



CITY OF INVER GROVE HEIGHTS

8150 Barbara Avenue
Inver Grove Heights, MN 55077
(651) 450-2545
www.ighmn.gov

PRELIMINARY PLANNED UNIT DEVELOPMENT

(City Code Title 10, Chapter 13, Article A)

The following must be submitted prior to review and processing a request. If you have any questions, please contact the Planning Department at 651-450-2545.

- A completed Planning Application Form with the appropriate fees.
- A written narrative clearly describing how the proposed Planned Unit Development conforms to the stated objectives and purposes of this section and why the proposal would be in the public interest.
- Exact legal description of property in Word format
- For single family residential subdivisions, a park dedication fee of \$3,850 per lot is required for each resulting buildable lot. For multi-family residential subdivisions, commercial subdivisions, and all other zoning districts, the park dedication fee varies. This fee shall be paid at time of final plat. Please see City Code Title 11, Chapter 4, Section 6.
- Two (2) folded full size copies, one set of 11 x 17 reductions, and an electronic plan set of the following information:
 - All information required in the Subdivision Ordinance for a preliminary plat (Title 11, Chapter 2, Section 3).
 - A general development plan indicating:
 - The proposed site and existing development and adjacent properties.
 - The proposed use of all areas of the site.
 - The proposed density, type, size, and location of all dwelling units.
 - The general size, location and use of proposed business, industrial or institutional buildings.
 - Public streets, entrance and exit drives, walkway locations.
 - Parking areas and stall arrangement.
 - Landscaping.
 - Park and open space lands.
 - Dimensions.
 - Proposed drainage and utility systems.
 - A summary sheet indicating:
 - Area of land in each use or each separate intensity of use.
 - Number of residential dwelling units proposed in each area.
 - Number of acres of common open space.
 - Modifications of any provisions of the City Zoning Code.
 - A staging plan indicating the geographical sequence and timing of development of the plan or portions thereof, including the date of beginning and completion of each stage. The staging plan shall also include the number of dwelling units, commercial structures, public streets, utilities and recreation areas.

- A detailed plan of first phase development indicating buildings, parking areas, driveways and similar detail on a site plan and including architectural elevation drawings of all buildings.
 - A preliminary plat may be required by the city for those areas where development is imminent, and a sketch plan shall be required for the remaining areas.
 - Grading and Drainage Plan including the following:
 - Earthwork quantities
 - Final grades (3:1 maximum slopes; 4:1 preferred)
 - Building pad elevations
 - Existing and proposed topography
 - Drainage calculations
 - 10-year storm pipe design
 - 100-year storm level of protection
 - Direction of drainage around each building pad location
 - Appropriate easements as required
 - Erosion Control Plan including the method, location and detail of the erosion control measures.
 - Street Plan including the following:
 - Plan and profile of internal roads, grades, lengths of cul-de-sacs
 - Curb data (horizontal and vertical)
 - Connection to existing streets or platted right-of-way
 - Provisions for future extensions or connections to adjacent land
 - Appropriate easements or right-of-way
 - Wetland Plan showing the filling or draining of any wetland including sequencing justification and proposed mitigation consistent with the Wetland Conservation Act. All wetlands must be delineated in accordance with the Wetland Conservation Act.
 - Tree Preservation/Reforestation Plan showing reforestation required by Title 10, Chapter 15, Article D, and showing location, size, and species of all significant trees (8 caliper inches or greater for deciduous trees, 10 feet in height for coniferous trees) including trees to be preserved, removed and those within 30 feet of grading limits.
 - Landscape Plan showing landscaping required by City Code Title 10, Chapter 15, Section 11. The plan must identify location, size, species, and quantity of plant materials.
- ☐ At its discretion, the city may require an outside consultant review the proposed application and provide written comment. Such consultants may include: a traffic engineer, telecommunications engineer, water resources engineer, landscape architect, forester, or appraiser. If the city requires such review and comment, the applicant must provide cash escrow to the city to cover the cost of the review. City staff will notify applicants that such review is required prior to hiring the consultant(s).

Other Possible Agency Reviews:

- MNDOT - When a proposed plat is adjacent to state right-of-way or road, or access to a state road is proposed.
- Dakota County - When a proposed plat is adjacent to a county right-of-way or road, or access to a county road is proposed.
- DNR - For subdivisions, Planned Unit Developments in a Shoreland Overlay Zone, or for variances requested from the Shoreland Management standards.
- EQB (Minnesota Environmental Quality Board) - Projects requiring environmental review.
- Any other applicable agency or jurisdiction.



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PLANNING APPLICATION FORM

SECTION 1 APPLICANT INFORMATION

Applicant Name: _____ Contact Name: _____
Mailing Address: _____ Mailing Address: _____

Daytime Phone: _____ Daytime Phone: _____
Cell Phone: _____ Cell Phone: _____
Email: _____ Email: _____

SECTION 2 SITE & PROPERTY OWNER INFORMATION

Site Address: _____ County Tax PIN: 20-_____
Legal Description (or attach separately): _____

Owner Name (If different from above): _____
Owner Email: _____
Owner Mailing Address: _____

SECTION 3 APPLICATION TYPE

<input type="checkbox"/> Variance	<input type="checkbox"/> Conditional Use Permit	<input type="checkbox"/> Major Site Plan Review
<input type="checkbox"/> Rezoning	<input type="checkbox"/> Preliminary Plat	<input type="checkbox"/> Planned Unit Dev
<input type="checkbox"/> Comp Plan Amendment	<input type="checkbox"/> Final Plat	<input type="checkbox"/> Zoning Code Amendment
<input type="checkbox"/> Waiver of Plat	<input type="checkbox"/> Admin Sub	<input type="checkbox"/> Other: _____

SECTION 4 OTHER INFORMATION

Attach the written description, plans and other required documents (See Petitioner's Instructions.).
I attest that the information contained in this application is true and correct to the best of my knowledge.

APPLICANT SIGNATURE: _____

OWNER SIGNATURE: _____

OFFICE USE ONLY	
Case Number: _____	Planning Review Committee Date: _____
Date Accepted: _____	Planning Commission Date: _____
Accepted By: _____	Park & Rec. Commission Date: _____
Receipt #: _____	City Council Date: _____
Escrow #: 702-229. _____	60 Day Deadline: _____

REQUEST TYPE	BASE FEE	ABSTRACT FEE	GIS FEE	ESCROW*	TOTAL
Administrative Subdivision	\$200		\$25/lot		\$
Comprehensive Plan Amendment	\$500		\$50	\$2,500	\$
Comprehensive Plan Amendment - Minor	\$200			\$250	\$
Conditional Use Permit	\$500	\$52		\$6,000	\$
Conditional Use Permit - Amendment	\$150	\$52		\$1,000	\$
Conditional Use Permit - single-family residential	\$250	\$52			\$
Determination of Substantially Similar Use	\$200			\$200	\$
Final Plat - single family	\$500	\$52	\$25/lot	\$6,000	\$
Final Plat - other (i.e. Commercial or Industrial)	\$200	\$52	\$100/acre	\$6,000	\$
Interim Use Permit	\$500	\$52		\$1,250	\$
Major Site Plan Review	\$500			\$6,000	\$
Non-Conforming Use Certificate	\$500	\$52		\$1,250	\$
Northwest Area Environmental Studies Fee (Paid with Final Plat/PUD in NWA)	\$80/gross acre				\$
Northwest Area Sketch Plan Review				\$1,000	\$
Planned Unit Development (PUD) - Preliminary	\$1,000 + plat fees	\$52		\$6,000	\$
Planned Unit Development (PUD) - Final	\$500	\$52		\$6,000	\$
Planned Unit Development - Amendment	\$250	\$52		\$2,000	\$
Preliminary Plat	\$500 + \$5 per lot			\$6,000	\$
Rezoning	\$500		\$50	\$500	\$
Street Dedication	\$150	\$52	\$50		\$
Street/Easement Vacation	\$150	\$52	\$50	\$500	\$
Variance	\$200	\$52			\$
Waiver of Plat	\$300	\$52	\$25		\$
Wetland Replacement Plan	\$200		\$100/acre	\$2,500	\$
Zoning Code Amendment	\$500			\$500	\$
Zoning Code Amendment - Minor	\$100			\$250	\$
Zoning Interpretation Appeal	\$500			\$1,000	\$
TOTAL CUMULATIVE FEES	\$ Code "AV"	\$ Code "AV"	\$ Code "CB"	\$ Acct. #	\$

*The above escrow amounts represent the minimum deposit required. Additional escrow amounts may be required depending upon the size, complexity, and scope of project.

**CITY OF INVER GROVE HEIGHTS, MINNESOTA
PLANNING DIVISION**

PROPERTY ACCESS CONSENT FORM

This is to certify that on _____, 20____, I, _____,
owner of property described as follows (address or legal description):

filed a request, (or authorized, by my signature, the filing of a request) with the Inver Grove Heights Planning Division for _____ on the described property. By filing the above referenced request, I hereby consent to permit access to said property, at any reasonable time, to members of City Staff, the Planning Commission, and the City Council for purposes of viewing the site and information gathering that is pertinent to the request.

Property Owner

Dated: _____

(Please return this completed form to the Planning Division at the time of application for your planning request. If the Consent Form is not returned with your Planning Application Form, it will be assumed that you do not wish to grant access to your property for the stated purpose. A copy of the Consent Form will be retained in the planning file relative to your case. The consent granted by virtue of this form expires upon final City Council action relative to your request.)

OFFICE USE ONLY

Case No: _____

Applicant: _____



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Dear Applicant:

As outlined in the Planning Application Form, the City of Inver Grove Heights requires a cash escrow deposit to cover all costs directly related to processing your application. These costs include City staff time, administrative costs, and costs for any consultants essential to complete the application's review.

The City makes every effort to minimize the cost of reviewing your application. To be most effective at this, it is important that you submit complete documents, plans, and designs. Incomplete submittals typically result in increased review time and may require more of the City's consultants to become involved in the review. For example, if the City Attorney is required to draft legal documents that your attorney could draft, your escrow account would have to cover the City Attorney's time.

If your escrow deposit is depleted before the application is concluded, you will be required to make an additional deposit. In all cases, any negative balance in your escrow account will need to be paid prior to releasing City approvals of your application. Excess escrow will be refunded to you after final action is taken by the City Council and all billings are posted to your account.

Please contact the City Planner at 651-450-2554 if there are unanswered questions or you are unsure how to proceed.

Sincerely,

CITY OF INVER GROVE HEIGHTS

Acknowledgement by applicant that this letter has been read and understood:

(Applicant's signature)

(date)