PUD	
	Electronic copies of all written narratives and plan sets required 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 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).

Final Plat PUD Review Process

- The application for PUD Final Plat shall be reviewed in accordance with City Code Title 11, Chapter 3, Section 3, Flat Plat Procedure and City Code Title 10, Chapter 2, Section 4(O)