

## Planned unit development (PUD) Requirements and process overview

It is through the development, redevelopment and preservation of the city—in accordance with the city’s comprehensive plan, development standards and zoning requirements—that the city is shaped to the form and characteristics deemed desirable and suitable. Review and analysis of a requested planned unit development (PUD) must occur within this context; therefore, to make the application complete and to permit formal acceptance of your application by the community development department, the city has established this procedure, and asks that you provide the information listed below.

### Before submitting

Before submitting an application:

- Review all applicable sections of the zoning ordinance relating to the requested use. Section 36-32 pertains to planned unit developments. The ordinance is available on the city website at <https://www.stlouispark.org/government/departments-divisions/planning-zoning/zoning-code> or by calling the community development department at 952.924.2575.
- Meet with community development staff to review and discuss the proposed concept plan. Staff may schedule a review of the concept plan by the St. Louis Park Planning Commission and/or city council at a study session to obtain nonbinding comments on its merits.

### Application process

Once the PUD application is submitted, the application will be reviewed by the community development department to determine whether or not the application is complete. Staff will notify the applicant if the application is incomplete and what steps need to be taken to complete the application.

Once the application is deemed complete, the following process will be followed. The process is subject to change depending on the characteristics of the application and the outcome of each step.

1. Neighborhood meeting will be conducted
2. Planning commission review and public hearing – the commission will make a recommendation to the city council.
3. City council action

### Submittal checklists

#### All Applications

- [Planning and zoning application](#), submitted electronically through ePermits.
  1. Click “Apply for Permit” in the upper left corner of the website.
  2. Register for an account as a “Plan Submitter” or login with a previously created account.
  3. On the Permits page, select “Planning & Zoning Application” under Planning Applications on the left side of the website.
  4. Click “I Agree – Apply for Permit” after reviewing permit information
  5. Provide the following information:
    - Primary property address

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- Your contact information, as the Plan Submitter
  - Type of work
  - Type(s) of application(s)
  - Current fee owner name and contact information
  - Addresses of all properties in the project
  - Property type
  - A concise statement summarizing the project to be published on the city website. This should be approximately 50 words.
  - Project's current and proposed zoning district.
    - To determine the existing zoning visit the [Official Zoning Map](#).
  - Acknowledgement and signature
- Supplemental information, submitted electronically through ProjectDox. Once you have applied with ePermits above, ProjectDox will email you with information on how to create an account and upload the following materials under the permit number created by ePermits:
- A project narrative, including the existing land use, proposed land use, and what type of Planned Unit Development is proposed.
  - Contact information and signature of current fee owner of the property, consenting to the Plan Submitter to submit an application for their property.
  - Contact information for the following:
    - Civil Engineer
    - Architect
    - Developer
    - Landscape Architect
    - Surveyor.
  - A complete and accurate legal property description in digital text format that can be copied and pasted, such as Word or PDF. If the property is Torrens, a copy of the most current certificate of title must accompany the application. If the property is not Torrens, a copy of the most recent document which transferred title (e.g., a warranty deed) must accompany the application.
  - PDF of names and address labels of all property owners within 350 feet of the boundaries of the parcel requested to be changed. The source of the names and addresses must be from Hennepin County. Visit <https://gis.hennepin.us/locatenotify/default.aspx> to create the mailing label package, including a map showing the notice area.
  - [Site plan worksheet](#)
  - A statement describing how the PUD will meet the stated purposes and objectives of this section.
  - If land encompassed within a proposed PUD is to be platted, replatted or subdivided, all information required for consideration and approval of a preliminary plat is also required in accordance with the subdivision ordinance. The review may be carried out simultaneously with the review of a PUD.
  - Survey, site plan and development plans submitted and numbered as specified in the [Electronic Plan Review Guide](#). The following information must be included:
    - A current certified survey showing existing conditions of properties located within the proposed PUD, as well as buildings, topography and floodplains of properties located within 150 feet of the proposed PUD.
    - Preliminary or Final general development plans. Plan will be dimensioned and based on the survey. Plans will show compliance with the city code and proposed modifications.

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- Detailed site plan that shows buildings, setbacks, driveways, and vehicular and bicycle parking locations and calculations
  - Tree preservation plan and replacement plan showing replacement calculations – all identified by size, type species, and quantity. Include tree protection measures and details.
  - Landscape plan, including spaces used for designed open recreation area (DORA), showing calculations, size, type species and quantity
  - Erosion control plan
  - Utility, drainage and stormwater management plans prepared by a civil engineer registered in Minnesota
  - Lighting plan, including a photometric plan and details of all exterior light fixtures [See City Code Section 36-363(d)]
  - General floor plan, elevations and building height for all existing and proposed structures
  - Building elevations showing exterior materials calculation, height calculations and ground floor transparency calculations for each elevation and floor plans. Specify percent of Class I and Class II building materials for all elevations.
  - Fire protection plan
  - Shadow study [see City Code Section 36-366(b)]
- [Filing fee 2025](#); [Filing fee 2026](#) (collected electronically through ePermits after staff have reviewed application materials uploaded into ProjectDox). Note, your application will not be found complete until the filing fee has been paid.

#### **Additional requirements for Preliminary PUD plan:**

- Supplemental information, submitted electronically through ProjectDox:
- PDF of names and address labels of all property owners within 350 feet of the boundaries of the parcel requested to be changed. The source of the names and addresses must be from Hennepin County. Visit <https://gis.hennepin.us/locatenotify/default.aspx> to create the mailing label package, including a map showing the notice area.
  - A statement describing how the PUD will meet the stated purposes and objectives of this section.
  - If land encompassed within a proposed PUD is to be platted, replated or subdivided, all information required for consideration and approval of a preliminary plat is also required in accordance with the subdivision ordinance. The review may be carried out simultaneously with the review of a PUD.
  - Traffic study, when applicable, containing at a minimum, the total and peak hour trip generation from the site at full development, the effect of such traffic on the level of service of nearby and adjacent streets, intersections and total parking requirements.
  - If a PUD has been requested that involves two or more phases, the PUD applicant will submit a phasing plan. This plan will demonstrate that each phase is capable of independently addressing and complying with the city code, traffic study and stormwater requirements and include the geographical sequence of construction and the number of dwelling units or square footage of nonresidential property to be constructed in each phase.
  - Environmental data which the city may deem necessary. This data must include a preliminary analysis of the probability of site contamination.
  - A written narrative demonstrating the PUD adheres to the following city policies:

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- [Inclusionary Housing Policy](#)
- [Green Building Policy](#)
- [Diversity Equity and Inclusion Policy](#)

#### **Additional requirements for Final PUD plan:**

- Supplemental information, submitted electronically through ProjectDox:
  - A final plat which meets the requirements of the subdivision ordinance.
  - Any deed restrictions, covenants, agreements and articles of incorporation and bylaws of any proposed homeowners' association or other documents or contracts which control the use or maintenance of property covered by the PUD.
  - A final phasing plan, if phasing is proposed, indicating the geographical sequence and timing of development of the plan or portions thereof, including the estimated data of beginning and completion of each phase.
  - 3D digital model
    - If a 3D digital model is produced, the city requests a copy of a properly geolocated 3D digital model of the proposed building in .kml, .kmz, .dae, or .obj formats. The location and elevation coordinates should be in WGS84.
    - For projects submitting a 3D digital model, a signed 3D Model Usage Policy is also required.
  - Any other project information required by the city.

A final PUD application will be submitted for approval within 180 days after the city council approves the preliminary PUD, unless a written request for a time extension is submitted by the applicant and approved by the city council.

If the city council deems it necessary, it may set a public hearing for consideration of the PUD. The city council may deny the final PUD plan or approve the final PUD plan in whole or in part. City council approval of the PUD is a rezoning of the property into the PUD district.

#### **Issuance of a building permit**

After the city council approves the final PUD, a completed building permit application must be submitted to the St. Louis Park Building and Energy Department. Final PUD approval is required, and the applicant must meet the city council conditions of approval and sign an assent form and exhibits indicating acceptance of the conditions and exhibits of city council approval prior to building permit issuance.