



Date: \_\_\_/\_\_\_/\_\_\_

# 2018 City of Lakeville Planned Unit Development Amendment Application

Property Address: \_\_\_\_\_

Legal Description/PID No. \_\_\_\_\_  
*(If metes and bounds, attach description)*

Description of Amendment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for Amendment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

~~~~~  
Name of Applicant \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone No. \_\_\_\_\_ E-mail \_\_\_\_\_ Fax No. \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Please Print Name

~~~~~  
Property Owner/Fee Owner *(If different from above)* \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Please Print Name

*A certified list prepared by an abstract company and mailing labels of the names and addresses of all property owners within 500 feet of the subject property must be submitted with this application.*

**✓ Please include all applicable information regarding the project as listed on the attached checklist. (Additional information may be requested after review by the City)**

Application Fee.....	\$500.00	(1000.4314)
Escrow .....	\$2,000.00	for legal notices, planning, engineering and legal services by staff and/or consultants. (1000.1240)

### Planning Department



Dear Applicant:

The City of Lakeville requires a cash escrow to cover costs incurred from staff and consultants directly related to processing your application. These costs are normally related to review of the application by City planning and engineering staff, City consultants, and possibly the City Attorney.

You will receive a statement of account every 30 days. If the deposit is depleted before the application is concluded, you may be asked to make an additional deposit. In all cases, bills must be current before final action on your application is taken by the City Council.

There will be no credit given in cases where requests are denied or determined to be premature. We make every attempt to keep costs down. It is important that completed documents, plans, and designs be furnished by you and your consultants in a timely fashion in order to accomplish this. Incomplete submittals result in time consuming report writing and increased review time.

Please contact the Planning Department if there are unanswered questions or if you are unsure how to proceed. We will endeavor to process your application as quickly as possible and assist you in every way we can.

Sincerely,

Daryl Morey  
Planning Director

I have read and understand the above letter.

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Applicant's Signature

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Date



# Amendment to Planned Unit Development Checklist

## *City of Lakeville*

### Planning Department

#### **MINOR VS. MAJOR AMENDMENT**

- A. Minor Plan Modifications/Amendment: Plan modifications/amendments qualifying as minor as defined by the Zoning Ordinance shall be processed pursuant to that section.
- B. Major Modification/Amendment: The same review procedure shall be followed for a major modification/amendment of a PUD as was followed with respect to the applicant's development stage plan.

#### **PURPOSE**

The purpose of the PUD, Planned Unit Development District is to provide comprehensive procedures and standards intended to allow flexibility in the development of residential neighborhoods and/or non-residential areas than would be possible under a conventional zoning district. The decision to zone property to PUD is a public policy decision for the City Council to make in its legislative capacity. The intent of this section is to:

- A. Provide for the establishment of PUD (planned unit development) zoning districts in appropriate settings and situations to create or maintain a development pattern that complies with the City's Comprehensive Plan.
- B. Allow for the mixing of land uses within a development when such mixing of land uses could not otherwise be accomplished.
- C. Provide for variations to the strict application of the land use regulations in the Zoning Ordinance in order to improve site design and operation, while at the same time incorporating design elements (e.g., construction materials, landscaping, lighting, etc.) that exceed the City's standards to offset the effect of any variations.
- D. Promote a more creative and efficient approach to land use within the City, while at the same time protecting and promoting the health, safety, comfort, aesthetics, economic viability, and general welfare of the City.
- E. Preserve and enhance natural features and open spaces.
- F. Maintain or improve the efficiency of public streets and utilities.
- G. Ensure the establishment of appropriate transitions between differing land uses.

#### **APPLICATION**

Except for the portion of the City defined as the Central Area by the Comprehensive Plan, a PUD District shall not be established for parcels guided for low density residential, rural or agricultural land uses by the Comprehensive Plan, as may be amended.

## **ALLOWED USES**

All permitted uses, permitted accessory uses, conditional uses, interim uses, and uses allowed by administrative permit contained in the various zoning districts defined in the Zoning Ordinance shall be treated as potentially allowable uses within a PUD District, provided they would be allowable on the site under the Comprehensive Plan.

## **SETBACKS AND BUILDING HEIGHT**

The various setback and height regulations of the most closely related conventional zoning district shall be considered presumptively appropriate, but may be departed from to accomplish the purposes described above.

## **INTEGRATED DESIGN**

A PUD shall consist of a harmonious arrangement and selection of land uses in groupings of buildings that are planned and designed as an integrated unit. The integrated design shall include elements such as building orientation and materials, utilities, parking areas, traffic and pedestrian circulation, landscaping, and open spaces.

## **SKETCH PLAN**

Prior to the filing of a formal application, the applicant shall submit a sketch plan of the project to the Zoning Administrator. A sketch plan shall be processed according to the information requirements, standards and procedures for sketch plans as established by the Zoning Ordinance.

## **DEVELOPMENT STAGE PLAN**

Development stage submissions shall depict and outline the proposed implementation of the sketch plan stage for the PUD. Information from the sketch plan stage may be included for background and to provide a basis for the submitted plan. The development stage submissions shall include but not be limited to the submission requirements stipulated in the Zoning Ordinance.

## **FINAL PLAN**

After approval of the development stage plan, the applicant may apply for final plan approval for all or a portion of the PUD. The applicant shall submit the following material for review by and approval of the Zoning Administrator prior to issuance of any building permit(s):

- \_\_\_\_\_ A. If the PUD will be developed in different phases, the applicant shall submit a phasing plan for construction of the various elements of the entire PUD.
- \_\_\_\_\_ B. Submit a certified list prepared by an abstract company and mailing labels of the names and addresses of all property owners within 500 feet of the subject property.

- \_\_\_\_\_ C. Development plans in final form (both hard copy and electronically) based on the approved development stage plan, covering that portion of the PUD where building permits will be requested under the phasing plan.
- \_\_\_\_\_ D. Proof of recording any easements and restrictive covenants prior to the sale of any land or dwelling unit within the PUD and of the establishment and activation of any entity that is to be responsible for the management and maintenance of any public or common open space or service facility.
- \_\_\_\_\_ E. All certificates, seals and signatures required for the dedication of land and recordation of documents.
- \_\_\_\_\_ F. Final architectural working drawings of all structures.
- \_\_\_\_\_ G. A final plat and final engineering plans and specifications for streets, utilities and other public improvements, together with a development contract agreement for the installation of such improvements and financial guarantees for the completion of such improvements.
- \_\_\_\_\_ H. Any other plan, agreements, or specifications necessary for the Zoning Administrator to review the proposed final plan.

## **PROCESSING**

- A. Pre-Application Conference: Prior to the filing of an application for PUD, the applicant of the proposed PUD is encouraged to arrange for and attend a conference with the Zoning Administrator. The primary purpose of the conference shall be to provide the applicant with an opportunity to gather information and obtain guidance as to the general suitability of his proposal for the area for which it is proposed and its conformity to the provisions of this Title before incurring substantial expense in the preparation of plans, surveys and other data.
- B. Sketch Plan:
  - 1. Application Procedures and Information Requirements: Prior to the filing of a formal application, the applicant shall submit a sketch plan of the project to the Zoning Administrator. A sketch plan will be processed according to the information requirements, standards and procedures for sketch plans.
- C. Development Stage:
  - 1. Application Procedure: PUD zoning applications shall be processed according to the evaluation criteria and procedures outlined in the Zoning Ordinance.
  - 2. Information Requirement:
    - a. The information required for all PUD development stage plan applications shall be as specified in Chapter 9 of the Zoning Ordinance.
    - b. The Zoning Administrator, Planning Commission, and/or City Council may excuse an applicant from submitting any specific item of information or document required

by this section which it finds to be unnecessary to the consideration of the specific PUD being considered.

3. **Zoning Enactment:** A rezoning of a parcel of land to PUD shall not become effective until such time as the City Council approves an ordinance reflecting said amendment, which shall take place at the time the City Council approves the development stage plan.
- D. **Final Stage Plan:** After approval of a development stage plan for all or a portion of the proposed PUD, the applicant shall submit the materials outlined in Chapter 96 of the Zoning Ordinance for review by the Zoning Administrator prior to issuance of a building permit(s).

## **PERIODIC PUD REVIEW**

The City Council may require periodic review of a PUD as a condition to approval of a PUD in order to ensure compliance with the conditions of the PUD. At such times, the City Council may, at its discretion, choose to take additional testimony on the PUD.

## **General Requirements**

- A. **Records:** The Zoning Administrator shall maintain a record of all PUD zones approved by the City, including information on a project's allowed uses, all pertinent project plans, any conditions imposed on a project by the City Council, and such other information as the Zoning Administrator may deem appropriate.
- B. **Withdrawal of an Application:** Any application under this section may be withdrawn by an applicant without prejudice at any time prior to final City Council action thereon.
- C. **Platting of a PUD:** In the event that a PUD is to be subdivided into lots or parcels for the purpose of separate ownership, such PUD shall be platted under the platting procedures of the Lakeville Subdivision Ordinance and the related requirements of Dakota County. The preliminary plat shall be processed in conjunction with the development stage plan. A separate action on the final plat shall be processed before the City Council prior to or in conjunction with the final stage of the PUD.
- D. **Conveyance of Property Within a PUD:** In the event that any real property within an approved PUD is conveyed in total or in part, the buyer(s) thereof shall be bound by all provisions of the PUD and the general plan for that project. However, nothing in this Chapter shall be construed as to make such conveyed property non-conforming with regard to normal zoning standards as long as the conveyed property conforms with the approved PUD and the development plan for a project.
- E. **Agreement/Financial Guarantee:** Following the approval of the development plan but prior to final plan approval, the applicant shall enter into an agreement with the City relating to the terms of the PUD, and shall also provide such financial guarantees as the City requires or deems necessary. Such agreement may take the form of:
  1. A development contract; and/or

2. Site improvement performance agreement; and/or
3. Another form of legally binding instrument as may be required by the City.