

PLANNING ESSENTIALS: PLANNED UNIT DEVELOPMENTS, CONCEPT AND DEVELOPMENT REVIEW

HOW TO APPLY

Submit the following information:

Concept review

- Planned unit development application
- A current certified Abstract of Title or an Owner's Duplicate Certificate of Title and copies of all unrecorded documents necessary to establish a legal or equitable interest by the applicant in the property involved
- A statement describing:
 - Intended use of the property
 - How the proposal is compatible with surrounding uses
 - Proposed variations from the development code
 - Reasoning for variations
 - How the proposal meets the development code requirements listed below
 - Benefit of the proposed use and planned unit development
 - If public utilities or streets will need to be extended
 - Applicant's intention to sell or lease any portion of the development
- 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
 - Needs to show:
 - Existing natural features (wetlands, steep slopes, mature trees)
 - Existing land uses and buildings within 500 feet of the site
 - Proposed structures, land uses, traffic circulation, and parking information
 - Proposed public streets, utilities, and stormwater management
 - Additional information needed by the city

Development stage review

- Planned unit development application
- A statement describing:
 - Proposed variations from the development code
 - Reasoning for variations
 - Planning objectives
 - Benefit of the proposed use and planned unit development
 - How the proposal is compatible with surrounding uses



- Applications for other approvals needed (comprehensive plan amendment, preliminary 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
 - See Exhibit A for what information is required on the plans

APPLICATION FEES

- Concept review filing fee: \$300
- Development stage filing fee: \$600 plus \$25 per lot

PROCESSING YOUR APPLICATION

Concept review

This request is optional and allows the city to review the concept. Staff will review the application in accordance with section 203.060 (B) of the city code. After review, staff will bring it to the planning commission and city council for review. None of the comments or suggestions during this step are binding.

- Notice:
 - Mailed notice:
 - Staff will provide written notice to property owners within 350 feet of the property 10 days before the public hearing
 - Notice will include the purpose, time, date, and location of the public hearing
 - An affidavit with the names and addresses of the property owners will be part of the meeting's records
 - The process will not be invalidated if:
 - Mailed notice did not occur
 - Defects in the notice occurred despite staff's attempt
- Planning commission will:
 - Review the request according to the city code
 - Provide comments and suggestions to the city council
- City council will:
 - Consider the request based on the planning commission's comments
 - Provide additional comments and suggestions to the applicant



Development stage

This request requires a public hearing. Staff will review the application in accordance with sections 203.020(A) and 203.060 (B) of the city code. After review, staff will schedule a public hearing.

- Notice:
 - Newspaper publication:
 - Staff will provide published notice 10 days before the public hearing
 - Notice will include the purpose, time, date and location of the public hearing
 - Affidavits of publication will be part of the meeting's record
 - Mailed notice:
 - Staff will provide written notice to property owners with 350 feet of the property 10 days before the public hearing
 - Notice will include the purpose, time, date and location of the public hearing
 - An affidavit with the names and addresses of the property owners will be a part of the meeting's record
 - The process will not be invalidated if:
 - Mailed notice did not occur
 - Defects in the notice occurred despite staff's attempt
- Public hearing:
 - Planning commission will:
 - Hold a public hearing and review the request according to city code
 - Make a recommendation to the city council for approval or denial and provide the reasons for it
 - The request can also be tabled for further review
 - City council will
 - Consider the request based on the planning commission's recommendation
 - Table, approve, or deny the request based on recommendations and the city code
- Issuance and conditions:
 - If approved, the city council may impose conditions and safeguards that ensure the use:
 - It will not be detrimental to the health, safety or general welfare of the community
 - Is in harmony with the general purpose and intent of the development ordinance and the comprehensive guide plan



- If denied, the city council will provide reasons for it
- Decision:
 - Development stage applications require a 4/5 majority vote by the city council for approval
 - Decisions are final
 - Applicant has two months from approval date to submit the final stage application

DEVELOPMENT CODE REQUIREMENTS

The city may vary from its development code for a planned unit development if one or more of the following can be met:

- The proposal complies with the comprehensive plan.
- The development provides a benefit to the city as a whole and includes:
 - Design enhancements such as high quality materials, decorative features, and accents
 - Public enhancements such as streetscaping, street design, sidewalks, open space and trails
 - Innovative materials and techniques to reduce stormwater run-off and enhance water quality
 - Sustainable building practices such as green building standards and/or LEED practices
 - Some affordable housing according to the income and housing costs guidelines for the Twin Cities area
 - A range of housing options to meet resident preferences at all life stages
 - Historic preservation of private or public structures, places or parks
 - Eliminating blighted structures or incompatible uses through redevelopment or rehabilitation
 - Transportation demand management or public transit
 - Open space through common open areas or specific amounts of open space on each parcel
- A PUD is needed to ensure compatibility with surrounding area
- There is no significant negative impact on surrounding properties.
- The plan preserves, enhances, and protects natural features on the property.
 - If the existing natural features aren't worth protecting, the plan should:
 - Reduce land alteration
 - Incorporate native plant materials into the landscaping theme
- The plan does not:



- Occupy a designated flood plain area or areas with severe building limitations.
- Cause significant changes to existing topography or natural drainage.

MISCELLANEOUS INFORMATION

The city will not accept an application until everything is submitted. An incomplete application may delay scheduling the public hearing and planning commission review.

Your application is considered public. If the city receives a request, they will need to provide it.

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

Planned unit developments cannot vary from the city's standard for:

- Sanitary sewer
- Open space
- Maximum lot coverage
- Screening or landscaping
- Performance standards

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.

QUESTIONS?

Shoreview Community Development Department
651-490-4680 | shoreviewmn.gov



Exhibit A

The following must be included with the application. Use a standard engineering scale to draw all plan sheets. The scale needs to be on each plan sheet and approved by staff.

1. Certificate of survey showing:
 - a. Existing conditions
 - b. Property lines and dimensions
 - c. Gross site area
2. Proposed land use and phasing plan
 - a. Location and percent of site coverage for buildings and land uses
 - b. Building and parking lot setbacks
 - c. Location and percent of open space and pond areas
 - d. Location and percent of streets, driveways, and trails
 - e. Parking lot striping
 - f. Landscaping
 - g. Signage
 - h. Estimated construction schedule
3. Site plan showing:
 - a. Existing and proposed structures
 - b. Parking and driveways
 - c. Other improvements
4. Utility plan
 - a. Show proposed location, size and depth of all sanitary sewer, water and storm sewer or drainage facilities.
 - b. Show existing and proposed private utilities
5. Grading, drainage and erosion control plans showing:
 - a. Proposed finished grades with a contour interval of no more than two feet.
 - b. Direction of all drainage
 - c. Location, size, and elevation of existing and proposed catch basins and storm sewer facilities
 - d. Runoff quantity calculations
 - e. Impervious surface coverage calculations
 - f. Show location and type of erosion control methods
6. Building elevations and plans
 - a. Drawn to scale
 - b. Shows building footprint and floor plan
 - c. Shows exterior colors and materials



7. Landscape plan showing proposed vegetation
8. Vegetation and woodland plan showing tree replacement
9. Natural features plan
 - a. Show boundaries and area of any environmentally sensitive area including:
 - i. Protected wetlands
 - ii. Shoreland
 - iii. Flood hazard areas
10. Sign plan showing type, size, and location of proposed signs
11. Site lighting plan
12. Subdivision component if needed

