



## HOW TO APPLY FOR A PLANNED UNIT DEVELOPMENT (PUD)

The first step in the process is to contact the City of Waseca Planning Department to arrange a pre-application meeting with the Community Development Director. The purpose of this meeting is to advise you about how the City's policies and plans might affect the project and to help you coordinate your application. The Community Development Director will discuss the potential use of land, issues relating to the development of land and the development process. **The applicant is responsible for understanding all City Ordinances, including Chapter 151, Subdivision Regulations, and Chapter 154, Zoning Regulations.** The Community Development Director will also advise you of other potential governmental jurisdiction involvement.

The following information must be brought to the pre-application meeting:

1. The location of the property; and
2. Any preliminary plans developed for the property.

The City staff also encourages applicants to file an application for concept plan review, as permitted under the provisions of Section 151.021 of the Subdivision Ordinance. This procedure, while advisory only in nature, allows a more formal staff review of the proposed development.

*No application will be scheduled for a Planning Commission Public Hearing until all required information is submitted. The following information, along with the attached checklist and payment, constitutes all that is required for a complete application. The City also reserves the right to request additional information when needed to review an application.*

- **Application Fee:** A Check payable to the "City of Waseca". The non-refundable filing fee for a Planned Unit Development is \$700.00. If platting is required, standard subdivision fees will be required. Application fee must be provided at time of submitting the application.
- **Preliminary Plat with Checklist:** The following information is required to be submitted as a part of the application (per City Code Section 151.022). Please check the box verifying it as being provided to the City with the application. *Failure to provide any of the required information will result in an incomplete application.* The Application Checklist will expedite the review of your application. **Attach the checklist with the application materials.**
- **Contacts:**

Planning & Zoning  
Bill Green  
(507) 835-9738  
[billg@ci.waseca.mn.us](mailto:billg@ci.waseca.mn.us)

City Engineer  
Tom Kellogg  
(507) 835-9716  
[cityengineer@ci.waseca.mn.us](mailto:cityengineer@ci.waseca.mn.us)

Director of Utilities:  
Carl Sonnenberg  
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## PLANNING PROCESS:

### 1. Application Due Date

- To be considered on the next available public hearing date, a complete application, including all required submittals and application fees, must be received no later than the time specified below:

By 4:30 p.m. on the specified date of the Planning Commission Schedule  
Friday, the \_\_\_\_ of \_\_\_\_\_.

### 2. Public Notification

- Posting, Waseca County News, Thursday, \_\_\_\_\_, 20\_\_\_\_.  
City Code and Minnesota Statutes require the City to hold a public hearing before action is taken on a PUD request. Notice of the public hearing must be mailed to all property owners within 350' within the City and within ¼ mile within the township, of the subject property, and published in the local newspaper at least 10 days prior to the public hearing.

### 3. Public Hearing by Planning Commission

- At 7:00 p.m., Tuesday, \_\_\_\_\_, 20\_\_\_\_, City Council Chambers, 508 South State Street, Waseca.
- Prior to the Public Hearing, you will receive an **Agenda** and **Staff Report**.
- At the Hearing, the Planning Commission will make a recommendation on your application. This recommendation will be given to the City Council.

### 4. Final Action by City Council

- At 7:00 p.m., Tuesday, \_\_\_\_\_, 20\_\_\_\_, City Council Chambers, 508 South State Street, Waseca.

### 5. Confirmation of Council Decision

- You will receive a letter confirming the Council's decision.

### 6. Final Plat Submission

- Once the Preliminary Plat has been approved and all conditions have been satisfied, you may proceed with the Final Plat.

## PRELIMINARY PLAT APPLICATION CHECKLIST

<b>SUBDIVISION NAME:</b> _____ <b>DEVELOPER:</b> _____	<b>ACTION NUMBER:</b> _____ <b>DATE SUBMITTED:</b> _____ <b>REVIEWED BY:</b> _____
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### APPLICATION & REQUIRED COPIES:

- ☐ 1. Completed Subdivision Application and Application Fees.
- ☐ 2. Five (5) full-scale copies of the preliminary plat and supporting data and one 11"X 17" reduction of each sheet. Also, an Electric copy of the preliminary plat must be provided to Staff.

### IDENTIFICATION & DESCRIPTION:

- ☐ 1. Name of subdivision and street names.
- ☐ 2. Location of plat by Section, Township, Range, and legal description, including acreage of the land.
- ☐ 3. Title Opinion / Names and addresses of the record owner and any agent(s) having control of the land and any easements located within.
- ☐ 4. Graphic scale not less than one (1) inch to one hundred (100) feet.
- ☐ 5. Identification system for all lots and blocks.
- ☐ 6. North point.
- ☐ 7. Key map including area within one (1) mile radius of plat.
- ☐ 8. Date of preparation.

### EXISTING CONDITIONS:

- ☐ 1. Boundary lines of adjoining subdivided or unsubdivided land, identified by name and ownership, including all contiguous land owned or controlled by the subdivider.
- ☐ 2. Existing zoning classification for land within and abutting the proposed subdivision.
- ☐ 3. Existing zoning and land uses within 100 feet of the boundaries of the tract.
- ☐ 4. Statement of the approximate acreage and dimensions of lots.
- ☐ 5. Location, right-of-way width, and names of existing platted streets, or other public ways, parks, easements, section and corporate lines within the plan.
- ☐ 6. Topographic data, including contours at vertical intervals of two (2) feet.
- ☐ 7. Soils information (Waseca County Soil and Water Conservation District).
- ☐ 8. Location and size of existing and planed sewers, water mains, drainageways, catch basins, manholes, and hydrants.

### SUBDIVISION FEATURES & PLANS:

- ☐ 1. Grading and Drainage Plan, to include:
  - ☐ a. Preliminary street grades.
  - ☐ b. Topographic alterations, proposed methods for controlling storm water runoff and SWPPP, and drainage runoff calculations from the site.

- ❑ c. The following elevations:
  - Top of curb in front of a lot at corners and high side of proposed driveway.
  - Major (lowest-floor) building corners (building envelope).
  - Lot corners.
  - Storm sewer features and wetland delineation boundaries.
- ❑ 2. Information Concerning tree preservation.

## **GENERAL SUBDIVISION REQUIREMENTS:**

### ***Streets***

- **Street widths (minimum)**
  - Arterials, 80 feet;
  - Collector streets, 66 feet;
  - Local Streets, 60 feet;
  - Frontage roads, 50 feet; and
  - Cul-de-sac radius, 60 feet
- **Maximum center line gradients (Min=0.5%)**
  - Arterials and thoroughfares, 5%
  - Collector streets, 6%
  - Minor streets, 8%
- **Minimum carrying capacity**
  - Seven-ton axle loading for local streets.
  - Nine-ton axle loading based on traffic volume for arterial and collector streets.

### ***Cul-de-sac length (maximum)***

500 feet, measured from the centerline of the street of origin to the end of the right-of-way.

### ***Required Easements***

1. Drainage and utility easements of at least ten (10') feet wide centered on all lot lines must be provided on plats. Ten (10') foot wide drainage and utility easements are required along the plat boundary lines and street right-of-ways. All easements shall be continuous from block to block.
2. Easements for storm sewer, sanitary sewer or water must be at least twenty (20') feet in width. Additional width will be provided when more than one utility is located within the same easement, or when needed to safely excavate to the depth of the utility. Utility easements must be kept free of any vegetation or structures which could interfere with the free movement of utility service vehicles.

### ***Parks, Open Space and Public Use***

In all new residential subdivisions, a percentage of the gross area of all property subdivided must be dedicated for parks, playgrounds or other public uses. The following schedule shall be used to determine the amount of land dedication or fee-in-lieu of land:

<i>Number of Lots Per Acre</i>	<i>Percent of Land Dedication</i>	<i>*Payment-in-Lieu of Land (Per Lot)</i>
<b>Single-Family Development (Single-Family and Two-Family Homes)</b>		
Up to 3	8%	\$420
More than 3 and up to 5	14%	\$420
<b><i>Multi-Family Development</i></b>		
Up to 15	20%	\$300
More than 15, but less than 30	35%	\$275
30 or more	45%	\$250
<b><i>Mobile Home Park</i></b>		
13% of land for recreation		
<b>NOTE TO TABLE:</b> * Fee based on an assumed land cost of \$15,000 per acre		

### ***Agricultural Buffers***

If a proposed subdivision abuts land zoned agricultural, house pads within the subdivision shall be designed so that they are set back at least 100 feet from the nearest agricultural district.

Within the setback area defined above, a landscape easement shall be established, having minimum width of 15 feet running along the perimeter of the subdivision that abuts an agricultural district. Within the landscape easement, a landscaped buffer shall be established consisting of trees, vegetation or other visual natural screening.

### ***Conservation of Trees and Natural Resources***

In the subdividing of any land, due regard must be shown for all natural features, such as tree growth, wetlands, steep slopes, water courses or similar conditions, and plans adjusted to preserve those which will add attractiveness, safety and stability to the proposed development.

The proposed subdivision must be consistent with the following:

1. The concept plan shall show preservation of existing healthy trees and native vegetation, including the number and location of existing trees, indicating those to be retained, and showing locations of new trees.

2. Trees to be planted in residential subdivisions must measure no less than one and one-fourth inches in diameter at a height of four feet above ground level. No trees shall be planted within 30 feet of the intersection of curb lines on corner lots.

### ***Grading and Drainage Plans***

Grading and drainage plans, to the same scale as the preliminary plat map, must be submitted for each plat, providing the following information:

- **Existing and proposed contour lines**
  - Existing contours must be shown at vertical intervals of two feet. Elevations shall be referenced to the national geodetic datum (NGVD 1929).
  - Contour lines shall be different line weights for existing contour lines versus proposed contour lines.
  - Contour shall be shown to a minimum of 150 feet into adjacent property or to the centerline of the adjacent street.
- **Lot and block layout**
  - Lot dimensions to the nearest foot.
  - Typical lot detail indicating where lot and house elevations are shown.
  - Building setback lines.
  - Front and rear lot corner elevations.
  - House pads layout, showing hold down elevations and finished garage elevations.
  - Spot elevations as appropriate to define drainage patterns on the lot.
  - Legend with type of house styles and grade difference for garage floor to walkouts or lookouts.
- **Lot grading and drainage**
  - Lots must be graded so water drains away from building locations and flows along lot lines within the proposed drainage and utility easements. Any drainage flow from one lot onto an abutting lot must be within a drainage easement.
- **House pads**
  - House pads on existing slopes exceeding 3:1. A 20-foot bench area must be provided between the rear of the house pad and the edge of the slope. The bench area cannot exceed a 3:1 slope.
  - House pad setback from flood elevations and wetlands: 30 feet from 100-year flood elevations for storm sewer ponds and lakes and from all wetland boundaries.
  - Lowest opening house elevation: two feet above the 100-year flood elevation of adjacent storm sewer ponds. Flooding elevations shall be one foot above the ordinary high water level of any standing water.