



COMMUNITY DEVELOPMENT DEPARTMENT
160 LAKE STREET NORTH
BIG LAKE MN, 55309
763-263-2107
mpopp@biglakemn.org or
tkohl@biglakemn.org

FINAL STAGE PUD
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).	
	Project narrative.	
	PUD Master Plan: If a PUD Master plan for the entire project was submitted and approved as part of the preliminary plat review, an updated Master Plan shall be submitted incorporating all changes required by the preliminary plat approval.	
	The PUD Development Plan shall be updated to incorporate all changes required by the preliminary plat and rezoning approvals. This document must clearly show all deviations from standard zoning being approved as part of the PUD.	
	The City shall prepare, and the applicant shall execute, a developer's agreement which references all PUD plans, development phasing, required improvements, completion dates for improvements, the required letter of credit, all required development fees, escrows, and warranties, and any other information deemed necessary by the City.	
	The City shall, upon recoding of the Final Plat, publish the PUD Ordinance specifying land use, densities, performance standards, and ongoing general obligations of occupants of the PUD. Such ordinance shall create a zoning district that is specific to the property for which the PUD was applied, and shall be designated in such a way as to be able to mark the official zoning map to identify the PUD ordinance. The PUD ordinance shall also designate that such property is thereby rezoned to the PUD district as adopted.	
	Up-to-date title evidence for the subject property in a form acceptable to the City shall be provided as part of the application for the PUD Final Plat.	

	Developer shall provide warranty deeds for Property being dedicated to the City for all parks, outlots, etc., free from all liens and encumbrances except as otherwise waived by the City Council.	
	Developer shall provide all easement dedication documents for easements not shown on the final plat including those for trails, ingress/egress, etc., together with all necessary consents to the easement by existing encumbrances of the property.	
	An applicant may submit any additional information that may explain the proposed PUD.	
	Application fees and escrow per Land Use Application form.	