



City staff use only:  
 Project #: \_\_\_\_\_  
 Submitted by: \_\_\_\_\_  
 60 Days: \_\_\_\_\_

1685 CROSSTOWN BOULEVARD N.W. • ANDOVER, MINNESOTA 55304 • (763) 755-5100  
 FAX (763) 755-8923 • WWW.ANDOVERMN.GOV

## PLANNED UNIT DEVELOPMENT (PUD) APPLICATION

<b>Site Address:</b>			
<b>Legal Description of the Property:</b>			
<b>Lot:</b>		<b>Block:</b>	
		<b>Addition:</b>	
<b>PIN:</b>			
<b>Is the property Abstract:</b> <input type="checkbox"/> <b>or Torrens:</b> <input type="checkbox"/> <i>(to verify call the Anoka County Assessor's Office at (763)323-5400 with the property PIN number)</i>			
<b>Description of the Request:</b>			
<b>Section of Ordinance:</b>		<b>Current Zoning:</b>	
<b>Applicant:</b>			
Applicant _____		Phone _____	
Contact Person _____		Phone _____	
Address _____		Email _____	
City _____	State _____	Zip _____	
<b>Property Owner (Fee Owner) If different than applicant:</b>			
Property Owner : _____		Phone _____	
Address _____		Email _____	
City _____	State _____	Zip _____	
Signature _____		Date _____	
<b>Please note: If the <u>property owner</u> has not signed the application, the application is incomplete.</b>			
<b>The following section is for City staff use only:</b>			
Fee Paid _____		Date Paid _____	
		Receipt No. _____	
Submittal date: _____		60 Day date: _____	
		120 Day date: _____	



*Note: The following is information that all applicants should read and understand.*

## **PLANNED UNIT DEVELOPMENT**

**DESIRABLE PUD DESIGN QUALITIES:** The following design qualities will be sought in any PUD:

- A. Achieves efficiency in the provision of streets and utilities and preserves area to achieve the elements of design qualities described in this chapter.
- B. Provides convenient and safe access for vehicles and pedestrians and all types of activity that are anticipated to be a part of the proposed development.
- C. Provides a buffer between different uses, adjacent properties, roadways, between backyards of back-to-back lots.
- D. Preserves existing stands of trees and/or significant trees.
- E. Provides considerable landscaping treatments that complement the overall design and contribute toward an overall landscaping theme.
- F. Preserves significant usable space on individual lots or through the provision of open space within the development.
- G. Provides an attractive streetscape through the use of undulating topography, landscaping, decorative street lighting, decorative mailbox groupings, retaining walls, boulders, fencing, area identification signs, etc.
- H. The proposed structures within the development demonstrate quality architectural design and the use of high-quality building materials for unique design and detailing.
- I. The lasting quality of the development will be ensured by design, maintenance and use guidelines established through an owners' association.

## **CRITERIA FOR GRANTING A PLANNED UNIT DEVELOPMENT REQUEST**

The developer must demonstrate that the amenities and qualities of the Planned Unit Development are beneficial and in the public interest to allow the development to be approved. A substantial amount of the design qualities identified above shall be found to be present in order to approve a PUD. The amount of amenities and type of qualities that constitute an acceptable PUD are at the sole discretion of the City Council to determine.

## **PLANNED UNIT DEVELOPMENT PROCESS**

- A. A Public Hearing Notice will be sent out to all property owners and residents within 350' feet of the applicants' proposed property.
- B. A sign stating "Proposed Land Use Change" is placed on the applicants' property to inform interested resident of the public hearing. (For Public Hearing information please call the informational hotline at 767-5126).
- C. A staff report is prepared on the Friday before the Planning and Zoning Commission meeting. This report can be obtained by calling City Hall (755-5100). **It is important that the applicant attend the Planning and Zoning meeting.**
- D. Questions may be addressed to the applicant from the public or commission members.
- E. The Planning and Zoning Commission will vote to forward the item to the City Council with a recommendation of approval or denial. The Commission may also table the item in order to obtain further information.
- F. The City Council will make a final decision on the item.

**FINDINGS REQUIRED:** In order for a PUD to be approved, the City shall find that the following are present:

- A. The proposed development is not in conflict with the goals of the Comprehensive Plan of the city.
- B. The proposed development is designed in such a manner as to form a desirable and unified environment within its own boundaries.
- C. The proposed development demonstrates how each modified or waived requirement contributes to achieving the purpose of a PUD.
- D. The PUD is of composition, and arrangement that its construction, marketing, and operation are feasible as a complete unit without dependence upon any subsequent unit.