Planned Unit Development
Submittal Checklist

- Land Use Application form and fee
- A typewritten narrative describing the proposed PUD including a detailed description of each land use, the area of land proposed for each land use, number of all proposed dwelling units by type, residential densities and how calculated, commercial/office square footage, the amount of land in common open space, and the number of parking spaces provided. Include calculations showing how figures for densities and parking requirements were derived.

- The following number of copies of project plans:
  - Three (3) sets of full sized scaled drawings (minimum scale 1”=50’ and no larger than 24” x 36”)
  - Three (3) color copies of building elevations with exterior materials and colors indicated
  - One (1) set of 11” x 17” reductions
  - All submitted hardcopy plans and graphics shall be provided on a CD in .pdf format

PROJECT PLANS

Site plan to include:
- boundary lines of the property with dimensions and area
- property lines within 50 feet of the property
- existing and proposed easements (public and private)
- minimum setback lines
- wetlands
- buildings and other improvements on the property (ie. dumpster and freestanding sign)
- proposed building(s) with dimensions and square feet
- location of dumpster enclosure
- on site circulation including car parking spaces, loading areas, driveways, stacking spaces with dimensions and setbacks
- the number of parking spaces and parking requirement calculations
- sidewalks and trails
- area calculation of pervious and impervious surfaces
- (for residential developments) required common and private open space areas with dimensions and area calculations
- location of freestanding signs Note: Separate permits are required for all signage.

Grading and drainage plan to include:
- existing and proposed elevations with two (2) foot contours intervals and spot elevations within paved areas
- limits of grading
- SWPP including the location of erosion/sediment control structures
- existing trees (species and caliper if needed), existing trees to remain and existing trees to be removed

Utility Plan to include:
- location of existing sewer, water main and storm drains
- location of proposed sewer, water main and storm drains
Landscape Plan to include:
  - basic site plan and grading information
  - location and type of existing trees and shrubbery
  - planting schedule including type and quantity of proposed plant materials (common and botanical names), root specifications and size at time of planting
  - landscaping calculations
  - details of landscaped islands, foundation plantings and other areas as requested by the Community Development Director

Building Elevations including:
  - scaled elevation drawings of all existing buildings to remain, proposed buildings and other structures (ie. dumpster enclosure) indicating exterior materials, colors, maximum height above grade and exterior building lighting
  - proposed wall signage locations **Note: Separate permits are required for all signage.**

Lighting Plan including:
  - light contours
  - color drawing or photograph of proposed freestanding light fixtures with dimensions

Wetland delineation (if wetlands are present)

Petition for installation of any public sewer, water, street and /or storm drain necessary to serve the development (petition may be obtained from the Engineering Department)

Other information as required by the Community Development Director to process the application.

Questions? Contact our Planning Department at 763-767-6430 or planning@coonrapidsmn.gov