

## Planned Unit Development Submittal Checklist

1. Land Use Application form and associated fee(s)
2. A typewritten narrative describing the proposed Planned Unit Development (PUD) including:
  - detailed description of each land use
  - the area of land proposed for each land use
  - number of all proposed dwelling units by type
  - residential density calculations
  - commercial/office square footage
  - common open space square footage
  - number of parking spaces provided
  - calculations on how densities and parking requirements were derived
3. The following number of copies of project plans:
  - a. One (1) set of full-sized scaled drawings  
(engineering scale only, at 1" = 50' or less and no larger than 24" x 36")
  - b. Two (2) sets of 11" x 17" reductions
  - c. One (1) 11" x 17" color copies of building elevations and schematic floor plans with exterior materials and colors indicated
  - d. *Strongly encouraged, but not necessarily required:* An architectural rendering/perspective or high-quality image of the proposed development

**\*\*\*Plans must be submitted in both paper format via drop off or mail and in electronic format (PDF) via email, file-sharing/cloud-storage service or USB flash drive to [planning@coonrapidsmn.gov](mailto:planning@coonrapidsmn.gov)\*\*\***

## Project Plan Requirements

### a. Site plan to include:

- existing conditions page of what is on property today: structures, parking lots, driveways, fences, utility lines, water bodies, wetlands, significant vegetation, etc.
- legal description of the property
- boundary lines of the property with lot dimensions and area calculations
- property lines within 50 feet of the property
- existing and proposed easements (public and private)
- proposed and required parking and building setback lines
- identification of wetlands and other water bodies
- proposed building(s) and structures with dimensions and square feet
- location and dimensions of other site elements (i.e. trash/recycling enclosures)
- details for screening exterior trash/recycling enclosures
- on site circulation including vehicle and or truck parking spaces, loading areas, driveways, and stacking spaces with dimensions and setbacks
- the number of parking spaces and minimum parking requirement calculations
- sidewalks and trails
- pervious and impervious surfaces area calculations

- for residential developments:** required common and private open space areas with dimensions and area calculations
- location of freestanding ground signs  
**Note:** Signs are not approved through site plan review and require separate sign permits

**b. Grading and drainage plan to include:**

- existing and proposed elevations with two (2) foot contours intervals and spot elevations within paved areas
- limits of grading
- SWPPP including the location of erosion/sediment control structures
- existing trees (species and caliper if needed), existing trees to remain and existing trees to be removed

**c. Utility Plan to include:**

- location of existing and proposed sewer, water main and storm drains

**d. Landscape Plan to include:**

- landscaping calculations
- location and type of existing trees and shrubbery
- planting schedule including type and quantity of proposed plant materials (common and botanical names), root specifications and size at time of planting
- coverage plan for underground irrigation system
- details of landscaped islands, foundation plantings and other areas as requested by Community Development or Planning staff

**e. Building Elevations including:**

- scaled elevation drawings of all existing buildings to remain, proposed buildings and other structures (i.e. trash/recycling enclosure) indicating exterior materials, colors, maximum height above grade and exterior building lighting
- location of proposed wall signage  
**Note:** Signs are not approved through site plan review and require separate sign permits

**f. Lighting and/or Photometrics Plan showing the location of all freestanding and wall-mounted lights on the property as well as the intensity of the light across the property**

**g. Wetland delineation (if wetlands are present)**

**h. Petition for installation of any public sewer, water, street and /or storm drain necessary to serve the development (petition may be obtained from the Engineering Department)**

**i. Other information as required by Community Development or Planning staff to process the application.**

Questions? Contact our Planning Department at 763-767-6430 or [planning@coonrapidsmn.gov](mailto:planning@coonrapidsmn.gov)