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CITY OF MENDOTA HEIGHTS

CONDITIONAL USE PERMIT FOR PLANNED UNIT DEVELOPMENT APPLICATION CHECKLIST

Applications will be scheduled for consideration by the Planning Commission and/or City Council only after all required materials have been submitted. Application submittal deadlines are available on the City's website or by contacting the City Planner. **Late or incomplete applications *will not* be put on the agenda.**	***Office Use Only:*** Case #:_____ Applicant:_____ Address:_____

APPLICATION REQUIREMENTS:

- Electronic and hard copies of all the required materials must be submitted according to the current application submittal schedule.
- Submit 1 electronic copy and 2 hard copies (full-size/to-scale) of all required plans.

The following materials must be submitted for the application to be considered complete:

- ❑ Fee, as included in current Fee Schedule (check payable to City of Mendota Heights). *NOTE: Planning Application fees do not cover building permit fees, utilities, or other fees which may be required to complete the project.*
- ❑ Completed Application Form(s).
- ❑ Letter of Intent.
- ❑ Development Schedule, indicating:
  - Approximate start date of construction of the project.
  - Proposed project staging and anticipated construction timelines.
  - Anticipated rate of development.
  - Area and location of common open space provided at each stage.
- ❑ Copies of proposed agreements, provisions or covenants which will govern use, maintenance and continued protection of the PUD and any of its common open spaces, *for information purposes only*.
- ❑ Required Plans.

APPLICANT MUST CHECK ALL APPLICABLE ITEMS INCLUDED IN THE SUBMITTAL

Site Development Plan:

- ❑ Location of all buildings, including existing and proposed.
- ❑ Location of all adjacent buildings located within 350' of the exterior boundaries of the property in question.
- ❑ Floor area ratio.
- ❑ Location and number of existing and proposed parking spaces.

- ❑ Vehicular circulation.
- ❑ Architectural elevations (type and materials used on all external surfaces).
- ❑ Sewer and water alignment, existing and proposed.
- ❑ Location and candle power of all luminaries.
- ❑ Location of all existing easements.

Dimension Plan:

- ❑ Lot dimensions and area.
- ❑ Dimensions of proposed and existing structures.
- ❑ “Typical” floor plan and “typical” room plan.
- ❑ Setbacks on all structures existing or proposed on property in question.
- ❑ Proposed setbacks.

Grading Plan:

- ❑ Existing contour.
- ❑ Proposed grading elevations.
- ❑ Drainage configuration.
- ❑ Storm sewer catch basins and invert elevations.
- ❑ Spot elevations.
- ❑ Proposed road profile.

Landscape Plan:

- ❑ Location of all existing trees, type, diameter and which trees will be removed.
- ❑ Location, type and diameter of all proposed plantings.
- ❑ Location and material used of all screening devices.

NOTES: