



CITY OF MONTICELLO

Community Development
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**PUD – Adjustment
 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	
	Project Narrative	
	<p>The minor adjustment shall not:</p> <ul style="list-style-type: none"> • Eliminate, diminish or be disruptive to the preservation and protection of sensitive site features. • Eliminate, diminish or compromise the high quality of site planning, design, landscaping or building materials. • Alter significantly the location of buildings, parking areas or roads. • Increase or decrease the number of residential dwelling units by more than five percent. • Increase the gross floor area of non-residential buildings by more than three percent or increase the gross floor area of any individual building by more than five percent (residential lots not guided for specific structure sizes are excluded from this requirement). • Increase the number of stories of any building. • Decrease the amount of open space or alter it in such a way as to change its original design or intended function or use. • Create non-compliance with any condition attached to the approval of the Final PUD Plan. 	
	<p>A site plan of the property showing all information necessary to allow the City to determine conformance with all zoning and PUD provisions, such information may include but not be limited to:</p> <ul style="list-style-type: none"> • Information to describe the proposed adjustment within the PUD • Property and structure (existing & proposed) dimensions • Setback dimensions/measurements • Parking and access locations and dimensions 	
	<p>If deemed necessary by the Community Development Department, a survey may be required to be submitted with the application in addition to a site plan. Survey to include the following components:</p> <ul style="list-style-type: none"> • All existing and proposed structures • Signed by a registered land surveyor • Current (within last 6 months) topographic survey and contours of all surface features including drainage ways, wetlands, etc. • Public utilities including pipe size, material type, depths • Private utilities 	

	<ul style="list-style-type: none"> • Legal description • Easements of record 	
	PUD Master Plan: If a PUD Master plan for the entire project was submitted and approved as part of the final plat review, an updated Master Plan shall be submitted incorporating all changes required by the final plat approval.	
	The City shall amend, and the applicant shall re-execute, the 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.	
	Any additional information that may explain the proposed amendment to PUD	
	Electronic copies of all written narratives and plan sets required Submit electronic sets via flash/jump drive or .ftp only	

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 City Council meeting at which the request is to be heard, 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).

PUD Review Process

An adjustment to a PUD may be made through review and approval by a simple majority vote of the City Council with or without referral to the Planning Commission. For a PUD Adjustment, the applicant shall follow the procedures and requirements of the PUD Final Stage as identified in this Chapter. A PUD Adjustment shall be memorialized with an amendment to the PUD Development Agreement, executed by the City and applicant, and recorded against the PUD property. To qualify for this review, the minor adjustment shall not: