

**Waite Park  
Required Material Submission Checklist  
Planned Unit Development Applications**

Completed applications for Planned Unit Developments and required fees shall be submitted to the Waite Park Administrator at least 20 days prior to the proposed date of consideration by the City. The twenty days allows the City to review the application, forward the application to other entities for review as required and notify the public as required. Only completed applications will be accepted. It is the applicant's responsibility to submit required materials. If an application is determined to be incomplete, notification, which indicates which portion of the application is incomplete, will be mailed to the applicant within 10 days following submission of the application.

REQUIRED MATERIALS – The applicant shall provide the following:

Material Required	Complete	Comments
1. Description of Site (Legal Description)	YES    NO	
2. Ten (10) copies, minimum size 11' X 17', of the PUD Plans drawn at scale showing:	YES    NO	
A. A vicinity map at a scale approved by the Planning Commission showing property lines, streets, easements, existing zoning, etc.	YES    NO	
B. Information demonstrating the relationship of the proposed PUD to the comprehensive plan of the City, to existing schools and other community facilities and services, and to the surrounding area;	YES    NO	
C. A preliminary plan of the entire area in such detail as to show the land uses being requested, the densities being proposed, the system of collector streets and the off-street parking system;	YES    NO	
D. A written statement explaining in detail and with supporting documentation the specifics of the development plan as it relates to the type of dwelling units proposed and the resultant population, the extent and nature of non-residential development and the resulting traffic generated and parking demands created;	YES    NO	
E. The proposed schedule for the development of a site;	YES    NO	
F. A statement setting forth the reasons why, in the opinion of the applicant, the PUD will be in the public interest and consistent with the objectives specified for PUD's by Section _____.	YES    NO	
3. Additional written or graphic data reasonably required by the Zoning Administrator or the Planning Commission as described below:	YES    NO	

4. Proof that the Applicant is the owner of the parcel in question.	YES NO	
5. Complete names and addresses of all property owners within 350 feet of the subject parcel.	YES NO	
6. Required Fee.	YES NO	