



Application Date:	
Fee: <b>\$650</b>	Escrow: <b>See Below*</b>

## PLANNED UNIT DEVELOPMENT (PUD)

The purpose of a PUD is to improve the overall quality of a project through a more collaborative design and development process between the City and the Applicant. A PUD process will oftentimes be more involved than a project utilizing standard zoning regulations, but the intent is to achieve a higher-quality project. Depending on whether the project involves a subdivision, the Applicant will be required to follow the requirements as laid out in the Preliminary Plat and Final Plat forms as a part of the application process.

<b>PARCEL IDENTIFICATION NO. (PIN):</b> <b>LEGAL DESCRIPTION:</b>		<b>COMP PLAN FUTURE LAND USE:</b>  <b>ZONING DISTRICT:</b>  <b>LOT SIZE:</b>
<b>PROJECT ADDRESS:</b>	<b>OWNER:</b> Name: Address: City, State: Phone: Email:	<b>APPLICANT (IF DIFFERENT THAN OWNER):</b>
<b>DESCRIPTION OF REQUEST:</b>		
<b>EXISTING SITE CONDITIONS:</b>		
<b>APPLICABLE ZONING CODE SECTION(S):</b> <i>Please review the referenced code section for a detailed description of required submittal documents, and subsequent process.</i>		
<ol style="list-style-type: none"> <li>1. Chapter 25 Zoning, Sec. 25-16</li> <li>2. City of Oakdale Comprehensive Plan</li> </ol>		

### Submittal Materials

The following materials must be submitted with your application in order to be considered complete. A complete application must be made at least 30 days prior to the Planning Commission meeting for which you wish to be heard. If you have any questions or concerns regarding the necessary materials please contact the City Planner.

AP – Applicant check list, CTY – City check list

AP	CTY	MATERIALS
<input type="checkbox"/>	<input type="checkbox"/>	<b>Project Initiation Meeting:</b> The developer is required to meet with the City Planner to discuss the development concept, the review and approval process and the submittal requirements. The meeting should occur PRIOR to submittal of the Concept Plan. Meeting Date: _____.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Concept Plan Review:</b> The Concept Plan will be reviewed by the City Council, and may be reviewed by the Planning Commission.  (All plans shall be at a scale not smaller than 1" = 100')

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- General building massing
- General circulation patterns
- Approach to special site conditions or problems
- Proposed location and quantities of land uses, broken out as percentages of the total project area, as well as in acres. Uses to break out: *Residential, Common Open Space, Public Open Space, Streets, Commercial, Industrial Office*
- A general staging plan for an project involving more than one construction season

Meeting Date: \_\_\_\_\_

**Process Determination:**

Based on comments regarding the concept plan, and working with the City staff, the developer may submit a detailed development plan that may include a preliminary plat depending on the project. Answer the following question to determine submittal document requirements:

Does your project include a subdivision?  Yes  No

If **YES**, you will be required to follow the submittal requirements of the *Site Plan, Preliminary Plat and Final Plat Forms*.

If **NO**, then follow the submittal requirements of the *Site Plan Form*.

*It is the Developer's responsibility to work with staff to determine which submittal requirements will be required and to obtain the proper forms from the City Planner.*

<input type="checkbox"/>	<input type="checkbox"/>	Statement acknowledging that you have contacted the other governmental agencies such as Watershed Districts, County departments, State agencies, or others that may have authority over your property for approvals and necessary permits.
<input type="checkbox"/>	<input type="checkbox"/>	Mailing labels with names and address of property owners within 500 feet.
<input type="checkbox"/>	<input type="checkbox"/>	Names and address of ALL owners, and any other person having legal interest, of the property
<input type="checkbox"/>	<input type="checkbox"/>	PUD submittal form completed and signed by all necessary parties
<input type="checkbox"/>	<input type="checkbox"/>	Preliminary Plat and/or Site Plan Form completed and signed by all necessary parties
<input type="checkbox"/>	<input type="checkbox"/>	Paid Application Fee: \$650
<input type="checkbox"/>	<input type="checkbox"/>	Escrow Paid: 1-10 Acres      \$500 Over 10 Acres   \$1,000  <i>The Applicant will be billed monthly for consultant costs and will be expected to maintain the initial escrow deposit balance.</i>

**MATERIALS THAT MAY BE REQUIRED UPON THE REQUEST OF THE CITY PLANNER**

<input type="checkbox"/>	<input type="checkbox"/>	Electronic copy of all submittal documents
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**Review and Recommendation by the Planning Commission.** The Planning Commission shall consider oral or written statements from the applicant, the public, City Staff, or its own members. It may question the applicant and may recommend approval, disapproval or continue the application. The Commission may impose necessary conditions and safeguards in conjunction with their recommendation.

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**Review and Decision by the City Council.** The City Council shall review the application after the Planning Commission has made its recommendation. The City Council is the only body with the authority to make a final determination and either approve or deny the application for PUD.

In the event that PUD approval is obtained and construction has not commenced within twelve (12) months, the PUD approval will be considered null and void, unless an extension is granted by the City Council. Only one such extension shall be permitted. The extension, if granted, shall be valid for a period of six (6) months.

This application must be signed by all owners of the subject property or an explanation given why this not the case.

*We, the undersigned, have read and understand the above.*

_____ Signature of Applicant	_____ Date
_____ Signature of Applicant	_____ Date
_____ Signature of Owner	_____ Date



## **Mailing labels with names and address of property owner within 500 feet.**

The City requires a certified abstractor's listing or a listing from Washington County of property owners within 500 feet of the property of which you are requesting a planning permit. This listing is required for your application to be considered complete.

To purchase the listing from Washington County:

<b>Mailing Address:</b>	Washington County Surveyors Office P.O. Box 6 Stillwater, MN 55082
<b>Phone #:</b>	651-430-6875
<b>E-mail:</b>	<a href="mailto:surveyor@co.washington.mn.us">surveyor@co.washington.mn.us</a>