



## CITY OF INVER GROVE HEIGHTS

8150 Barbara Avenue  
Inver Grove Heights, MN 55077  
(651) 450-2545 ♦ Fax: (651) 450-2502  
www.invergroveheights.org

### **FINAL PLANNED UNIT DEVELOPMENT**

(City Code Section 10-13A)

The following must be submitted prior to review and processing a request. If you have any questions, please contact the Planning Department.

- A completed Planning Application Form with the appropriate fees.

**Final Development Plan.** The final development plan for a Planned Unit Development shall be accompanied by ten (10) folded full size copies and one set of 11 x 17 reductions of the following:

- A legal description of the total property.
- Final Plat. All information required in the Subdivision Ordinance for a final plat (Title 11-2).
- Final Site Plan showing the locations of all structures, including placement size and type, as well as streets, parking areas, walkways, open space and similar detail areas on a scaled and dimensional drawing.
- Landscape Plan showing the location, species and size of all plant materials. Landscape information shall be located on a grading map.
- Utility Plan showing the location and size of all utilities and easements. The utility plan shall include sanitary sewer, water, storm sewer and drainage, electrical and gas.
- Building plans shall be submitted in sufficient detail to warrant issuance of a building permit. Scale architectural drawings of the exterior of all buildings shall be submitted in sufficient detail to allow the city to review said plans for the impact they will have upon adjoining properties and the general area in which the buildings are located.
- Deed restrictions, covenants, agreements, by-laws or proposed Homeowner's Association or other documents or contracts controlling the use or maintenance of property. Where such information is lacking, the Council may require a bond or similar guarantee to insure that areas held common by persons residing in the development will be developed and maintained.
- Proposed zoning changes or variances with legal descriptions of any district boundary changes.
- A final staging plan indicating the geographical sequence and timing of development of the plan or portions thereof, including the date of beginning and completion of each state.
- Any other information necessary to fully represent the intentions of the preliminary plan.

- ❑ Grading and Drainage Plan including the following:
  - Earthwork quantities
  - Final grades (3:1 maximum slopes, 4:1 preferred)
  - Building pad elevations
  - Existing and proposed topography
  - Drainage calculations
  - 10-year storm pipe design
  - 100-year storm level of protection
  - Direction of drainage around each building pad location
  - Appropriate easements as required
  
- ❑ Erosion Control Plan including the method, location and detail of the erosion control measures.
  
- ❑ Street Plan including the following:
  - Plan and profile of internal roads, grades, lengths of cul-de-sacs
  - Curb data (horizontal and vertical)
  - Connection to existing streets or platted right-of-way
  - Provisions for future extensions or connections to adjacent land
  - Appropriate easements or right-of-way
  
- ❑ Wetland Plan showing the filling or draining of any wetland including sequencing justification and proposed mitigation consistent with the Wetland Conservation Act. All wetlands must be delineated in accordance with the Wetland Conservation Act.
  
- ❑ Tree Preservation Plan showing location, size and species of all significant trees (8 caliper inches or greater for deciduous trees, 10 feet in height for coniferous trees) including trees to be preserved, removed and those within 30 feet of grading limits.
  
- ❑ Reforestation or Landscape Plan showing reforestation required by City Code Title 10-15D and landscaping required by City Code Title 10-15-11. The plan must identify location, size, species and quantity of plant materials.



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## PLANNING APPLICATION FORM

### SECTION 1 APPLICANT INFORMATION

Applicant Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
Daytime Phone: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_  
Cell Phone/Fax: \_\_\_\_\_ Cell Phone/Fax: \_\_\_\_\_  
Email: \_\_\_\_\_ Email: \_\_\_\_\_

### SECTION 2 SITE & PROPERTY OWNER INFORMATION

Site Address: \_\_\_\_\_ County Tax PIN: 20-\_\_\_\_\_  
Legal Description: \_\_\_\_\_  
\_\_\_\_\_  
Owner Name (If different from above): \_\_\_\_\_  
Owner Mailing Address: \_\_\_\_\_

### SECTION 3 APPLICATION TYPE

\_\_\_\_\_ Variance                      \_\_\_\_\_ Conditional Use Permit                      \_\_\_\_\_ Major Site Plan Review  
\_\_\_\_\_ Rezoning                      \_\_\_\_\_ Preliminary Plat                      \_\_\_\_\_ Planned Unit Development  
\_\_\_\_\_ Comp Plan Amendment                      \_\_\_\_\_ Final Plat                      \_\_\_\_\_ Zoning Code Amendment  
\_\_\_\_\_ Waiver of Plat                      \_\_\_\_\_ Other: \_\_\_\_\_

### SECTION 4 OTHER INFORMATION

Attach the written description, plans and other required documents (See Petitioner's Instructions.).

*I attest that the information contained in this application is true and correct to the best of my knowledge.*

APPLICANT SIGNATURE: \_\_\_\_\_

OWNER SIGNATURE: \_\_\_\_\_

### OFFICE USE ONLY

Case Number: \_\_\_\_\_ Planning Review Committee Date: \_\_\_\_\_  
Date Accepted: \_\_\_\_\_ Planning Commission Date: \_\_\_\_\_  
Accepted By: \_\_\_\_\_ Park & Rec. Commission Date: \_\_\_\_\_  
Receipt #: \_\_\_\_\_ Environmental Commission Date: \_\_\_\_\_  
Escrow #: 702-229 City Council Date: \_\_\_\_\_  
**60 Day Deadline:** \_\_\_\_\_

## SECTION 5 FEES

REQUEST TYPE	BASE FEE	ABSTRACT FEE	GIS FEE	ESCROW*	TOTAL
Administrative Subdivision	\$100		\$25/lot		\$
Comprehensive Plan Amendment	\$500		\$50	\$2,500	\$
Comprehensive Plan Amendment – minor	\$200			\$250	\$
Conditional Use Permit, single family residential	\$250	\$46			\$
Conditional Use Permit, impervious surface single family residential	\$250	\$46		\$1,500	\$
Conditional Use Permit, other	\$500	\$46		\$3,000	\$
Conditional Use Permit, other – amendment	\$150	\$46		\$1,000	\$
Determination of Substantially Similar Use	\$200			\$200	\$
Final Plat – single family	\$350	\$46	\$25/lot	\$3,000	\$
Final Plat – other (i.e. Commercial or Industrial)	\$200	\$46	\$100/acre	\$3,000	\$
Interim Use Permit	\$500	\$46		\$1,250	
Major Site Plan Review	\$500			\$3,000	\$
Non-Conforming Use Certificate	\$500	\$46		\$1,250	
Northwest Area Environmental Studies Fee	\$80/gross acre				\$
Northwest Area Sketch Plan Review				\$1,000	\$
Planned Unit Development (PUD) - Preliminary	\$1,000 + plat fees	\$46	Varies	\$5,000	\$
Planned Unit Development (PUD) – Final	\$500	\$46		\$3,000	\$
Planned Unit Development – Amendment	\$250	\$46		\$1,000	
Preliminary Plat	\$250 + \$5 per lot			\$3,000	\$
Rezoning	\$500		\$50	\$500	\$
Street Dedication	\$150	\$46	\$50		\$
Street/Easement Vacation	\$150	\$46	\$50	\$500	\$
Variance – Residential	\$200	\$46			\$
Variance - Commercial	\$200	\$46			\$
Waiver of Plat	\$300	\$46	\$25		\$
Wetland Conservation Act Certification	\$75				
Wetland Replacement Plan	\$200		\$100/acre	\$2,500	
Zoning Code Amendment	\$500			\$500	\$
Zoning Code Amendment – minor	\$100			\$250	\$
<b>TOTAL CUMULATIVE FEES</b>	<b>\$</b> (Code “AV”)	<b>\$</b> (Code “AV”)	<b>\$</b> (Code “CB”)	<b>\$</b> (Acct. # )	<b>\$</b>

\*The above escrow amounts represent the minimum deposit required. Additional escrow amounts may be required depending upon the size, complexity and scope of project.

CITY OF INVER GROVE HEIGHTS, MINNESOTA  
PLANNING DIVISION

PROPERTY ACCESS CONSENT FORM

This is to certify that on \_\_\_\_\_, 20\_\_\_\_, I, \_\_\_\_\_,  
owner of property described as follows (address or legal description):

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filed a request, (or authorized, by my signature, the filing of a request) with the Inver Grove Heights Planning Division for \_\_\_\_\_ on the described property. By filing the above referenced request, I hereby consent to permit access to said property, at any reasonable time, to members of City Staff, the Planning Commission, and the City Council for purposes of viewing the site and information gathering that is pertinent to the request.

\_\_\_\_\_  
Property Owner

Dated: \_\_\_\_\_

(Please return this completed form to the Planning Division at the time of application for your planning request. If the Consent Form is not returned with your Planning Application Form, it will be assumed that you do not wish to grant access to your property for the stated purpose. A copy of the Consent Form will be retained in the planning file relative to your case. The consent granted by virtue of this form expires upon final City Council action relative to your request.)

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**OFFICE USE ONLY**

Case No: \_\_\_\_\_

Applicant: \_\_\_\_\_



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Dear Applicant:

As outlined in the Planning Application Form, the City of Inver Grove Heights requires a cash escrow deposit to cover all costs directly related to processing your application. These costs include City staff time, administrative costs, and costs for any consultants essential to complete the application's review.

The City makes every effort to minimize the cost of reviewing your application. To be most effective at this, it is important that you submit complete documents, plans, and designs. Incomplete submittals typically result in increased review time, and may require more of the City's consultants to become involved in the review. For example, if the City Attorney is required to draft legal documents that your attorney could draft, your escrow account would have to cover the City Attorney's time.

If your escrow deposit is depleted before the application is concluded, you will be required to make an additional deposit. In all cases, any negative balance in your escrow account will need to be paid prior to releasing City approvals of your application. Excess escrow will be refunded to you after final action is taken by the City Council and all billings are posted to your account.

Please contact the City Planner at 651-450-2554 if there are unanswered questions or you are unsure how to proceed.

Sincerely,

CITY OF INVER GROVE HEIGHTS

Acknowledgement by applicant that this letter has been read and understood:

\_\_\_\_\_  
(Applicant's signature)

\_\_\_\_\_  
(date)

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Dear Applicant:

At the request of Xcel Energy Inc., we are including the attached informational documents.

Sincerely,

CITY OF INVER GROVE HEIGHTS

# MINNESOTA DEVELOPER CHECKLIST

**BUILDERS CALL LINE 1-800-628-2121**

We've developed this checklist as a helpful tool for you to use when planning and scheduling your utility services for your residential or commercial developments. Your project may require design, scheduling, site visits and permitting, therefore please provide as much advance notice as possible so we can ensure the most timely installation of your services. By taking these factors into consideration, we can help you keep your project on schedule and eliminate delays. Please contact the Xcel Energy Builders Call Line at 1-800-628-2121 to schedule any of the following services:

- Relocating existing gas or electric facilities that are in conflict with the new development.
- Disconnecting gas and electric services to existing homes on the site that will be moved or demolished for the new development.
- Determining temporary electric needs to serve:
  - Existing buildings that are required to remain in service while you prepare the site and complete development
  - Sales or construction trailers
- Moving or burying transmission lines.  
*Please note: this service requires at least six months advance notice to allow for permitting. Due to the expense, we provide this service on a limited basis.*
- Submitting overhead to underground request for existing overhead distribution.

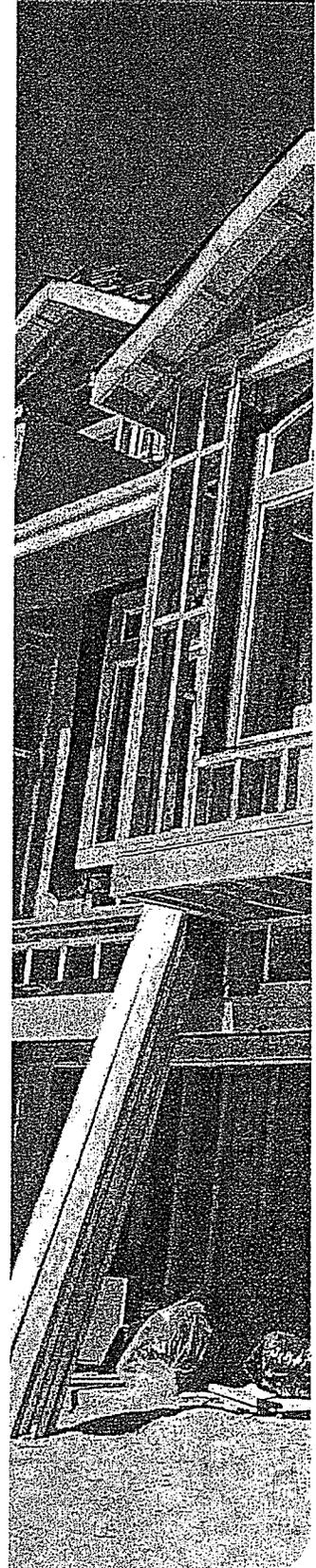
#### Telephone and Cable

- We recommend that you notify your appropriate phone & cable companies as soon as possible for under grounding requests or modifications to their systems.

*Thank you for your assistance and we look forward to working with you.*

Builders Call Line  
1518 Chestnut Ave.  
Minneapolis, MN 55403  
1-800-628-2121  
www.xcelenergy.com

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Northern States Power Company d/b/a Xcel Energy  
03-08-1088 6/04 CSS# 1581



# 2004 JOINT TRENCH CONTACTS - METRO EAST

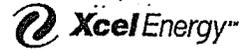
Name	Title	Office Number	Nextel Number	E-Mail Address
<b>BUILDERS CALL LINE</b>				
Builders Call Line		800 628 2121		
Electric Emergency		800 895 1999		
Natural Gas Emergency		800 895 2999		
Jerry Vehrs	Joint Trench Field Coordinator Metro East	651 229 2277	612 369 4530	jerome.a.vehrs@xcelenergy.com
Dave Horejst	Joint Trench Coordinator	651 229 5537	612 369 3993	david.m.horejst@xcelenergy.com
Tim Virant	Manager, Contracting	651 229 5532	612 369 4535	tim.j.virant@xcelenergy.com
Becky Harasyn	New Development Liaison	651 748 3333	612 723 5012	becky.l.harasyn@xcelenergy.com
Cindy Pariseau	Xcel Local Crew Construction Coordinator	651 779 3514	612 720 3799	cynthia.k.pariseau@xcelenergy.com
<b>MANAGER, JOINT TRENCH</b>				
Bert Veen	Manager, Joint Trench	651 762 8600	612 369 4516	bveen@xcelonunderground.com
Doug Cabak	Joint Trench Designer	952 829 4579	612 282 5598	douglas.m.cabak@xcelenergy.com
Troy Nodes	Joint Trench Designer	651 748 3340	612 369 0822	troy.b.nodes@xcelenergy.com
Gary Kammerude	Conduit Crossing		612 369 2734	
<b>NEW BUILD SUPERVISOR</b>				
Brad Greenwaldt	New Build Supervisor	651 493 5307	651 755 2445	bradley.Greenwaldt@cable.comcast.com
<b>CONDUIT CROSSING</b>				
Doug Roush		651 257 3151	612 209 5763	droush@czn.com
<b>LINE SUPERINTENDENT</b>				
Tim Bergh	Line Superintendent	763 323 4226	763 286 2249 612 369 4433	timbe@connexusenergy.com
<b>METRO SOUTH</b>				
John Driscoll	Metro South	612 861 8745	612 250 8059	jadrisc@qwest.com
Denny Hoel	Metro East	651 229 4643	612 275 1558	dhoel@qwest.com
Jason Perkins	Cottage Grove Woodbury, Northfield	651 777 8666	651 231 5748	jpperki@qwest.com
Wayne Johnson	White Bear, Stillwater, Lake Elmo, Forest Lake	651 282 8077	612 275 1567	wajohns@qwest.com
Jim Sanders	Metro North	651 281 7000	612 267 2035	jesanders@qwest.com
Ross Larson	Manager Design Engr	651 714 7541	651 276 6426	rjlars2@qwest.com
<b>MANAGER</b>				
John Fischer	Manager	320 980 3517		



Builders Call Line  
1518 Chestnut Avenue  
Minneapolis, MN 55403  
(800) 628-2121  
www.xcelenergy.com

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Northern States Power d/b/a Xcel Energy  
04-03-409

# NEW PLAT SUBMITTAL FORM NEW RESIDENTIAL DEVELOPMENT



Builders Call Line • 1518 Chestnut Avenue • Minneapolis, MN 55403  
Phone: 612-623-2000 or 1-800-628-2121 Fax: 1-800-628-2521  
[www.xcelenergy.com](http://www.xcelenergy.com)

*Please photocopy this page for multiple use.*

Developer Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Contact: \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

Pager: ( ) \_\_\_\_\_ Cell Phone: ( ) \_\_\_\_\_ Other Contact Number: ( ) \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

\*Email Address: \_\_\_\_\_

\*By providing your e-mail, you are giving us permission to send information about this and other Xcel Energy products, services and events

## Project Information

Development Name: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Type of Development:  Single-Family Number of Lots: \_\_\_\_\_  Multi-Family Number of Units: \_\_\_\_\_

Existing Homes on Site:  Yes  No Development Served By:  City Water/Sewer  Septic/Well

Road Requirements:  Curb and Gutter  Sidewalk  Rural Ditch Section

Paving:  Yes  No Association common area/community area/swimming pool:  Yes  No

Association Sprinkler System:  Yes  No Sprinkler system electric locations(cross streets): \_\_\_\_\_

Commercial Buildings:  Yes  No Fountains:  Yes  No 3 Phase Requirements:  Yes  No

Requested Services:  Electric  Gas  Street Lighting

List any special conditions that might require an on-site meeting to determine energy routing: \_\_\_\_\_

## Location

*If Plats Included skip this section*

Site Location: \_\_\_\_\_

Nearest Crossroads: \_\_\_\_\_

Section: \_\_\_\_\_ City/Town/Village (circle one)

## Schedule

Two full sets of construction plans enclosed:  Yes  No

Approval Stage:  Conceptual  Preliminary  Final

Construction Start Date: \_\_\_\_\_ Electric/Gas Target Install Date: \_\_\_\_\_

### THIS SECTION FOR Xcel Energy USE ONLY

Xcel Energy Street Lights Project?  Yes  No Work Order #: \_\_\_\_\_ Designer: \_\_\_\_\_

#### GIS DATA:

File ID: \_\_\_\_\_ Received From: \_\_\_\_\_ Date Received: \_\_\_\_\_

Format:  Paper  Digital Type: \_\_\_\_\_

Conversion Area:  Future  Current

Date Landbase Created in GIS: \_\_\_\_\_ Date Street Centerlines and Address Created in GIS: \_\_\_\_\_

Date Designer Notified: \_\_\_\_\_