



Planned Unit Development (PUD) Amendment Application

FEE: \$400 **Date Received** _____

APPLICANT AND OWNER INFORMATION:

Applicant _____

Phone: _____ Email: _____

Mailing Address: _____

Property Owner: _____

Phone: _____ Email: _____

Mailing Address: _____

PROJECT INFORMATION:

Property Address: _____

Parcel Identification Number (PIN): _____

Legal Description of Property (attach a separate document if necessary): _____

APPLICATION FOR A PUD AMENDMENT

Once a Planned Unit Development has been approved, a developer may request an amendment to the Detailed Development Plan but will be required to obtain approval by the City Council. Changes in the structural type, number of units, heights, size, shape and arrangement of lots and blocks, roads, in the allocation of open space, and all other changes which affect the overall design of the project, or are not permitted in the PUD agreement will require city approval.

Submission Requirements:

Application for a PUD Amendment shall be on this form and include the established application fee. A complete application must be submitted three (3) weeks prior to the next Planning Commission meeting for which you wish to be heard. The application will be scheduled on the appropriate Planning Commission and City Council agenda upon acceptance of a complete application packet. Contact the Community Development Director, Therese Haffner at the St. Joseph Government Center at 320-229-9424. The following materials must be submitted with your application in order to be considered complete.

- A written narrative explaining the proposed changes.
- An updated Detailed Development Plan demonstrating changes.

- Updated density or unit counts – if applicable.
- Supporting graphics to explain changes.
- Any additional information as may be required by the City.

PROCEDURE

Review and Recommendation by the Planning Commission. The Planning Commission shall hold a public hearing and consider oral or written statements from the applicant, the public, city staff, or its own members. The Planning Commission shall review the PUD Amendment request and a recommendation shall be made to the City Council to approve, disapprove or table the application.

Review and Decision by the City Council. The City Council shall review the application after the Planning Commission has made its recommendation. The City Council is the only body with the authority to make a final determination and either approve or deny the application.

We, the undersigned, have read and understand the above.

Signature of Applicant

Date

Signature of Owner (if different than Applicant)

Date

Questions: Phone (320) 229-9424. Submit completed application to:

St. Joseph Government Center
 75 Callaway St E
 St. Joseph, MN 56374