



## **PLANNED UNIT DEVELOPMENT (PUD) MASTER PLAN PROCEDURES AND APPLICATION REQUIREMENTS**

### **CITY REVIEW PROCEDURE**

1. Applicant meets with City Staff to clarify and determine PUD requirements and discuss applicant's proposal.
2. Applicant submits PUD Master Plan to City.
3. Planning Commission conducts public hearing(s) on Master Plan and, if required, on any zoning changes, and recommends action to the City Council.
4. City Council conducts additional hearings (optional), reviews applications and takes action.
5. If approved, City Staff adds PUD District and changes underlying zoning, if required, to the zoning map. The PUD Master Plan, as approved, including all applicable documents, is adopted as the Code governing development of the PUD property.

### **CERTIFIED LAND SURVEY AND SITE PLAN REQUIREMENTS**

The City of Arden Hills requires the submittal of a certified land survey and site plan(s) for all development projects in the City. The City requires a completed Land Use Application, Project Narrative, and **five (5)** large-scale copies plus **thirty (30) 11"x17"** reductions **Z-folded**, and one electronic copy in PDF format. True and accurate representation of the following requirements is the responsibility of the applicant. In all cases, the survey and site plan shall contain:

Complete	Incomplete	N/A	<b><u>Survey Information</u></b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Legal Description
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	North point and graphic scale
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Benchmark Information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Date of Survey
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Name of surveyor and registration number
 <b><u>Written Statement</u></b>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Name of Project
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Name and address of owner/developer.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The size of the development;
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The nature of the applicant's interest;
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The development concept;
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The density of intensity of land use, types of use, and number of employees, users, or occupants;
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The period of time within which the development tract will be developed and a generalized staging schedule;
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The potential modifications in zoning districts, zoning regulations and subdivision regulations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The reasons why the modifications from the strict application of the zoning and subdivision requirements would be in the public interest and would be consistent with the City's Comprehensive Development Plan and the general purpose and intent of the Zoning Ordinance.

**Site/Building Plan Information**

- Site Plan. Existing and proposed layout of property lines, lots, blocks, parcels, streets, and boundary lines of project site including dimensions at a scale of not less than (1) inch to fifty (50) feet.
- Location, right-of-way width, dimensions and names of existing or dedicated streets or other public lands, permanent buildings and structures, easements, section and corporate lines.
- Existing and proposed principal building location(s), dimensions and setbacks.
- Minimum front, side and rear yard setback lines.
- Preliminary building floor plans and exterior elevations drawn to a minimum scale of 1/8" = 1', indicating architectural treatment or all proposed buildings and structures, the type or exterior building materials, and colors of all building components.
- Calculation of existing and proposed pervious/hard coverage broken down by: buildings; parking lot and driveways; walkways and patios; pools and decorative ponds.
- Existing and proposed driveway, curb and sidewalk locations.
- Fences and retaining walls.
- Grading Plan. Existing and proposed topographic information at two (2) foot intervals.

**Environmental Information:**

- Shoreland boundary (including official OHW elevation)
- Wetland boundary (including a copy of the delineation report)
- Floodplain/floodfringe boundary including elevations at building and lot corners  
NOTE: The lowest floor elevation (including basement) must be included.

**Easement Information:**

- Private and public easement locations and dimensions.
- Utilities and rights-of-way easements including man-hole elevations, pipe elevations and sizes.

**Utilities and Infrastructure Information:**

- Utilities plan – sizes and locations:
  - \_\_\_\_\_ Sanitary sewer
  - \_\_\_\_\_ Water main
  - \_\_\_\_\_ Natural gas load
  - \_\_\_\_\_ Electrical load
  - \_\_\_\_\_ Storm sewer design, catch basin inverts and locations, NURP pond dimensions.  
Please include drainage calculations.
  - \_\_\_\_\_ Surface water collection and conveyance features including arrows indicating the direction of surface water flow over the map of proposed contours.
  - \_\_\_\_\_ Surface water ponds, drainage ditches and wetlands.
- Streets – Dimensions
  - \_\_\_\_\_ Right of Way
  - \_\_\_\_\_ Existing Street
  - \_\_\_\_\_ Proposed Street

**Other Considerations:**

- Submittal of proposed exterior finish materials.
- Parkland dedication.
- Parking lot dimensions, square footage of parking lot islands, access drive locations, typical stall dimensions and handicapped stall locations.
- On-site signage including size, materials, location, color, etc.
- Photographs showing the location of the proposal and its relationship to the site and existing buildings.
- Pedestrian circulation system.
- Lighting plan.
- Tree Survey and Landscaping Plan

\_\_\_\_\_ Location, size and species of all existing significant trees  
\_\_\_\_\_ Location, size and species of all proposed plant materials  
\_\_\_\_\_ Square footage of perennial/shrubbery planting areas