



PLANNED UNIT DEVELOPMENT: SPECIFIC IMPLEMENTATION PLAN APPLICATION

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 Specific
Implementation
Plan approval:



Parcel Address or ID #: _____

Part II. Application Submittal Requirements

Along with this application, please submit a non-refundable Specific Implementation Plan (SIP) application fee of \$750 (or \$500 for an amendment to a previously-approved SIP). Also, please submit one easily reproducible electronic copy (e.g., PDF) of the following materials to make both a complete application and the SIP for the Planned Unit Development (PUD).

- A written report describing the proposed SIP, including the following:
 - Cover letter summarizing the request and the nature of the project
 - Evaluation of the proposed SIP in comparison to the PUD General Development Plan (GDP), including an explanation if the SIP does not include the full area of the approved GDP
 - Specific project themes and images (e.g., drawings, photos, simulations)
 - Site summary data, including gross site area, characteristics of soils related to contemplated specific uses, area and lineal feet of street rights-of-way, net area proposed for development and common open space uses, net subdivided area, total number of building sites, and average or typical lot and building site sizes
 - A precise list of land uses that are proposed to be allowed within the PUD District, by right and by conditional use permit as applicable
 - Specific mix of the type, number, and size of dwelling units and of non-residential uses
 - Densities for residential uses, and intensities (i.e. floor area ratio, total square footage) for nonresidential uses
 - Precise list(s) or table(s) of all proposed development standards, including all dimensional standards listed in Figures 10-1-0403(a) and (b) and 10-1-0404(a) and (b) and whether and to what extent accessory buildings, fences, signs, expansions and other changes will be allowed within the SIP at initial development and over time
 - Specific treatment of open space and recreational areas, including precise location and improvements
 - Projected population and number of employees
 - Character and volume of truck and automobile traffic generated from the site
- A location map and a legal description of the boundaries of the subject property included in the proposed SIP area, with relation to the GDP area if different.
- An existing conditions map, including existing topography with contours at no greater than two foot intervals and mature trees and woodlands as defined in Section 10-1-0104 of the zoning ordinance.
- If the development is to be staged, a staging plan and a development schedule indicating the approximate date when construction of the project can be expected to begin, the stages in which the project will be built and the approximate date when construction of each stage can be expected to begin, the anticipated rate of development and types and quantities of development in each stage, and the approximate date when the development of each of the stages will be completed.



**PUD SPECIFIC IMPLEMENTATION PLAN
APPLICATION**

Page 3

Parcel Address or ID #: _____

- For all SIP areas that are proposed to include five or more lots, a detailed neighborhood development plan showing the precise horizontal and vertical mix of land uses; densities of use areas and development sites; building setbacks and massing; main driveways and parking areas; parks, squares, and other common open spaces; civic buildings; street trees and other natural elements; the street and block structure; and paths and other pedestrian ways.
- If a land division is necessary, a final plat or certified survey map of the area included within the SIP at a minimum, showing detailed lot layout and the intended use of each lot, publicly dedicated areas, public and private streets, driveways, storm water management facilities, easements, and walkways.
- For all sites within the SIP where final site plan approval is being sought, except for single- and two-family dwellings, a detailed site plan submittal meeting all requirements of Section 10-1-1307(c) of the zoning ordinance.
- A landscape plan showing the location and treatment of open space areas and the location, species, and size of landscape material at time of planting.
- A natural area preservation plan and a mature tree and woodland preservation plan, if required elsewhere in this Chapter.
- Complete architectural drawings setting forth the design and character of the structures, including elevation drawings of all sides of all buildings, and the floor areas. Elevation drawings shall indicate the colors and material selections for all surfaces, locations and design of all wall signs, windows, and doors; loading areas, utility meters, mechanical units, and trash storage areas, along with walls or fences to screen them. For single- and two-family dwellings, the Village may approve site and architectural design guidelines contained within a declaration of covenants, deed restrictions, or other similar document, in lieu of reviewing the plans for each individual dwelling.
- Detailed signage plan and lighting plan, each demonstrating a unified or compatible sign and lighting theme throughout the SIP area.
- Detailed public street, sidewalk, and path design plans.
- Detailed grading plan, storm water management plan, public utility plan, and erosion control plan, meeting all State, County, and Village requirements and consistent and assisting with regional storm water management plans adopted by the Village.
- Agreements, bylaws, provisions, or covenants that will govern the organizational structure, use, maintenance and continued protection of the PUD District and any of its common services, open areas, or other facilities.
- If the site has any environmental contamination, a remediation plan meeting appropriate regulatory standards.
- Paper copies of the above, plus any other plans, documents, or schedules, as may be required by the Village Administrator.



Parcel Address or ID #: _____

Part III. 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 IV. 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



PUD SPECIFIC IMPLEMENTATION PLAN
APPLICATION

Parcel Address or ID #: _____

Part V. 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)
 - Subject property is within the area of a previously-approved and valid PUD General Development Plan, and is consistent with the GDP (if not, new or amended GDP will also be required)
 - If an SIP amendment, is (check one): Minor SIP Amendment Major SIP Amendment

- Application and required plans filed with Village
 - Date filed: _____
 - Name of Village staff person who accepted application: _____

- Non-refundable application fee of \$750 (or \$500 for an SIP amendment) received by Village
 - 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: _____

- Village Plan Commission or Joint Extraterritorial Committee action (for new SIPs and major amendments)
 - Meeting date: _____
 - Action (circle one): Approval as presented Approval with modifications Denial

- Applicant notified of Village Administrator, Plan Commission, or Joint Extraterritorial Committee action
 - Date: _____
 - Name of Village staff person who notified Applicant: _____

- Applicant records copy of PUD Specific Implementation Plan or amendment (within 60 days of approval)
 - Date: _____
 - Recorded copy provided to Village: _____