



PLANNED UNIT DEVELOPMENT - CONCEPT PLAN 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).
- Concept Plan.
- Written Statement.

APPLICANT MUST CHECK ALL APPLICABLE ITEMS INCLUDED IN THE SUBMITTAL

Concept Plan:

- The existing topographic character of the land.
- Existing and proposed land uses and the approximate location of building, utilities, and unique development features of the site.
- The location of major thoroughfares.
- Public uses, including schools, parks, playgrounds, and other open spaces.

Written Statement:

- An explanation of the character of the Planned Unit Development and the manner in which it is consistent with and has been planned to comply with the Planned Unit Development provisions contained in Title 12, Article K of the City Code.
- A statement of proposed financing.

- A statement of the present ownership and all existing or contingent interests in all of the land included within the Planned Unit Development.
- A general indication of the expected schedule of development including progressive phasing and time schedules which shall not exceed five (5) years from the date of approval of the Final Development Plan for the Planned Unit Development to the completion of all construction.
- The character and approximate density of the dwelling units.
- Estimated industrial or commercial acreage and projected employment.
- Estimated square footage of any commercial development.
- Estimated amount of open space and a computation showing the percentage of impervious surface in the Project Area.
- Projected traffic.

NOTES: