



CITY OF INVER GROVE HEIGHTS

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

NORTHWEST AREA OVERLAY DISTRICT

PRELIMINARY PLANNED UNIT DEVELOPMENT APPLICATION

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

Due to the complexity of the Northwest Area (NWA) Overlay District Ordinance, all Preliminary Planned Unit Development requests in the NWA are processed with the Preliminary Plat applications under the same application time frame which, per State Statute 462.358 Subd. 3a, allows a city review time of up to 120 days after a complete application is received. Please see the application cycle sheet for projects within the Northwest Area.

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.

- Prior to submitting a preliminary plat application, the subdivider shall offer to neighboring landowners the opportunity to meet with the subdivider to discuss the subdivision. Notification of neighborhood meeting shall be by mail using the Abstractor's Certificate list of names and addresses. The neighborhood meeting shall be offered to be held at least 10 days prior to filing the preliminary plat application, but no more than 30 days before filing the preliminary plat application. Minutes or a summary of the testimony presented by neighbors must also be submitted.
- A completed Planning Application Form with the appropriate fees.
- A written narrative describing the project including details such as product type, phasing, street connections, requests for specific areas of flexibility from the standards of the Northwest Area Overlay District Ordinance, statement by the applicant stating how the proposed Planned Unit Development conforms to the stated objectives and purposes of this section.
- An exact legal description of property in Word format
- All development in the Northwest Area shall comply with the Northwest Area Overlay District Title 10, Chapter 13J of the City Code.
- All development in the Northwest Area shall comply with the Northwest Area Storm Water Manual which is available through the City Engineer or on the City Website at www.ighmn.gov.
- Park dedication requirements shall conform to City Code Title 11, Chapter 4, Section 6.
- Proposed zoning changes with legal descriptions of any district boundary changes.
- Two (2) folded full size copies, one set of 11 x 17 reductions, and an electronic version of the following information:
 - Certificate of Survey
 - Preliminary Plat prepared pursuant to Title 11, Chapter 2, Section 3 (see preliminary plat application)

- Preliminary PUD Development Plan prepared pursuant to Title 10, Chapter 13, Article A including the following:
- Site Plan containing the following:
 - Name and address of developer/owner
 - Name and address of architect/designer
 - Date of plan preparation
 - Name of project or development
 - Scale of plan (engineering scale only, preferably at one (1) inch equals fifty (50) feet or less)
 - North point indication
 - Lot dimension and area
 - Required and proposed setbacks
 - Location, setback, and dimension of all buildings on the lot including both existing and proposed structures
 - Location of all adjacent buildings located within one hundred (100) feet of the exterior boundaries of the property in question
 - Location, number, dimensions, and type of surfacing material of existing and proposed parking spaces
 - Location, number, dimensions, and type of surfacing material of existing and proposed loading spaces
 - Curb cuts, driveways
 - Type of surfacing material
 - Vehicular circulation
 - Sidewalks and walkways
 - Location and type of all proposed lighting
 - Location of recreational and service area
 - Location of rooftop equipment and proposed screening
 - Provisions for storage and disposal of waste, garbage, and recyclables
 - Location, sizing, and type of water and sewer system mains, fire hydrants closest to the property and proposed service connection
- A development capacity plan as described in Title 10, Chapter 13J-5.E
- Natural Area/Open Space Plan showing the boundaries of the required 20% open space, 75% contiguous open space and 50% undisturbed open space overlaid on the site plan and/or grading plan based on net developable area.
- Grading/Storm Water Drainage Plan including the following:
 - Existing contours at two (2) foot intervals
 - Proposed grade elevations, two (2) foot maximum intervals
 - Drainage plan including configuration of drainage areas and calculations
 - Storm sewer, catch basins, invert elevations, type of castings, and type of materials
 - Spot elevations
 - Proposed driveway grades
 - Surface water ponding and treatment areas
 - Erosion control measures
 - Elements incorporated into plan consistent with the Northwest Area Storm Water development plan

- 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 including the following:
 - Planting Schedule (table) containing:
 - ✓ Symbols
 - ✓ Quantities
 - ✓ Common names
 - ✓ Botanical names
 - ✓ Sizes of plant material
 - ✓ Root specification (bare root, balled and burlapped, potted, etc.)
 - ✓ Special planting instructions
 - Location, type, and size of all existing significant trees to be removed or preserved
 - Planting detail (show all species to scale at normal mature crown diameter or spread for local hardiness zone)
 - Typical sections in details of fences, tie walls, planter boxes, tot lots, picnic areas, berms, and the like
 - Typical sections of landscape islands and planter beds with identification of materials used.
 - Details of planting beds and foundation plantings
 - Note indicating how disturbed soil areas will be restored through the use of sodding, seeding, or other techniques
 - Delineation of both sodded and seeded areas with respective areas in square feet
 - Coverage plan for underground irrigation system, if any
 - Where landscape or man-made materials are used to provide screening from adjacent and neighboring properties, a cross-through section shall be provided showing the perspective of the site from the neighboring property at the property line elevation
 - Other existing or proposed conditions which could be expected to affect landscaping

- 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.

- Other Plans where applicable and where may be required:
 - Architectural elevations of all principal and accessory buildings (type, color, and materials used in all external surfaces)
 - Typical floor plan and "typical" room plan
 - Extent of and any proposed modifications to land within a wetland or Shoreland Overlay District
 - Wetland delineation report
 - Type, location, and size (area and height) of all signs to be erected upon the property in question

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

_____ Variance	_____ Conditional Use Permit	_____ Major Site Plan Review
_____ Rezoning	_____ Preliminary Plat	_____ Planned Unit Dev
_____ Comp Plan Amendment	_____ Final Plat	_____ Zoning Code Amendment
_____ Waiver of Plat	_____ Admin Sub	_____ 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)