



<b>For Office Use Only</b>	
	Stamp
Fee Paid:	_____
Escrow Paid:	_____

# Planned Unit Development Land Use Application & Checklist

*Procedures for processing planned unit development requests are found in Hugo City Code Chapter 90, Section 90-141.*

In order to allow flexibility in the development of neighborhoods, protect environmentally sensitive areas, and provide a mechanism for a more desirable environment than may be permitted by strict application of the City's Land Use Regulations, development of property through Planned Unit Development may be allowed by the City Council.

**Name of Development:** \_\_\_\_\_

**Property Information:**

Street Address of Property \_\_\_\_\_ P.I.D. Number \_\_\_\_\_

Legal Description  
(Please attach description if lengthy) \_\_\_\_\_

**Applicant (Applicant will receive all correspondence from the City):**

Developer: \_\_\_\_\_ Contact Person: \_\_\_\_\_

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

Phone ( ) \_\_\_\_\_ Cell ( ) \_\_\_\_\_ Email \_\_\_\_\_

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**Engineer:**

Company: \_\_\_\_\_ Contact Person: \_\_\_\_\_

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

Phone ( ) \_\_\_\_\_ Cell ( ) \_\_\_\_\_ Email \_\_\_\_\_

**Property Owner(s)**

Name \_\_\_\_\_

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

Phone ( ) \_\_\_\_\_ Cell ( ) \_\_\_\_\_ Email \_\_\_\_\_

**Affidavit of Ownership (Application must be signed by all owners in fee title to which the permit shall apply)**

That I (we) am (are) the owner(s) of the property for which a land use approval is sought or have the lawful Power of Attorney therefore. **All signatures must be notarized.** If signing with Power of Attorney, a copy of the document giving you Power of Attorney must be attached to this application. If there are additional property owners, please attach a separate sheet to provide the above information.

**All property owners must sign.**

**PRINT** Name of property owner & PIN \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

STATE OF MINNESOTA )

) ss.

(Individual Notary)

COUNTY OF WASHINGTON)

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, a Notary Public, personally appeared \_\_\_\_\_

and \_\_\_\_\_, who signed the foregoing instrument and acknowledged said instrument to be their free act and deed.

\_\_\_\_\_  
Notary Public

Stamp

**ALL THE FOLLOWING INFORMATION MUST BE SUBMITTED.**

\_\_\_\_\_ Completed application signed by all owners, in fee title, of the property to be subdivided.

\_\_\_\_\_ Proof of ownership by either a copy of a deed, abstract of title, or attorney's opinion.

\_\_\_\_\_ Site Plan

\_\_\_\_\_ Building Details

\_\_\_\_\_ Title Sheet/Vicinity Map.

\_\_\_\_\_ A statement as to the objectives of the Planned Unit Development, and what exceptions to the City's Land Use Regulations are required to accomplish the objectives.

\_\_\_\_\_ A schematic drawing of the proposed development, including streets, common areas and open space, buildings, structures, and other land uses.

\_\_\_\_\_ A statement as to how the development will fit into its surroundings.

\_\_\_\_\_ A detailed landscaping plan.

\_\_\_\_\_ A tabulation of the approximate allocation of land as a percent of the total project area committed to each of the following:

- Residential use by building type.
- Common open space.
- Public open space.
- Streets.
- Off street parking and loading areas.
- Commercial use.
- Office use.
- Industrial use.

\_\_\_\_\_ Proposed staging or phasing of the development.

\_\_\_\_\_ Buildable Acreage Calculations Worksheet.

\_\_\_\_\_ Preliminary Grading, Drainage, and Erosion Control Plan. All elevations and contours shall be based on NGVD-1929 or NAVD-1988.

\_\_\_\_\_ Preliminary Utility Plan.

\_\_\_\_\_ Preliminary Lighting Plan.

\_\_\_\_\_ A detailed traffic impact analysis of the proposed development.

\_\_\_\_\_ Application fee and escrow.

**Applications must include electronic copies of plans and application items. Large copies of plans may be requested in addition to electronic copies.**

# City of Hugo

## Buildable Acreage Calculations Worksheet

This form is used to calculate the buildable area of a development. The Metropolitan Council uses this information to track expansion and use of the City's Municipal Utility Service Area (MUSA).

Name of development \_\_\_\_\_

Name of person completing this form: \_\_\_\_\_ Firm: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

- |    |  |       |
|----|--|-------|
| 1. | Gross area of development (acres)  | _____ |
| 2. | Less wetlands <sup>1</sup>   | _____ |
| 3. | Less steep slopes <sup>2</sup>   | _____ |
| 4. | Less flood plain <sup>3</sup>  | _____ |
| 5. | Less public water (not included as wetlands on line number 2) <sup>4</sup> | _____ |
| 6. | Less other development restrictions (Please state) <sup>5</sup>            | _____ |
|    | <b>Total Buildable Acreage</b><br>(Line 1 minus lines 2 -6)                | _____ |

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<sup>1</sup> Wetlands are defined as those areas with a predominance of hydric soils, and that are inundated by surface or ground water at a frequency and duration to support a prevalence of hydrophilic vegetation typically adapted for life in saturated soil conditions and, under normal circumstances, support a prevalence of such vegetation.

<sup>2</sup> A steep slope is where the gradient of the land equals or exceeds 30% over a horizontal distance of 50 feet in all areas, or 12% over a horizontal distance of 50 feet in shoreland areas.

<sup>3</sup> For the purposes of this form, include all areas shown as A, B, D, or V Zones, and their derivatives, on the current Flood Boundary and Floodway Map prepared by the Federal Insurance Administration for the City of Hugo. Do not include in this line those areas that have been, or are to be, removed from the floodplain district as part of the development process.

<sup>4</sup> Public waters include all lakes, ponds, swamps, streams, drainage ways, floodplains, floodways, natural water courses, underground water resources, and similar features in involving, directly or indirectly, the storage, conveyance or control of water, and all those waters defined in Minnesota Statutes, Section 103G.005, Subdivision 15. For the purposes of this worksheet do not include wetlands reported under line 2.

<sup>5</sup> Public road right-of-ways are considered part of a development's buildable area for the purposes of this report.