

Date Received: _____

Case #: _____



**CITY OF ST. CLOUD
MIXED USE CONCEPT PLAN/
CONCEPT PLAN REVISION
ADDENDUM, REQUIREMENTS, AND CHECKLIST**

June 2021

**SUBMITTAL
CHECKLIST**

- DRC Application
- DRC Processing
Fee: See few
schedule
Note: Resubmittal
fee is 50% of
original fee
- Notarized Agent
Authorization Form
- Property Appraiser
printout
- Legal Description
in Word format –on
CD or by email to
planning@stcloud.
org
- 1 CD with
COMBINED plan
set and exhibits in
PDF format
- Upon approval, a
specific number of
signed/sealed/folded
plan sets (minimum
22" X 34") may be
requested. All sheets
in sets must be same
size.

Project Name: _____

Location: _____

Parcel ID(s): _____

Existing Future Land Use Designation: _____

Existing Zoning District: _____

Proposed Uses: _____

Proposed Residential Density: _____

Proposed Commercial FAR Intensity: _____

<u>Access Roads</u> – Name(s)	Paved?	City or County maintained?

Will there be any impacts to the schools? _____

If so, how will the developer offset them? _____

Will there be a site dedicated to the School District? _____

If yes, which phase will contain the school site? _____

I certify that I have reviewed the Land Development Code and that my submission meets all requirements. The only exceptions are those items to which I am requesting variances to or waivers from certain sections of the code and understand that they must be listed on the plans individually and on the attached transmittal. I understand that if an item does need a variance, it will be necessary to file through the appropriate governing body.

APPLICANT/AGENT SIGNATURE

APPLICANT/AGENT NAME and TITLE

DATE

GENERAL REQUIREMENTS

- Sheet Size: 22" X 34" minimum
- COVER SHEET
 - Title
 - Legend, Location Block, Parcel ID Numbers, Legal Description
 - Location Sketch at approximately 1" = 2,000'
 - Sheet Index
- SURVEY, signed/sealed
- DEVELOPMENT PROGRAM SHEET(S)
 - Place Types and Project Boundary
 - Wetlands/Stormwater Ponds
 - Other Jurisdictions
 - CMP/UBG Boundary
- FINE GRAIN NETWORK SHEET(S)
 - Internal Connectivity
 - Road Network
 - Trails
 - Parks
- FRAMEWORK STREETS SHEET(S)
 - Regional Connections
 - Internal Connectivity
 - Road Network
 - Transit
- PLACE TYPE SHEET(S)
 - Neighborhood Types
 - Centers
 - Districts (Open Space/Special)
 - Schools
 - Other Civic Amenities
- STAGING SHEET(S)
 - Staging Phases
 - Major Infrastructure
- DEVELOPMENT PROGRAM TABLE SHEET(S) (Excel format)
 - Mix of uses
 - Densities and Intensities
 - Site Data: Acreage, Development Table, etc.



**CITY OF ST. CLOUD
DEVELOPMENT REVIEW
APPLICATION**

FOR OFFICIAL USE ONLY

Date Received: _____

Case #: _____

Pre-Application meeting date: _____	Applicant/Agent did <u>not</u> participate in Pre-Application meeting
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Applicant: _____	Agent: _____
Contact: _____	Contact: _____
Address: _____	Address: _____
Phone: _____	Phone: _____
Email: _____	Email: _____

Legal Owner(s) of Property (List all recorded owners): _____

Owner Address: _____

Owner Email: _____

Project Name/Plan Name: _____

Site Location/Address: _____

Project/Plan Type: _____

Area of Development (Acreage or Square Feet): _____

Parcel Identification Number(s) (List all): _____

Future Land Use: _____ Proposed Future Land Use: _____

Zoning: _____ Proposed Zoning: _____

Will proposed development be for: Short Term Rental? YES NO Vacation Villas? YES NO

Affordable Workforce Housing for Essential Service Personnel (AWHESP)? YES NO

Housing for Older Persons? YES NO

Is this proposed development in an Urban Infill or Redevelopment (CRA) Area? YES NO

Number of units or lots: SF _____ MF _____ MH _____

Number of commercial buildings: _____ Total square footage: _____

Phasing Schedule: To be completed by applicant for projected build out. (required, if applicable)								
Unit Type	2018	2019	2020	2021	2022	2023-2028	2028-2034	2035-beyond
SF								
MF								
MH								
Totals								

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APPLICANT/AGENT SIGNATURE	APPLICANT/AGENT NAME and TITLE	DATE
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