



City of International Falls Planned Unit Development Procedure [Section 11-40 \(c\)](#)

Procedure

1. Submit a Preliminary Development Plan to the Planning Commission
If submitting paper:
 - Three paper copies of Preliminary Development Plan and feeIf submitting online:
 - Email application and Preliminary Development Plan to: info@ci.international-falls.mn.us
 - Fee by check or cash in person at City Counter or mailed to 600 4th Street, International Falls, MN 56649
2. A public hearing is held by the Planning Commission within 45 days after receipt of a complete application and makes a recommendation to City Council for a decision.
3. Planning Commission shall forward the Preliminary Plan with a recommendation to the City Council within 15 days of the Planning Commission's public hearing.
4. In the event tentative approval is granted subject to conditions, the landowner shall, within 45 days after receiving a copy of the written resolution of the council, notify the council of the acceptance or refusal to accept all said conditions.
5. The granting or denial of tentative approval by written resolution shall be based on findings.
6. Submit a Final Development Plan to the Planning Commission within six (6) months of approval by City Council of the Preliminary Development Plan
 - Application shall include all information required from the approved Preliminary Plan, including any revisions.
 - The Planning Commission shall notify the applicant if the plan for final approval is not in substantial compliance with the Preliminary Plan within 45 days of the date the application for final approval is filed.
 - The landowner may (a) treat such notification as denial of the final approval, (b) refile the plan so that it does substantially comply with the Preliminary Plan, (c) file a written request with the Planning Commission that it hold a public hearing on its application for final approval. The City Council shall, by resolution, either grant final approval to the plan or deny final approval to the plan.



City of International Falls Preliminary Development Plan Checklist [Section 11-40 \(c\)](#)

Preliminary Development Plan Checklist

- Fee

- Written statement with the following:
 - A description of the character of the PUD
 - A statement describing the manner in which the PUD will take advantage of regulations
 - A statement of proposed financing
 - A statement of provisions for ultimate ownership and maintenance of all parts of the development, including streets, structures and open spaces

- A general drawing with the following information:
 - Location and size of the site
 - Proposed use
 - The density of each land use
 - The location and size of any common open space
 - Maintenance proposals for any common open space
 - The use and approximate height and location of structures
 - Proposals for the distribution of sanitary wastes and storm sewers
 - Provisions for parking of vehicles
 - Location and width of proposed streets and public ways
 - A phasing plan with timeline, if needed
 - A topographic map of the subject property or properties, prepared by a registered civil engineer or a licensed land surveyor
 - Topographic map shall include:
 - Entire tract proposed for development indicating existing conditions and development for an additional area including at least 300 feet from tract boundaries
 - Drawn at a scale no smaller than 100 feet =1 inch
 - Indicates topography at two-foot contour intervals
 - Show in accurate detail the topography, existing buildings, and existing land features and trees.



City of International Falls
Final Development Plan Checklist
[Section 11-40 \(c\)](#)

Final Development Plan Checklist

- Fee
- Layout of proposed streets, showing right-of-way widths and names of streets.
- Location and widths of proposed pedestrian ways and utility easements.
- Layouts, numbers and minimum dimensions of lots.
- Areas, other than streets, pedestrian ways and utility easements, intended to be dedicated or reserved for public use, including the size of such area or areas in acres.
- Minimum front and side street building setback lines indicating dimensions.
- Scale: 1 inch equals 100 feet.
- Proposed name of subdivision.
- Location by section, town, range or by other legal description together with small-scale sketch showing location within the section.
- Names and addresses of the owner, subdivider, surveyor and designer of the plan.
- Graphic scale.
- North-point.
- Date of preparation.
- Existing conditions in the tract and in a reasonable area surrounding the tract.
- Property lines.
- Districts proposed for nonresidential use.
- Total acreage of proposed plat.
- Platted streets, railroad right-of-way and utility easements.
- Permanent buildings or other structures.
- Location of existing sewers, water mains, culverts or other underground facilities.
- Topography of platted area, see [Section 12-3 \(b\)](#) for more details.
- Wooded areas in outline only.
- Stage development: Whenever a portion of a tract is proposed for platting and it is intended or of a size for future enlargements of such platted portion from time to time, a tentative plan for the future subdivision of the entire tract shall be submitted.
- Other reasonable information, such as soil tests, if requested by the city engineer.