



CITY OF INVER GROVE HEIGHTS

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

PRELIMINARY PLANNED UNIT DEVELOPMENT

(City Code Section 10-13A)

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

- A completed Planning Application Form with the appropriate fees.
- An Abstractor's Certificate with a list of names and addresses of the property owners within 350 feet of the property in consideration. If the property is not served by municipal sanitary sewer a list of names and addresses of the property owners within 1,000 feet of the property in consideration.
**An Abstractor's Certificate can be obtained at abstract and title companies. Please note the abstract certificate may take up to two weeks to prepare.
- For single family residential subdivisions, a park dedication fee of \$2,850 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. Please see Section 11-4-6.
- 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.
- Ten (10) folded full size copies, one set of 11 x 17 reductions, and an electronic plan set, if available, of the following information:
 - All information required in the Subdivision Ordinance for a preliminary plat (Title 11-2-3).
 - 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 Plan 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.
- Reforestation or Landscape Plan showing reforestation required by City Code Title 10-15D and landscaping required by City Code Title 10-15-11. 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).



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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/Fax: _____ Cell Phone/Fax: _____
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

_____ Variance _____ Conditional Use Permit _____ Major Site Plan Review
_____ Rezoning _____ Preliminary Plat _____ Planned Unit Development
_____ Comp Plan Amendment _____ Final Plat _____ Zoning Code Amendment
_____ Waiver of Plat _____ 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: _____

SECTION 5 FEES

REQUEST TYPE	BASE FEE	ABSTRACT FEE	GIS FEE	ESCROW*	TOTAL
Administrative Subdivision	\$100		\$25/lot		\$
Comprehensive Plan Amendment	\$500		\$50	\$2,500	\$
Comprehensive Plan Amendment – minor	\$200			\$250	\$
Conditional Use Permit, single family residential	\$250	\$46			\$
Conditional Use Permit, impervious surface single family residential	\$250	\$46		\$1,500	\$
Conditional Use Permit, other	\$500	\$46		\$5,000	\$
Conditional Use Permit, other – amendment	\$150	\$46		\$1,000	\$
Determination of Substantially Similar Use	\$200			\$200	\$
Final Plat – single family	\$500	\$46	\$25/lot	\$5,000	\$
Final Plat – other (i.e. Commercial or Industrial)	\$200	\$46	\$100/acre	\$5,000	\$
Interim Use Permit	\$500	\$46		\$1,250	
Major Site Plan Review	\$500			\$5,000	\$
Non-Conforming Use Certificate	\$500	\$46		\$1,250	
Northwest Area Environmental Studies Fee	\$80/gross acre				\$
Northwest Area Sketch Plan Review				\$1,000	\$
Planned Unit Development (PUD) - Preliminary	\$1,000 + plat fees	\$46	Varies	\$5,000	\$
Planned Unit Development (PUD) – Final	\$500	\$46		\$3,000	\$
Planned Unit Development – Amendment	\$250	\$46		\$1,000	
Preliminary Plat	\$500 + \$5 per lot			\$5,000	\$
Rezoning	\$500		\$50	\$500	\$
Street Dedication	\$150	\$46	\$50		\$
Street/Easement Vacation	\$150	\$46	\$50	\$500	\$
Variance – Residential	\$200	\$46			\$
Variance - Commercial	\$200	\$46			\$
Waiver of Plat	\$300	\$46	\$25		\$
Wetland Conservation Act Certification	\$75				
Wetland Replacement Plan	\$200		\$100/acre	\$2,500	
Zoning Code Amendment	\$500			\$500	\$
Zoning Code Amendment – minor	\$100			\$250	\$
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)