



COMMUNITY DEVELOPMENT DEPARTMENT
160 LAKE STREET NORTH
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DEVELOPMENT
STAGE PUD PLAN
APPLICATION
CHECKLIST

APPLICANT CHECK IN	APPLICATION SUBMITTAL REQUIREMENTS	CITY CHECK IN
	A completed City of Big Lake Land Use Application form with full legal description.	
	A completed checklist form with all required items from below.	
	Supporting information establishing ownership interests in the property (a title commitment and/or signature of fee title property owner).	
	All required information per PUD Concept Proposal Submittal; including narrative and areas of PUD flexibility required.	
	Administrative information (including identification of the drawing as a "PUD Development Stage Plan," the proposed name of the project, contact information for the developer and individual preparing the plan, signature of the surveyor and civil engineer certifying the document, date of plan preparation or revision, and a graphic scale and true north arrow).	
	Project Plan, including:	
	<input type="checkbox"/> Area calculations for gross land area, wetland areas, wetland buffers, right-of-way dedications, conservation areas, and proposed public and private parks.	
	<input type="checkbox"/> Existing zoning district(s).	
	<input type="checkbox"/> Layout of proposed lots with future lot and block numbers. The perimeter boundary line of the subdivision should be distinguishable from the other property lines. Denote outlots planned for public dedication and/or open space (schools, parks, etc.).	
	<input type="checkbox"/> Area calculations for each parcel.	
	<input type="checkbox"/> Proposed setbacks on each lot (forming the building pad) and calculated buildable area.	
	<input type="checkbox"/> Proposed gross hardcover allowance per lot (if applicable).	

		Existing contours at intervals of two feet. Contours must extend a minimum of 200 feet beyond the boundary of the parcel(s) in question.	
		Delineation of wetlands and/or watercourses over the property and within 200 feet of the perimeter of the subdivision parcel.	
		Delineation of the ordinary high water levels of all water bodies.	
		Grading drainage and erosion control plan prepared by a registered professional engineer, providing all information in accordance with the requirements of the City and best management practices.	
		Location, width, and names of existing and proposed streets within and immediately adjacent to the subdivision parcel.	
		Easements and rights-of-way within or adjacent to the subdivision parcel(s).	
		The location and orientation of proposed buildings.	
		Colored building elevations to illustrate the proposed visual appearance of new construction, including detail on all building materials. Elevations should include all sides/faces of the building, and the visual location and size of all exterior utility and mechanical systems, including HVAC, meters, and powerlines.	
		Proposed sidewalks and trails.	
		Vehicular circulation system showing location and dimension for all driveways, parking spaces, parking lot aisles, service roads, loading areas, fire lanes, emergency access, if necessary, public and private streets, alleys, sidewalks, bike paths, direction of traffic flow and traffic control devices.	
		Lighting location, style and mounting and light distribution plan.	
		Proposed parks, common areas, and preservation easements (indicate public vs. private if applicable).	
		Landscape plan prepared by a qualified professional providing all information outlined in Section 1006.06.	
		Location and detail of signage providing all pertinent information outlined in Section 1300.03 (Subd. 2)(3).	
		Location, access and screening detail of large trash handling and recycling collection areas in compliance with the requirements of Section 1006.01 (Subd. 13).	

		Utility plan for municipal services including water, sanitary sewer and storm water, completed by a registered civil engineer.	
		A written statement generally describing the applicant's understanding of the financial requirements for the development of the PUD in accordance with the City's specifications for streets, utilities, and installation of such improvements, and the financial guarantees for the completion of such improvements.	
		Preliminary Plat package.	
		An applicant may submit any additional information that may explain the proposed PUD.	
		Application fees and escrow per Land Use Application form.	