



**PLANNED UNIT DEVELOPMENT:  
REZONE & GENERAL DEVELOPMENT  
PLAN (GDP) APPLICATION  
(for new or amended GDP)**

**Part I. General Information**

Applicant information:

Person's Name(s): \_\_\_\_\_

Firm Name (if any): \_\_\_\_\_

Relationship (check one):  Owner  Tenant  Prospective Owner/Tenant  Representing: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ e-mail: \_\_\_\_\_

Property owner information:

Person's Name(s): \_\_\_\_\_

Ownership (check one):  Individual  Trust  Partnership  Corporation/LLC  Other: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ e-mail: \_\_\_\_\_

Parcel number or legal description of subject property:

\_\_\_\_\_  
\_\_\_\_\_

Zoning District:

Existing: \_\_\_\_\_ Proposed: PUD Planned Unit Development

Current and proposed use of subject property (check all applicable uses, and whether each is a current use, proposed use, or both):

- multiple family residential—3+ unit building(s) ( current use  proposed use)
- mixed commercial/residential building(s) ( current use  proposed use)
- office/research ( current use  proposed use)
- retail/commercial services ( current use  proposed use)
- manufacturing/warehousing/contractor ( current use  proposed use)
- institutional use ( current use  proposed use)
- parking ( current use  proposed use)
- significant earth filling, excavating, grading ( current use  proposed use)
- other use: \_\_\_\_\_ ( current use  proposed use)

Summary of proposed project, following rezoning (written report also required):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Parcel Address or ID #: \_\_\_\_\_

## Part II. Application Submittal Requirements

Along with this application, please submit a non-refundable rezone/GDP application fee of \$500. Also, please submit one easily reproducible electronic copy (e.g., PDF) of the following materials to make both a complete application and the Planned Unit Development (PUD) General Development Plan (GDP).

- A written report that provides the following:
  - Cover letter summarizing the request and the nature of the project
  - Total area to be included in the PUD
  - General information about the site, the project vision, objectives, themes, and images
  - A proposed schedule for the commencement and implementation of the project, including conceptual phasing plan if the applicant intends to phase construction of the project, including suitable provisions for assurance that each phase shall be brought to completion in a manner that would not result in an adverse effect upon the Village as a result of termination at that point
  - A list of land uses that are proposed to be allowed within the PUD District, by right and by conditional use permit as applicable
  - Proposed development standards such as minimum setbacks, maximum building heights, and others to provide proper guidance to the subsequent PUD Specific Implementation Plan(s)
  - Economic feasibility and financing
  - Target markets
  - Relationship of the project to surrounding land uses, the Village's Comprehensive Plan, and other applicable Village plans and guidelines
  - Outline of the organizational structure of a property owners' or management association, which may be proposed to be established for the purpose of providing any necessary private services
  - Detailed list of all proposed departures from standards of development that would otherwise be applicable to development of the site in the manner intended, as such standards are set forth in the zoning ordinance and other parts of the Municipal Code
  - Description of why successful development of the subject property depends on the requested departures to ordinance standards—as opposed to developing the site under normal standards
  - Evaluation of the requested GDP against all of the criteria in Section 10-1-1004 of the zoning ordinance
- A map, such as the Future Land Use Map in the Comprehensive Plan, of the generalized location of the subject property in relation to the Village or Extraterritorial Zoning Jurisdiction as a whole.
- A map with a graphic scale (not less than one inch equals 800 feet) and north arrow, such as an annotated and expanded version of the Village's official zoning map, showing the entire subject property included in the proposed rezoning, including lot boundaries and dimensions of the subject property and all other lands within 300 feet of the boundaries of the subject property. Said map shall clearly indicate the current zoning of the subject property, the current zoning of all property within 300 feet, and the jurisdiction in which the subject and adjacent property lies. (Unless provided by the Zoning Administrator, also provide a legal description of the subject property and a list of names and addresses of all property owners within 300 feet of the subject property as they appear on the current tax records.)
- A site inventory and analysis map to identify site assets, resources, and constraints, including but not limited to floodplains, wetlands, soils with limitations for building construction, utility



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easements, topography at two foot intervals or less, slopes greater than 12 percent, environmental corridors as mapped in the Comprehensive Plan, major drainageways as provided in Village stormwater management plans, and existing mature trees and woodlands as defined in Section 10-1-0104 of the zoning ordinance.

- Overall conceptual development plan for the subject property showing areas to be retained in open space, residential density and/or non-residential intensity (i.e., square footage, floor area ratio), proposed number and type of dwelling units, projected population and employment, availability of or requirements for municipal services and other similar data pertinent to a comprehensive evaluation of the proposed development.
- For PUD Districts that will include four or fewer lots:
  - Preliminary site plan, drawn to scale, and showing the boundaries of the subject property that includes the location of the proposed buildings, public and private roads, driveways, sidewalks, generalized storm water management facilities, open spaces, natural areas, and parking and loading facilities.
  - Schematic architectural plans showing the character of the proposed buildings, including schematic floor plans that are adequate to demonstrate the intended use of the buildings.
- For PUD Districts that will include five or more lots, a conceptual neighborhood development plan and/or preliminary plat, drawn to scale, which indicates existing and proposed major public streets and paths; different land use areas by proposed type and density; and proposed recreational, open space, and generalized storm water management areas and facilities.
- Adequate information to present the relationship of the proposed improvements to surrounding properties which shall include locations of existing buildings located within 300 feet of the subject property.
- A preliminary analysis and map showing the general locations of proposed public utility connections, and anticipated upgrades of public utilities to serve the project, stormwater management facilities, and transportation connections.
- A conceptual landscape plan showing general locations and types of proposed landscaping, including maintenance and/or mitigation of existing mature trees and woodlands where appropriate.
- Generalized plan or program of proposed signage.

Paper copies of these materials must be provided if requested by the Village Administrator.



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**Part III. Comparison of Rezone with Required Review Criteria (See also 10-1-1004 for PUD criteria. If rezone is from A-P district, additional criteria apply.)**

1. Is the proposed rezoning consistent with the recommendations of the Comprehensive Plan? Explain how, or why not. (Especially see Map 10B, and consult with Village Administrator as necessary.)

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2. Does the proposed rezoning further the purpose and intent of the zoning ordinance, as expressed in Article 0, Section 10-1-0004 of the Village’s zoning ordinance? Explain how, or why not.

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3. Does the proposed rezoning address a mistake that was made in mapping on the Village’s zoning map? In other words, is the subject property developed in a way that is not allowed under its current zoning? If yes, please explain.

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4. Does the proposed rezoning address factors that have changed that make the property more appropriate for a different zoning district? Such factors may include the availability of new data, the presence of new roads or other infrastructure, additional development, annexation, new plans, or other zoning changes in the area. If yes, please indicate the relevant factors.

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5. Have growth patterns or rates changed since the land was zoned as it is now? If yes, please provide supporting data and indicate how changed patterns or rates suggest the need for this rezoning.

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6. Will the proposed rezoning maintain a desired consistency of land uses, land use intensities, and land use impacts as related to the environs of the subject property? How?

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**Part IV. Reimbursement for Development Review Services**

The Village Planner, Village Engineer, Public Works Director, Village Attorney, and other Village staff and consultants may expend time in the administration, investigation, and processing of development review applications. In addition, the Village may retain the services of other professional consultants—including but not limited to landscape architects, architects, environmental specialists, and recreation specialists—in the investigation and processing of such applications.

Reinforcing the requirements of Section 10-1-1318(d) of the Village zoning ordinance, the signing and submittal of this application or petition for development review shall be construed as an agreement to pay for professional consulting services associated with the administration, investigation, and processing of this application or petition. The Village Administrator shall retain sole discretion in determining when and to what extent it is necessary to involve one or more professional consultants in the review of each application or petition.

The Applicant shall be responsible for the costs for such professional consulting services. The Applicant shall pay such costs upon receipt of one or more invoices from the Village, following the execution of the development review services associated with the application. In the event the Applicant fails to pay such costs, the responsibility shall pass to the property owner, if different, under the same terms. Development review fees that are assigned to the Applicant or property owner, but that are not actually paid, may then be imposed by the Village as a special charge on the affected property.

**Part V. Signatures**

By signing and dating below, I/We:

1. Reviewed and understand the Village of Prairie du Sac zoning ordinance and its standards of approval related to this application;
2. Read, understand, and accept my/our responsibilities under the reimbursement section above;
3. Submitted an application that is true, correct, and complete to the best of my/our knowledge;
4. Acknowledge that Village officials and/or employees may, in the performance of their functions, enter upon the subject property to inspect or gather information necessary to process this application;
5. Understand that all meeting dates are tentative and may be postponed by the Village for the reason of incomplete submittals or other administrative reasons;
6. If this application is approved, agree to abide by this application, approved plans, and required conditions associated with plan approval in the development of the subject property; and
7. Understand that the Village’s zoning ordinance and/or the conditions of development approval may specify timeframes within which I/we must take certain actions related to the development of the subject property, or risk having the approval being nullified.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Property Owner (if different)

\_\_\_\_\_  
Date



Parcel Address or ID #: \_\_\_\_\_

**Part VI. Record of Administrative Procedures (*to be completed by Village*)**

- Prior to acceptance of application, verification of the following by the Village Administrator,
  - Subject property is within (check one):  Village  Town (Extraterritorial Jurisdiction)
  - If a GDP amendment, is (check one):  Minor GDP Amendment  Major GDP Amendment
  
- Pre-application conference with Village Administrator and/or designees (required)  
Date of conference: \_\_\_\_\_ Participants: \_\_\_\_\_
  
- Pre-application conference with Village Plan Commission or Joint Extraterritorial Committee (optional)  
Date of Conference: \_\_\_\_\_
  
- Application and required plans filed with Village  
Date filed: \_\_\_\_\_  
Name of Village staff person who accepted application: \_\_\_\_\_
  
- Application fee of \$500 received by Village (non-refundable)  
Date received: \_\_\_\_\_  
Name of Village staff person who accepted fee: \_\_\_\_\_
  
- Application and submitted plans verified as being complete  
Date verified: \_\_\_\_\_  
Name of Village staff person who verified application as complete: \_\_\_\_\_
  
- Notice of public hearing sent to owners within 300 feet, clerks within 1,000 feet, & newspaper  
Date sent to nearby land owners and clerks: \_\_\_\_\_  
Date of first publishing in community newspaper: \_\_\_\_\_  
Date of second publishing in community newspaper: \_\_\_\_\_
  
- Village Plan Commission or Joint Extraterritorial Committee public hearing  
Meeting date: \_\_\_\_\_ (to be held within 45 days of complete application)
  
- Village Plan Commission or Joint Extraterritorial Committee recommendation to Village Board  
Meeting date: \_\_\_\_\_ (within 75 days after submittal of complete application)  
Recommendation (circle one): Approval as presented    Approval with modifications    Denial



## PUD REZONE AND GDP APPLICATION

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- Village Board action (note: minor GDP amendments require only summary approval by Village Administrator)  
Meeting date: \_\_\_\_\_ (within 90 days after public hearing, may be extended by agreement)  
Status (circle one):    Approval as presented    Approval with modifications    Denial
- Applicant notified of Village Board action  
Date: \_\_\_\_\_  
Name of Village staff person who notified Applicant: \_\_\_\_\_
- Applicant records copy of PUD General Development Plan (within 90 days of approval)  
Date: \_\_\_\_\_  
Recorded copy provided to Village: \_\_\_\_\_