

**CONCEPT STAGE PLANNED UNIT DEVELOPMENT**  
**Development Application Help Sheet**



A checklist of background information and submission requirements for processing of Concept Stage Planned Unit Development is provided below. Should there be an item which is not included in the submission of the application; a detailed, written explanation should be made outlining the reason for omission. Failure on the part of the applicant to supply all necessary information listed herein or any supportive information as requested by the City may be grounds for an application to be determined incomplete.

**PROCEDURES**

- Review the Delano Subdivision Ordinance – Concept Stage Planned Unit Development
- Meet with City Staff and Planner to discuss proposal
- Application filed concurrently with submission requirements as set forth below
- Application filed concurrently with application fee and escrow

**REQUIRED DOCUMENTS**

- Development Permit Application
- Deposit Agreement
- Detailed written materials, maps, plans and specifications to include the following:
  - Two (2) large scale copies (one (1) inches equal one hundred (100) feet or less)
  - One (1) reduced scale copy (11x17 or smaller)
  - Electronic Copy (Submitted disc, USB Flash drive or emailed to [pbauman@delano.mn.us](mailto:pbauman@delano.mn.us))

**Submitted materials should include the following:**

- |  |  |
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| <input type="checkbox"/> General Information <sup>A</sup>                                | <input type="checkbox"/> Staged Development <sup>G</sup>       |
| <input type="checkbox"/> Present Status of Premises and Adjacent Properties <sup>B</sup> | <input type="checkbox"/> Common Areas <sup>H</sup>             |
| <input type="checkbox"/> Narrative Description <sup>C</sup>                              | <input type="checkbox"/> Covenants <sup>I</sup>                |
| <input type="checkbox"/> Site Conditions <sup>D</sup>                                    | <input type="checkbox"/> Market Feasibility <sup>J</sup>       |
| <input type="checkbox"/> Concept Drawing <sup>E</sup>                                    | <input type="checkbox"/> Exclusion of Information <sup>K</sup> |
| <input type="checkbox"/> Number of Units <sup>F</sup>                                    | <input type="checkbox"/> Inclusion of Information <sup>L</sup> |

**A. General Information**

1. Owner. The landowner’s name, address and telephone number and his interest in the subject property.
2. Applicant. The applicant’s name, address and telephone number if different from landowner. The applicant may designate an agent to be contacted by the City, who may speak for the applicant.
3. Consultants. The names and addresses of all professional consultants who have contributed to the development of the PUD plan being submitted, including attorney, land planner, engineer and surveyor.
4. Title of Applicant. Evidence that the applicant has sufficient control over the subject property to effectuate the proposed PUD, including a statement of all Received Stamp legal, beneficial, tenancy and contractual interests held in or affecting the subject property and including an up-to-date certified abstract of title or registered property report, and such other evidence as the City Attorney may require to show the status of title or control of the subject property.

**B. Present Status of Premises and Adjacent Properties**

1. Description. The address and legal description of the subject property. A survey is required.
2. Zoning. The existing zoning classification and present use of the subject property and all lands within three hundred fifty (350) feet of the subject property.

3. **Map.** A single reproducible map or aerial photograph at a scale of not less than one (1) inch equals one hundred (100) feet, depicting the existing development of the subject property and all land within one hundred (100) feet thereof and showing the precise location of existing streets, property lines, utilities, easements and wetlands.
- C. Narrative Description.** A written statement generally describing the proposed PUD and the market which is intended to serve, showing its relationship to the City's Comprehensive Plan and how the proposed PUD is to be designed, arranged and operated in order to permit the development and use of neighboring property in accordance with the applicable regulation of the City.
- D. Site Conditions.** Where deemed necessary by the City, graphic reproductions of the existing site conditions at a scale of one (1) inch equals one hundred (100) feet or less shall be submitted and shall contain the following:
  1. Survey showing lot dimensions and existing easements and utilities.
  2. Contours – minimum two (2) foot intervals.
  3. Location, type and extent of tree cover.
  4. Slope analysis. Identify all areas having eighteen (18) percent of greater slopes.
  5. Location and extent of water bodies, wetlands, and streams and flood plain within three hundred (300) feet of the subject property.
  6. Existing drainage patterns.
  7. Vistas and significant views.
  8. Soil conditions as they affect development. All of the graphics should be the same scale as the final plan to allow easy cross reference. The use of overlays is recommended for clear reference.
- E. Concept Drawing.** Schematic drawing of the proposed development concept including, but not limited to the general location of major circulation elements, public and common open space, residential and other land uses.
- F. Number of Units.** A statement of the estimated total number of dwelling and/or other units proposed for the PUD and a tabulation of the proposed approximate allocations of land use expressed in acres and as a percent of the total project area, which shall include at least the following:
  1. Area devoted to residential uses.
  2. Area devoted to residential use by building or structure or use type.
  3. Area devoted to common open space.
  4. Area devoted to public open space.
  5. Approximate area devoted to streets.
  6. Approximate area, and potential floor area, devoted to commercial uses.
  7. Approximate area, and potential floor area, devoted to industrial or office uses.
- G. Staged Development.** When the PUD is to be constructed in stages during a period of time extending beyond a single construction season, a schedule for the development of such stages or units shall be submitted stating the approximate beginning and completion date for each such stage or unit and the proportion of the total PUD public or common open space and dwelling units to be provided or constructed during each such stage and the overall chronology of development to be followed from stage to stage.
- H. Common Areas.** When the proposed PUD includes provisions for public or common open space or service facilities, a statement describing the provision that is to be made for the care and maintenance of such open space or service facilities. If it is proposed that such open space be owned and/or maintained by any entity other than a governmental authority, copies of the proposed articles of incorporation and bylaws of such entity shall be submitted during the development stage.
- I. Covenants.** General intent of any restrictive covenants that are to be recorded with respect to property included in the proposed PUD.

- J. Market Feasibility.** Where deemed necessary, a market feasibility study including an analysis of the proposals economic impact on the City.
- K. Exclusion of Information.** The Planning Commission may excuse an applicant from submitting any specific item of information or document required in this stage, which it finds to be unnecessary to the consideration of the specific proposal for PUD approval.
- L. Inclusion of Information.** The Planning Commission may require the submission of any additional information or documentation which it may find necessary or appropriate to full consideration of the proposed PUD or any aspect or stage thereof. imposed by the City