



## Planning & Zoning Department

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### Planned Unit Development Checklist

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#### General Information

The PUD is established to allow for innovative proposals for the use of land which may not relate to ordinary controls and would otherwise have to be rejected even though feasible and beneficial to the community. It is to accommodate such innovative proposals, even those that may mix land uses within a development, exceed stipulated densities, or depart from traditional lot sizes, that the Planned Unit Development District is established. The technology of land development is constantly changing and creative. Practical approaches to the use of land should be encouraged. The provisions of a PUD are intended to do so in a manner which is in the best interests of both the developer and the community. More specifically, Planned Unit Development Districts may provide for progressive developments which may achieve any number of the following:

- Provide a maximum choice of living environments by allowing a variety of housing and building types permitting increased density per acre, a reduction in a lot dimensions, building setbacks, or area requirements
- Allow a more useful pattern of open space recreation areas
- Provide more convenient access to services, commercial products, and workplaces by providing for mixed use development
- Provide for development which preserves and/or utilizes existing natural site features and vegetation
- Provide more efficient use of land resulting in lower cost in utilities and city services
- Provide for development in harmony with transportation facilities or services
- Provide for development in harmony with transportation facilities or services, community facilities, and the objectives of the comprehensive plan

A PUD is an overlay district which may be applied to and superimposed upon any underlying zoning district within the City, but will only be approved in conjunction with a Development Plan for the property. It being the intent of the City that no provision or regulation of the underlying zoning district(s) may be varied, modified, or set aside unless specifically provided for in a Development Plan approved in accord with this section.

The area, height, frontage, yard requirements and other performance requirements of the underlying zoning districts will apply within a PUD District except as such are specifically modified in an approved Development Plan. An approved Development Plan may establish area, height, frontage, yard or other performance requirements which vary from the underlying district without having to go through the normal variance procedures; however, in no event may a Development Plan alter such standards of doing so would violate a fire or safety code requirement. Variances from the requirements of an underlying district will not be implied except to the minimum extent required to comply with an approved Development Plan.

All permitted uses and accessory uses allowed in an underlying zoning district within a PUD District will be allowed within a PUD District. Uses requiring a conditional use permit in an underlying zoning district may, in lieu of using the normal conditional use proceedings, be approved as “permitted” uses as part of an approved Development Plan. In addition to the uses permitted in the underlying zoning district, all other uses designated as “permitted” by the approved Development Plan will be considered permitted uses within a PUD District. Mixed uses, as specified in the approved Development Plan, will also be permitted within a PUD District. No use may be designated as “permitted” in a Development Plan if that use will have the potential for adversely affecting adjacent property or the public health, safety or general welfare of the community. (Ref. 150.17)

**THE FOLLOWING CHECKLIST MUST BE COMPLETED IN ORDER FOR A SITE PLAN REVIEW APPLICATION TO BE CONSIDERED COMPLETE (THE ZONING ADMINISTRATOR MAY WAIVE ANY ITEM BY INITIALING NEXT TO THE CHECK BOX).**

- The property owner or its agent shall meet with the Zoning Administrator to discuss the project and what will need to be complete the application.  
Date of Meeting: \_\_\_\_\_
- The property owner and/or its agent shall meet with the following group of people to perform a walkthrough of the site to identify significant areas of natural resources:
  - At least one member from the Annandale Park Commission
  - At least one member from the Annandale Planning and Zoning Commission
  - At least one member from the Annandale City Council
  - City Staff
  - City Planner
  - City Engineer
- All requested information must be submitted at least thirty (30) days before the Planning Commission meeting in which the permit is to be reviewed. Please refer to the “Application Deadlines and Hearing Dates” document for specific deadlines.
- Submit the Application of Planning Consideration to the Zoning Administrator.
- Submit the Planned Unit Development application fee as prescribed in the City Fee Schedule. Depending on the scope of the application, the City may, in addition to

the standard application fee, require that the applicant deposit up to \$1,000 for the planning, engineering, administrative and legal expenses incurred by the City in reviewing and processing the application. Any funds remaining after the application is processed will be refunded to the applicant.

- Submit an accurate list of property owners' names and addresses within the affected zone and within three hundred and fifty (350) feet of the outer boundaries of the property in question.
- Preliminary Development Plan.** Submit to scale, ten (10) full size site plans, two (2) 11x17 -(22" x 34" preferred or 24" x 36"),, and one (1) electronic copies of the Preliminary Development Plan to the Planning Department:
  - Project information including:
    - Site size
    - Ownership
    - Developer
    - Developer Timing
    - Phasing and construction schedule
    - Any other information deemed helpful in the approval process
  - Existing site information including the following:
    - Soils
    - Existing vegetation
    - Topography/Slopes
    - Conditions
    - Water features
    - Drainageways
    - Existing wildlife
    - Existing land use
  - Proposed covenants or other legal restrictions
  - Written descriptions of variances from regulations of underlying zoning districts and subdivision regulations
  - Written description of Architectural Standards
  - Preliminary architectural drawings illustrating schematic floor plans, and exterior construction materials
  - Color elevations showing four sided architecture
  - Site Plan illustrating:
    - Proposed uses of land
    - Proposed densities

- Building details including square footage, height and other dimensions
  - Distance between buildings and the front, side and rear lot lines, another buildings located on the property and the property adjacent to the property
  - Street and walkway locations
  - Curb cuts and driveways
  - Parking areas and loading areas
  - Open spaces
  - The location of easements and utilities (existing and proposed)
  - Landscaping (showing size, types, and locations)
  - Lighting
  - Grading
  - Drainage
  - Project Phasing
  - Anticipated variances from setbacks or other regulations of the underlying zoning
  - Tabulation of density, land use intensity, lot coverage and acreage
  - Percentages of land devoted to buildings, parking , and open space
  - Proposed street extensions to neighboring properties
  - Proposed trails, easements, parks, ROW concepts as guided by City of Annandale overlay maps, Land Use Plan and Comprehensive Plan.
  - Vicinity Map
  - Concepts with current aerial photograph is appreciated
  - Any other information which may be helpful to understanding and evaluating the proposal
- Submit to scale fifteen (15) full size final plat (22" x 34" preferred or 24" x 36"), two (2) 11x17 of the Natural Resource Protection and Mitigation Plan showing the preservation and removal of existing natural resources and if applicable the mitigation of the resources, including:
- Bluffs and Bluff Setbacks
  - Mature and/or Young Woodlands
  - Lakes and Ponds
  - Streams
  - Shore Buffers
  - Floodplains/Floodways/Floodlands
  - Drainageways
  - Wetlands, Shoreland Wetlands, and Wetland Buffers
- Submit plans for the installation and maintenance of all common area amenities and confirmation as to whether the common areas will be conveyed to a public agency or a corporation or association for maintenance. The common areas must be conveyed to such part subject to covenants to be approved by the City which restrict the common areas to the uses specified on the Final Development Plan and which provide for the maintenance of the common area space in a manner which assures its continuing use for its intended purpose. If common area space in a manner which assures its continuing use for its intended

purpose. If common area space is not maintained properly to standards established by the City, the City shall have the authority to maintain the property and assess the costs back to the homeowner's association or other ownership agency.

- Submit any further information requested by the Zoning Administrator, in order to allow for reasonable review of the development
- Obtain approval from the Watershed District in which the property is located.
- Submit any further information requested by the Zoning Administrator, in order to allow for reasonable review of the development

**Final Development Plan Approval.** The Final Development Plan must include all of the information provided in the Preliminary Plan except it must include any changes required by the City in its approval of the Preliminary Development Plan.

**Process following application completion** (Ref. Annandale City Zoning Ordinance Section 150.17):

Prior to the approval of the Final Plat, the subdivider-developer shall enter into a development agreement with the City requiring that the subdivider-developer furnish and construct improvements, as determined by the City Council, at his or her expense and in accordance with plans and specifications to be approved by the City Engineer.

The City Council will approve or deny the application after considering the application, testimony of the applicant and the public, and the recommendation of the Planning Commission. Since final approval of the Development Plan will involve the rezoning of the subject property, the Council may approve a final Development Plan and rezoning of the property to PUD. If the Preliminary Development Plan receives approval of the City Council, the Final Development Plan, with any changes requested by the City Council, must be presented to the City Council. A public hearing will not be required for approval of the Final Development Plan unless the City Council determines that material changes have been made from the Preliminary Development Plan as approved by the Council. The rezoning of the property will be considered complete upon approval of the Final Development Plan and approval of the Development Agreement required. The City may impose such conditions and restrictions on the PUD as it deems necessary or advisable as part of its approval of the Preliminary or Final Development Plan.

In the event the Preliminary Development Plan is approved by the City Council, applicant will be required to execute a development agreement which state the conditions of the PUD and the phases of the development. The City may, in its discretion, require that the applicant provide the City with a performance bond or other security deemed sufficient by the City Council to ensure the applicant's compliance with the development agreement.

The procedures necessary to amend the Final Development Plan after it has been approved by the City are the same as the procedures required for the original approval. Non-material changes to the Development Plan may be made upon approval of the City Council without having to hold a public hearing or having the matter considered by the Planning Commission. Matters will be considered non-material only if they will not result in a change in "use" which is not otherwise permitted in the underlying district or will not require a variance from the regulations of the underlying district.

If within 1 year the City Council's approval of the Final Development Plan no building permits have been obtained, or if within 1 year of the issuance of the first building permit on the property no construction has commenced, the Development Plan will become void. An applicant may request and receive an extension from the Council in the event the applicant can demonstrate good faith effort has been made to use the PUD, that there is a reasonable expectation the PUD will be used, and the facts upon which the PUD was approved area essentially the same.

Construction plans for the required improvements conforming in all respects to the standards of the City and applicable Ordinances shall be prepared at the subdivider-developer's expense by a professional engineer who is registered in the State of Minnesota. Such plans together with the quantity of construction items shall be submitted to the City Engineer for approval.

Upon the engineer's Certificate of Compliance, the subdivider-developer shall be required to supply the City with as-built drawings prepared by a Registered Engineer showing the improvements as-built or in-place. As-built drawings shall be provided on reproducible mylar media.

**Further question or information:**

Feel free to contact the Planning & Zoning Department at 320.274.3055

**3-13-07**