



Planned Unit Development Procedures and Application Checklist

What is a Planned Unit Development (PUD)?

A PUD is a regulatory process which provides for the development of land which would not otherwise be allowed under the provisions of the underlying zoning code. The City has broad discretion when reviewing and approving a PUD application because the PUD results in a rezoning of the property which, while based on the underlying zoning district, may be written to be unique to the specific development to which it is attached. While certain aspects of the zoning standards may be reduced as part of the PUD process, the City will expect other aspects of the project to exceed minimum standards in order to forward other City priorities.

Review Procedure

1. Applicant meets with City Staff to clarify and determine PUD requirements and discuss applicant's proposal.
2. Applicant submits PUD application to City.
3. Planner determines within 15 days whether application is complete or not.
4. Planner prepares written review of application for Planning Commission and City Council (City Attorney, Engineer, Building Inspector and Fire Chief may also prepare reviews depending on issues involved in application).
5. Planning Commission conducts public hearing(s) on the establishment of the PUD, and recommends action to the City Council.
6. City Council reviews the application and Planning Commission's recommendation, holds a public hearing as part of the PUD rezoning, and takes action on the PUD agreement and PUD rezoning.
7. If approved, City Staff publishes the rezoning and executes the PUD Agreement.
8. Once any applicable permits are issued and agreements executed applicant may commence with their project.

Application Requirements

Prior to submitting an application a meeting with a City Planner is required. The application and supporting documents must be submitted at least thirty days before the Planning Commission meeting. All application and supporting documents must be submitted in electronic format to communitydevelopment@ci.brooklyn-center.mn.us. Please review the project checklist to ensure that all required materials have been submitted. The full Zoning Code is available online at www.cityofbrooklyncenter.org.

Please provide the following information with your completed PUD Application. To seek a waiver of any item, contact the City Planner.

Project Checklist			
Complete	Incomplete	N/A	
			Required Project Information:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Completed Planning Commission Application
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fee of \$1,800, Escrow as determined by City Planner
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No outstanding violations
			Project Narrative
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Description of the project
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Nature of the applicant's interest
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The development concept
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Density of development, land use type, number of units/employees/users/occupants
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposed timing of development and generalized staging schedule
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposed modifications to the underlying zoning
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The reasons why the modifications from the strict application of the zoning and subdivision requirements would be in the public interest and would be consistent with the City's Comprehensive Plan and the general purpose and intent of the Zoning Ordinance.
			Survey Information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Size of parcel and dimensions
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All existing structures, their square footage, dimensions, height, distance from the property lines and setbacks (including right-of-way, and bodies of water)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Adjacent streets, rights-of-way, and easements
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Shoreland boundary (including official OHW elevation)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Floodplain/floodfringe boundary including elevations at building and lot corners NOTE: The lowest floor elevation (including basement) must be included.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Wetland boundary
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Name of surveyor, date, license number, scale, and north arrow
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Private and public easement locations and dimensions.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Utilities and rights-of-way easements including man-hole elevations, pipe elevations
			Site/Building Plan Information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site Plan. Existing and proposed layout of property lines, lots, blocks, parcels, streets, and boundary lines of project site including dimensions at a scale of not less than (1) inch to fifty (50) feet.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location, right-of-way width, dimensions and names of existing or dedicated streets or other public lands, permanent buildings and structures, easements, section and corporate lines
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed principal building location(s), dimensions and setbacks.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Minimum front, side and rear yard setback lines.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Preliminary building floor plans and exterior elevations drawn to a minimum scale of 1/8" = 1', indicating architectural treatment or all proposed buildings and structures, the type or exterior building

			materials, and colors of all building components.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Calculation of existing and proposed pervious/hard coverage broken down by: buildings; parking lot and driveways; walkways and patios; pools and decorative ponds.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed driveway, curb and sidewalk locations.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parking lot dimensions and counts, access drive locations, typical stall dimensions and handicapped stall locations
			Utilities and Infrastructure Information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Utilities plan – sizes, locations, and approximate gradients:</p> <ul style="list-style-type: none"> - Sanitary sewer - Water main - Natural gas load - Electrical load <p>_____ Storm sewer design, catch basin inverts and locations, NURP pond dimensions. Please include drainage calculations.</p> <p>_____ Surface water collection and conveyance features including arrows indicating the direction of surface water flow over the map of proposed contours.</p> <ul style="list-style-type: none"> - Surface water ponds, drainage ditches and wetlands.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Streets – Streets – location, size, and center line gradients of proposed streets and alleys.
			Landscaping Plan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed topography of the property
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Depiction of location, size and species of all proposed plants to be sodded or seeded
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Underground irrigation plan required in all landscaped areas
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Depiction of all trash and waste storage facilities on site
			Other Considerations**:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Illustrations and elevation images of the proposed project
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location and details of all exterior lighting fixtures on site including calculations of foot candle illumination
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	On-site signage including all free standing and wall mounted signs, heights, square footages, materials, location, mounting systems, etc
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pedestrian and bicycle circulation system
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other plans as determined necessary by the City Planner
**Please contact the City Planner to determine if other plans will be required.			

Complete/Incomplete Applications: The application will be reviewed by the Planning Commission and report its recommendations to the City Council who makes a final

determination. The applicant shall receive written notice of the actions taken. Once an application is submitted, City Staff shall have fifteen (15) business days to determine if the application is complete. An incomplete application will delay process of the request. If incomplete, City Staff will notify the Applicant in writing that the application is incomplete and what information is needed in order to make the application complete. Once an application has been deemed complete it will be placed on the next available agenda.

Escrows: All Planning Commission Applications shall be subject to a \$1,000 escrow deposit. Costs expended in reviewing and processing an application will be charged against the cash escrow and credited to the City. Charges to the escrow may include attorney and consulting fees and/or mailing and public notice costs. The escrow amount may be reduced or increased by the City Planner on a project by project basis. If at any time a required cash escrow is depleted the applicant shall deposit additional escrow funds as determined by the City. Unused portions of an escrow deposit shall be returned to the Applicant upon successful implementation of an approved application.

Section 35-355, Subdivision 3, Planned Unit Development – Development Standards

- a. A PUD shall have a minimum area of one acre, excluding land included within the floodway or flood fringe overlay districts and excluding existing rights-of-way, unless the City finds that at least one of the following conditions exists:
 1. There are unusual physical features of the property or of the surrounding neighborhood such that development as a PUD will conserve a physical or terrain feature of importance to the neighborhood or community;
 2. The property is directly adjacent to or across a public right-of-way from property which previously was developed as a PUD and the new PUD will be perceived as and function as an extension of that previously approved development; or
 3. The property is located in a transitional area between different land uses and the development will be used as a buffer between the uses.
- b. Within a PUD, overall density for residential developments shall be consistent with Section 35-400 of this ordinance. Individual buildings or lots within a PUD may exceed these standards, provided that density for the entire PUD does not exceed the permitted standards.
- c. Setbacks, buffers and greenstrips within a PUD shall be consistent with Section 35-400 to 35-414 and Section 35- 700 of this ordinance unless the developer can demonstrate to the City's satisfaction that a lesser standard should be permitted with the addition of a screening treatment or other mitigative measures.
- d. Parking provided for uses within a PUD shall be consistent with the parking requirements contained in Section 35- 704 of this ordinance unless the developer can demonstrate to the City's satisfaction that a lesser standard should be permitted on the grounds of the

complementarity of peak parking demands by the uses within the PUD. The City may require execution of a restrictive covenant limiting future use of the property to those uses which will continue this parking complementarity, or which are otherwise approved by the City.

Subdivision 4. General Standards.

- a. The City may allow more than one principal building to be constructed on each platted lot within a PUD.
- b. A PUD which involves only one land use or a single housing type may be permitted provided that it is otherwise consistent with the purposes and objectives of this section.
- c. A PUD may only contain uses consistent with the City's Comprehensive Plan.
- d. All property to be included within a PUD shall be under unified ownership or control or subject to such legal restrictions or covenants as may be necessary to ensure compliance with the approved development plan and site plan.
- e. The uniqueness of each PUD requires that specifications and standards for streets, utilities, public facilities and the approval of land subdivision may be subject to modifications from the City ordinances generally governing them. The City Council may, therefore, approve streets, utilities, public facilities and land subdivisions which are not in compliance with usual specifications or ordinance requirements where it is found that such are not required in the interests of the residents or of the City, except that these subdivisions and plans must be in conformance with all watershed, state, and federal storm water, erosion control, and wetlands requirements.