

DEVELOPMENT STAGE PLANNED UNIT DEVELOPMENT
Development Application Help Sheet



A checklist of background information and submission requirements for processing of Development 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 – Development Stage PUD
- 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 by disc, USB Flash drive or emailed to pbauman@delano.mn.us)

Submitted documents must include the following:

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|---|--|
| <input type="checkbox"/> Site Plan ^B | <input type="checkbox"/> Erosion Control ^H |
| <input type="checkbox"/> Residential Tabulation ^C | <input type="checkbox"/> Document Changes ^I |
| <input type="checkbox"/> Areas of Use ^D | <input type="checkbox"/> Preliminary Plat ^J |
| <input type="checkbox"/> Architectural Plan ^E | <input type="checkbox"/> Lighting Plan ^K |
| <input type="checkbox"/> Landscape Plan ^F | <input type="checkbox"/> Additional Data ^L |
| <input type="checkbox"/> Grading and Drainage Plan ^G | |

A. Zoning Required. Zoning classification required for Development Stage submission and any other public decisions necessary for implementation of the proposed plan.

B. Site Plan/Preliminary Plat. Drawn to a scale of one (1) inch equals one hundred (100) feet or less, containing the following information:

1. Project Name. Proposed name of the development (which shall not duplicate nor be similar in pronunciation to the name of any plat theretofore recorded in the County where the subject property is situated)
2. Survey. Property boundary lines and dimensions of the property and any significant topographical or physical features of the property. An accurate legal description of the entire area within the PUD for which final Received Stamp Development Plan approval is sought, correlated to the legal description defining use districts in this Ordinance.
3. Preliminary Plat. Preliminary Plat, if applicable, shall comply with all the performance standards of the Delano Subdivision Ordinance and this Ordinance.
4. Buildings. The location, size, use and arrangement including height in stories and feet and total square feet of ground area coverage and floor area, or proposed buildings and existing building which will remain, if any.
5. Traffic Circulation. Location, dimensions and number of all driveways, entrances, curb cuts, parking stalls, loading spaces and access aisles, and all other circulation elements including bike and pedestrian; and the total site coverage of all circulation elements.

6. Common Areas. Location, designation and total area of all common open space.
 7. Public Open Space. Location, designation and total area proposed to be conveyed or dedicated for public open space, including parks, playgrounds, school sites and recreational facilities.
 8. Locate Existing Structures. The location, use and size of structures and other land uses on adjacent properties within on hundred (100) feet of the property boundaries.
- C. Residential Tabulation.** A tabulation indicating the number of residential dwelling units by number of bedrooms and expected population/housing profile.
 - D. Areas of Use.** A tabulation indicating the approximate gross square footage, if any, of commercial and industrial floor space by type of activity (e.g. drug store, dry cleaning, supermarket).
 - E. Architectural Plans.** Preliminary architectural plans indicating use, floor plan, elevations and exterior wall finishes of proposed buildings and architectural guidelines for future development phases.
 - F. Landscape Plan.** A detailed landscaping plan including the type, size and quantity of all existing and proposed plantings.
 - G. Grading and Drainage Plan.** Preliminary grading and drainage plan illustrating changes to existing topography and natural site vegetation. The Plan should clearly reflect the site treatment and its conformance with the approved concept plan.
 - H. Erosion Control.** A soil Erosion Control Plan acceptable to watershed management organization and any other agency with review authority clearly illustrating erosion control measures to be used during construction and as permanent measures.
 - I. Document Changes.** A statement summarizing all changes which have been made in any document, plan data or information previously submitted, together with revised copies of such document, plan or data.
 - J. Preliminary Plat.** A preliminary plat conforming to the Delano Subdivision Ordinance (see subdivision checklist).
 - K. Lighting Plan.** A plan illustrating site lighting along with a photometric plan.
 - L. Additional Data.** Such other and further information as the Zoning Administrator, Planning Commission or City Council shall find necessary to a full consideration of the entire proposed PUD or any stage thereof.
 - M.** The Zoning Administrator may excuse an applicant from submitting any specific item of information or document required in this Section which it finds to be unnecessary for the consideration of the specific proposal for PUD approval.