

# PLANNING ESSENTIALS: PLANNED UNIT DEVELOPMENTS, FINAL REVIEW

## HOW TO APPLY

Submit the following information:

- Planned unit development application
- List of development stage conditions showing that each has been completed
- A statement describing changes to approved development stage application
- Applications for other approvals needed (final plat, etc.)
- Plans:
  - One 8 1/2" x 11" and one 11" x 17" half-scale reproducible print for each required sketch, drawing, or plan
  - Two 24"x36" copies of each plan sheet (if required by staff)
    - Digital Copies of plans can be submitted at [shoreviewmn.gov](http://shoreviewmn.gov)
  - Include:
    - Site plan
    - Building elevations
    - Exterior lighting plan
    - Landscape plan
    - Sign plan
    - Public facilities plan
    - Grading and drainage plan
    - Erosion control plan

## APPLICATION FEES

- Final filing fee: \$300
  - Non-refundable

## PROCESSING YOUR APPLICATION

Staff will review the application in accordance to the development stage approval. After review, staff will prepare the development agreements and schedule the item for city council review.

- City council will:
  - Review final application for approval
  - Send it to the planning commission If major changes are needed
- Decisions are final

## MISCELLANEOUS INFORMATION

The city will not accept an application until everything is submitted. An incomplete application may delay scheduling the city council review. Your application is considered public. If the city receives a request, they will need to provide it.



All conditions from the concept and development stage approvals must be completed before final approval.

Staff recommends that you discuss your proposal with your neighbors before you submit it. This can help address any concerns they may have.

The applicant and property owner are responsible for paying any out-of-pocket expenses. This includes:

- Administrative, engineering, or legal expenses for processing your application
- Staff time for enforcing any conditions(s) of the approval

Before site grading or installing improvements, the applicant must get final approval.

Any major changes to approved final plans will require the applicant to reapply for the development and final stage approvals.

## QUESTIONS?

Shoreview Community Development Department  
651-490-4680 | [shoreviewmn.gov](http://shoreviewmn.gov)

