



City of North St. Paul
 2400 Margaret Street
 North St. Paul, MN 55109
 Phone (651) 747-2407
 www.northstpaul.org

ZONING & LAND USE APPLICATION

Escrow:
 \$2500 min.
 + \$25.00 per lot
 (code 1.2044)

Application Fee:
 \$500.00 concept plan
 \$500.00 preliminary plan
 \$500.00 final plan
 (code 1.3290)

APPLICATION FOR PLANNED UNIT DEVELOPMENT

The planned unit development process must be scheduled through the Community Development Planning and Zoning Department. The lead-time for submittals shown on this application is necessary to allow City staff and consultants time to review and comment on documents provided. Additional lead-time will be required if the City determines that the potential impacts require more detailed study, or if review by other agencies is required. Incomplete application submittals will not be forwarded to the appropriate Commission or Council until all required information has been provided.

APPLICANT INFORMATION

Applicant Name: _____
 Company (if applicable): _____
 Address: _____
 City, State, Zip: _____
 Phone Number: _____
 Email: _____

Owner Name: _____
 Company (if applicable): _____
 Address: _____
 City, State, Zip: _____
 Phone Number: _____
 Email: _____

Are you the owner of the property? YES NO
 (If no, you must supply property owner information)

PROPERTY INFORMATION

Street location of property (address): _____
 Parcel Identification Number (PID) (see Ramsey County website): _____
 Legal description of property: _____
 Present zoning of property (see City website): _____
 Size of property (acreage): _____
 Title information: Abstract Torrens
 Property Description: Residential Commercial Industrial Institutional

PROPOSAL INFORMATION

Application is hereby made for Planned Unit Development to conduct the following:

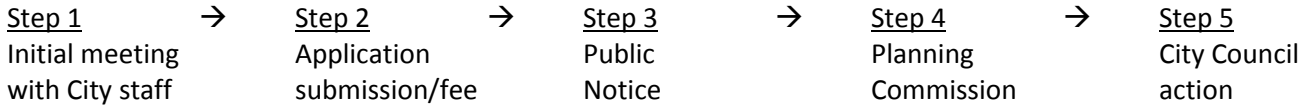
Planned Residential District (PRD) Planned Commercial District (PCD)
 Planned Industrial District (PID) Planned Mixed-Use District (PMD)
 Concept PUD Plan Preliminary PUD Plan (additional \$500.00 fee required) Final PUD Plan (additional \$500.00 fee required)

On a separate sheet of paper, please answer the following questions in full detail:

1. Provide a detailed project description.
2. Is the proposed PUD compatible with present and future land uses of the area?
3. Will the proposed PUD or appearance of the proposed PUD have an adverse effect on adjacent properties?
4. What effect will the proposed PUD have on the following:
 - ❖ health, safety and general welfare of the City?
 - ❖ existing and anticipated traffic conditions?
 - ❖ parking facilities on adjacent streets and land?
 - ❖ values of properties in the surrounding area?
 - ❖ existing parks and schools?
 - ❖ existing streets and other public facilities?
 - ❖ existing public utilities which serve or are proposed to serve the area?
5. Is the proposed PUD in harmony with the general purpose and intent of the Zoning Code and the Comprehensive Plan?

LAND USE PROCESS

Review Process



	MONTH:					MONTH:				
App Submittal										
Design Review										
EAC										
Parks & Rec										
Planning Commission										
City Council										
WEEKS:	1	2	3	4	5	1	2	3	4	5

Regular Scheduled City Meetings:

PLANNING COMMISSION

1st Thursday of the month (6:15 p.m.)

DESIGN REVIEW COMMISSION

4th Thursday of the month (5:00 p.m.)

ENVIRONMENTAL ADVISORY COMMISSION

4th Monday of the month (6:00 p.m.)

PARKS & RECREATION COMMISSION

4TH Wednesday of the month (6:30 p.m.)

ECONOMIC DEVELOPMENT AUTHORITY

2ND Tuesday of every odd month (4:00 p.m.)

CITY COUNCIL

1st and 3rd Tuesday of the month (6:30 p.m.)

APPLICATION SUBMITTALS

Required _____ Completed _____

Completed Application.

Application fee: \$500 (must submit escrow fee also, see 1st page, top right corner).
(Additional fees required for Preliminary Plan and Final Plan).

Concept Plan – Please submit drawings illustrating the following:

Overall maximum PUD density range, Proposed general development and use, general Location of major streets, pedestrian walkways adjacent to the tract, and scale and tract boundaries and north point, general location and extent of public and/or common open space, areas to be preserved, significant topographical and physical features, Sketch illustrating the general location of residential and non-residential land uses with approximate intensities and development and any zoning change.

General Plan of Development – Please submit drawings illustrating the following:

A vicinity map: property lines, streets, easements, existing zoning, graphic scale, north point, date of preparation, show the relationship of the proposed PUD to the Comprehensive Plan, to existing schools and other community facilities and services, and to the surrounding area. Abstractor’s certified copy property certificate providing names and addresses of property owners within (350) feet of the outer boundaries of the property (one copy). Legal description of the property and lot size, boundary survey prepared by a registered surveyor, including the property and two hundred feet beyond, which illustrates: Existing property lines and dimensions, ownership of all parcels, platting and easements, street and railroad right-of-ways, buildings, utility lines and facilities, public park and open space, private land use, subdivisions, and private property. Natural features map(s) illustrating: Contour lines at no more than two foot intervals, steep slopes of eighteen percent or more, hydraulic information including drainage patterns, delineated wetlands and land subject to periodic flooding, floodplain, watercourses, soil and subsoil conditions, vegetation including classification of tree cover by species. A preliminary plan of the entire area in such detail as to show: The land uses being requested, the densities being proposed, the proposed lots and blocks and the off-street parking system or preliminary plat if applicable. A written statement explaining in detail, and with supporting documentation, the specifics of the development plan as it relates to the type of dwelling units proposed and the resulting population, the extent and nature of non-residential development and the resulting traffic generated and parking demands created. The proposed schedule and/or phasing for the development of the site, the location, shape, size, and character of public or private/common open space which is suitable for the PUD, in accordance with the City Code Ch. 153 requirements for park and open space dedication, the location and size of all utilities including telephone, electricity, gas, cable, water, sanitary sewer and storm sewer, Landscape Plan including a detailed planting list, size and location of all street rights-of-way and proposed paved widths, and vehicular and pedestrian circulation, in conformance with the City Code Ch. 153. A statement setting forth the reasons why, in the opinion of the applicant, the PUD will be in the public interest and consistent with the objectives specified for PUD’s, financial capacity of the developer/owner and fiscal resources available including a FDIC insured letter of credit for 110% of the estimated cost of public improvements associated with the development, market area of the project and demand trends within the area, development agreement.

Final Plan of Development – Please submit drawings illustrating the following:

See Zoning Code Section 154.008 for specific details.

NOTE TO APPLICANT

All completed application and accompanying materials are due 30 days prior to the scheduled Planning Commission meeting (if applicable). The purpose of this submittal requirement is to allow for:

1. Plan distribution to the City staff, consultants, and applicable government entities.
2. Project review time and generation of staff reports.
3. Project meetings between City staff and applicants.
4. Meeting materials preparation and distribution.

The North St. Paul City Codes guide and enable development activities within the City by ensuring proper and well-coordinated projects. The land use application is the mechanism that allows the City to examine proposed land uses to ensure compatibility with the City Codes, design and development standards, and the surrounding land uses and natural environments. The review is intended to ensure positive growth for the community. All applications are reviewed individually and are evaluated based on their own merit. Each land use request has an associated checklist of required items. Applicants are encouraged to participate in an initial meeting with City staff prior to submitting a formal land use application. The initial meeting is an opportunity to informally discuss the conceptual idea of the proposed project in an effort to reduce delays. Participation in the initial meeting does not provide approval, or guarantee approval of the project. The City shall not accept plans, drawings, or other information related to the project except upon submittal of a formal application. The City reserves the right to reject an incomplete application.

APPLICATION FEE STATEMENT

There may be additional expenses pertaining to project review that is the responsibility of the applicant. All applicable fees must be paid when submitting land use applications and accompanying materials. All fees, which are set annually by City Ordinance, help cover costs incurred by the City to review the application. The City of North St. Paul often uses consulting firms to assist in the review of projects. Please refer to the City's Fee Schedule for information on planning review fees and other applicable costs.

REVIEW REQUIREMENTS

Minnesota State Statute 15.99 requires local governments to review an application within 15 business days of submission to determine if an application is complete and/or if additional information is required to complete the review. Once complete, a formal 60-day review period begins. The City has the ability to extend the review period for an additional 60 days, if necessary, due to insufficient information or scheduling difficulties. Please review the corresponding checklist that goes with the request. All applications must be received by the deadline(s) attached hereto. Failure to submit by the date given may result in a delay of the review by the Planning Commission and City Council.

ACKNOWLEDGEMENT

I certify that all information submitted is true and correct and I fully understand that all information and a complete application must be submitted at least 30 days prior to a Planning Commission meeting to ensure review by the Planning commission on that date. By signing this form, I hereby acknowledge the receipt of the checklist and procedure for the project to be submitted for consideration. It is my responsibility to check all applicable ordinances pertaining to the application, comply with all ordinance requirements, and submit all required materials. All permit requests should be submitted in a timely manner so as not to cause project delays.

Applicant signature: _____ Date: _____

Owner Signature: _____ Date: _____

PROPOSED MEETING DATES:

Design Review Commission: _____ Planning Commission _____ Parks & Rec Commission _____
Environmental Advisory Commission _____ City Council _____

FOR OFFICE USE ONLY

Date submitted: _____ Date complete: _____ If incomplete, date letter sent to applicant: _____
Date of public hearing: _____ Publication date: _____ Date notice sent to adjoining properties: _____
Amount fee paid: _____ Date fee paid: _____ Receipt #: _____ File #: _____

Planning Commission action: _____ Recommend approval: _____ Recommend denial: _____
Date applicant/property owner notified of Planning Commission action: _____

City Council action: _____ Recommend approval: _____ Recommend denial: _____
Date applicant/property owner notified of City Council action: _____

Date filed with Ramsey County Recorder office: _____