



**CERTIFIED SURVEY MAP (CSM)**

**LAND DEVELOPMENT APPLICATION FORM**

**Applications will not be processed unless all required information for the specific application type is submitted and applicable fees are paid. No partial applications will be accepted and final acceptance will be determined by the Planning Director after the initial submission.**

**Applicant  
Initials:**

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

**Letter of Intent (1 copy)  
Predevelopment Agreement signed (1 copy)  
Application checklist complete and signed (1 copy)**

**OFFICE USE:  
Staff Initials:**

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

**Applicant information:**

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**Property owner information:**

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**Primary contact information:**

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**Property Information:**

Legal Description: \_\_\_\_\_  
(i.e. lot # of subdivision or certified survey map; metes and bounds (“unplatted”))  
Parcel Number: \_\_\_\_\_ Address/Location: \_\_\_\_\_  
Existing Zoning District: \_\_\_\_\_ Existing Land Use: \_\_\_\_\_

**Brief Description of Project:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Property Owner Authorization (required):** \_\_\_\_\_  
(Signature or signed letter of authorization)

**Applicant Signature (if different from owner):** \_\_\_\_\_

**OFFICE USE:**

Received in Planning Dept. office by: \_\_\_\_\_ Date: \_\_\_\_\_

Fee Paid: \_\_\_\_\_ Check #: \_\_\_\_\_ Project Number: \_\_\_\_\_

Attach a separate sheet if more room is needed to supply complete information.



## DETAILED INSTRUCTION SHEET FOR FILLING OUT LAND DEVELOPMENT APPLICATION

### **Prior to Submittal:**

It is strongly recommended that applicants set up an appointment with the staff of the Planning Division to discuss your proposal in detail and review the approval process.

### **Filing Deadline:**

Certified Survey Maps (CSM) qualifying as a minor land division per [Section 16.24.010\(F\)](#) shall be reviewed administratively by the Planning Division. The deadline for all other CSMs requiring Plan Commission and City Council approval is **12:00 NOON (CT)** on the filing day as identified in the Plan Commission Development Review Calendar. No partial or incomplete applications will be accepted. Applications received after 12:00 noon will be processed along with applications filed for the next application cycle. **Applications shall be submitted electronically or using a portable storage device. ([E-mail to planning@cityofsunprairie.com](mailto:planning@cityofsunprairie.com)).**

### **Payment of Fees:**

Full payment must be received for an application to be complete. Payment may be mailed or delivered to City Hall, 300 E. Main Street; by calling the Planning Division at (608) 825-1107; or online through the city's website [www.cityofsunprairie.com](http://www.cityofsunprairie.com). Online payments shall be submitted by as "Miscellaneous Bills" and by selecting "Planning Documents." **All credit or debit card payments will be charged a 2.35% convenience fee.**

### **Upon Filing Your Application:**

Planning staff will review the application submittal for completeness and circulate plans to appropriate City departments for review. A public hearing or public meeting date before the Plan Commission will be scheduled by City staff after a **complete** application is received. You will be informed of the time and place of the public hearing or public meeting and provided with a copy of the City staff comments and recommendations in advance of the meeting. For public hearing items, staff will also notify property owners within 300 feet of the boundaries of the property.

*While your attendance at a public hearing or meeting is not mandatory, it is in your best interest to attend the meeting to explain your proposal and answer questions. If you, or a representative attending on your behalf, are not present to answer questions regarding the development proposal, the application may be denied or referred to another date due to a lack of available information. You should also remain at the public hearing or public meeting until after the Plan Commission votes on your proposal.*

### **Required Application Submittal Materials (to be attached to the application form):**

- Legal Description of Property.** Submittal of a proper legal description of the project is REQUIRED for all applications. A proper legal description is a lot and block number of a recorded certified survey map or plat, or a metes and bounds description prepared by a surveyor, engineer, title company, etc. A "plat of survey" or "site plan" is NOT a proper legal description. Any application without a proper, complete and appropriate legal description will NOT be processed.
- Letter of Intent.** The applicant shall provide the City with a **Letter of Intent** describing in detail the application. The letter of intent should include the following information, as applicable:
  - Purpose for the request

- Construction schedules (i.e. project start, proposed occupancy date)
- Names of people involved (i.e. applicant, property owner, contractor, architect, landscaper, business manager)
- Detailed description of the types of business or businesses proposed
- Hours of operation for the business or activity
- Area of the site in square feet or acres
- Number of dwelling units
- Number of employees (total and on largest shift)
- Number of lots to be created (if involves a land division)
- Explain any wetlands, woodlands, floodplain, steep slopes and other environmental features on the property
- Identify access to the property
- If located in the Extraterritorial Jurisdiction (ETJ) area of the City, explain other processes that have or need to be taken with other regulating governmental entities.
- Any additional information that the applicant wishes to submit in support of or to justify the requested action.

3. **Predevelopment Agreement Form. (MUST BE SIGNED FOR ALL PROJECT TYPES BY THE APPLICANT)** This agreement between the developer and the city ensures that the developer agrees to pay for all review, processing, approving and/or administration costs incurred by the city including without limitation because of enumeration, costs of publications and special meetings, legal, engineering, planning and design service costs incurred by the city in connection with this review, processing, approving and/or administration of the application. Additionally this agreement ensures that the city agrees to review the application of the developer in accordance with the law and desires to have such review made without unreasonable expense to the city taxpayers. When completing the form, the blanks for the dollar amounts on page 2 should be left blank.

4. **Application Checklist. (MUST BE COMPLETED AND INITIALED BY THE APPLICANT)** An application checklist for the specific application type must be completed by the applicant as part of the application process. Each checklist was created to identify all of the items that must be submitted for each project type. Each item in the checklist must be initialed by the applicant, indicating that the required item has been included in the application submission. Planning staff will also use this checklist to determine if the application is complete and therefore ready to be placed on the Plan Commission agenda. More detailed instructions for each project type are included on the respective project checklist.

**PREDEVELOPMENT AGREEMENT FOR COSTS SUSTAINED  
BY THE CITY OF SUN PRAIRIE, DANE COUNTY WISCONSIN, IN REVIEWING, CONSIDERING  
AND/OR ADMINISTERING  
LAND DEVELOPMENT RELATED ACTIVITIES**

**THIS AGREEMENT** is entered into between the City of Sun Prairie, Wisconsin, a Wisconsin Municipal Corporation, hereinafter called the **(CITY)**, and \_\_\_\_\_ **(DEVELOPER)** of the following described lands within the City of Sun Prairie or its three mile extraterritorial jurisdiction:

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**WHEREAS**, the person(s) above-named wish to engage in the following land development related activities

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within the **CITY** and/or its three mile extraterritorial jurisdiction and to obtain **CITY** approval of this land development related activity; which may include but is not limited to land divisions, zoning map amendments, conditional use permits, variances, annexations, site plan reviews, landscape plan reviews, planned unit developments, comprehensive plan amendments, official map amendments, and urban service area amendments, in accordance with applicable federal and state laws and **CITY** ordinances; and,

**WHEREAS**, the **CITY** agrees to review the land development related activity, as defined above, of the **DEVELOPER** in accordance with law and desires to have such review made without unreasonable expense to the **CITY** taxpayers:

**NOW, THEREFORE**, the parties agree as follows:

**PART A. PAYMENT FOR REVIEW SERVICES**

The **DEVELOPER** agrees to pay all review, processing, approving and/or administration costs incurred by the **CITY** including without limitation because of enumeration, costs of publications and special meetings, legal, engineering, planning and design service costs incurred by the **CITY** in connection with this review, processing, approving and/or administration.

The **DEVELOPER** understands the legal, engineering, and planning or design consultants retained by the **CITY** are acting exclusively on behalf of the **CITY** and not the **DEVELOPER**.

**PART B. GUARANTEE OF PAYMENT**

If the **CITY**, in its sole discretion, determines that the costs the **CITY** may incur in connection with the land development related activity are significant, then the **CITY** shall require the **DEVELOPER** to guarantee reimbursement of the **CITY** for costs described in **PART A** by depositing with the **CITY** Clerk/Treasurer a (cash deposit) (cashier's check) (irrevocable letter of credit) in the name of the **CITY** in the principal sum of \$ \_\_\_\_\_, which includes the sum of \$ \_\_\_\_\_ to cover the cost of unanticipated contingencies.

If guarantee is made by cash deposit, the **CITY** agrees to deposit the guarantee payment in an interest bearing account and to make payments from such account for the above described services.

If at any time moneys in the account, including earned interest, or the principal amount of the irrevocable letter of credit are insufficient to pay expenses incurred by the **CITY** for review, processing, approving and/or administration costs, **DEVELOPER** agrees to deposit required additional amounts within fifteen (15) days of

written demand by the CITY Clerk/Treasurer, the CITY shall not be required to take any further action on such activity until the amount in arrears plus interest at the rate of 18% per annum are paid in full.

**PART C. TERMINATION OF GUARANTEE**

Sixty (60) days after completion of review, processing, approving or administering, evidenced by resolution or ordinance of the CITY Council/Board approving, conditionally approving or rejecting the land development related activity, the CITY agrees to refund the DEVELOPER any moneys remaining in the deposit account, including any interest earned thereon; or if guarantee is made in the form of an irrevocable letter of credit, to give a written release, sufficient to terminate the guarantees of such letter less, in either case, any amounts owing for administrative costs described in PART A.

**PART D. EFFECT OF APPROVAL**

Subject to the applicable regulations of any governmental entity with jurisdiction and/or the ordinances, rules and regulations of the CITY, the approval of the land development related activity shall entitle the DEVELOPER to final approval of land development related activity only if all conditions of approval have been met, and only if all required guarantee deposits, and all amounts payable under this Agreement have been paid.

**PART E. SEVERABILITY CLAUSE**

If any section, subsection, sentence, clause, phrase or portion of this Agreement is for any reason held to be invalid, such invalidity shall not affect the validity of any other section, subsection, sentence, clause, phrase, or portion thereof.

IN WITNESS WHEREOF, the parties have executed this AGREEMENT on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

**CITY OF SUN PRAIRIE**

\_\_\_\_\_  
City Administrator

\_\_\_\_\_  
City Clerk/Treasurer

Attested By:

\_\_\_\_\_

**DEVELOPER/OWNER**

{NAME OF DEVELOPER/OWNER} \_\_\_\_\_

\_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

Attested By:

\_\_\_\_\_

## APPLICATION CHECKLIST CERTIFIED SURVEY MAP (CSM)

All applications for proposed **Certified Survey Maps (CSM)**, regardless of the party of their initiation shall be filed in the office of the Zoning Administrator. This form shall serve as a checklist for certified survey map applications. **The use of this checklist by the applicant to ensure a complete application submittal for this application is required.** One completed and signed original copy of this checklist shall be submitted to the Zoning Administrator with all application submittals.

**This form is also used by staff to verify that all required materials related to this application have been received and are complete. The use of this checklist by the City or applicant does not constitute a waiver of any additional requirement contained in the City’s Municipal Code. Refer to the Sun Prairie Municipal Code for a complete listing of the requirements (<http://library.municode.com/index.aspx?clientId=13968>).**

**NOTE:** Items will not be placed on a Plan Commission agenda until a complete application including all of the following is submitted by the deadline date and time. Submittal deadlines are listed in the Development Review Calendar.

Review Initials	<b>Submittal Requirements</b>
	<b>One (1) copy</b> of a completed application form.
	<b>One (1) copy</b> of a signed Predevelopment Agreement.
	<b>One (1) copy</b> of a legal description of the property. <i>(In Microsoft Word Format)</i>
	<b>One (1) copy</b> with all plans and submittal materials. <i>(In PDF Format)</i>
	<b>One (1) copy</b> of a Letter of Intent, fully explaining the request.
	<b>Payment of Fees</b> <i>(see fee schedule)</i>
	<b>Land Information Spreadsheet</b> with the following fields completed for each lot and outlot in the on the certified survey map: property address number, roadway directional prefix, roadway name, roadway type suffix, legal description, lot square footage, proposed land use, and current zoning classification. The Land Division Information Spreadsheet is also required for certified survey maps within the City’s Extraterritorial Jurisdiction.
	The applicant for a land division shall file <b>one (1) copy</b> (8.5” x 14”) of acceptable reproductions of a certified survey map. <i>(In PDF Format)</i>
	An abstract of title certified to date of submission for approval or, at the option of the owner, a policy of title insurance or certificate of title from an abstract company for examination in order to ascertain whether all parties in interest have signed the owner’s certificate on the CSM.
	The <b>Certified Survey Map</b> shall include the entire original parcels of land owned or controlled by the subdivider and which is proposed for division to ensure that the remaining parcel meets all required lot, layout, access and other applicable standards hereunder. The subdivider shall comply with all requirements of Title 16 Subdivisions including Chapter 16.32 (Improvements) and Chapter 16.28 (Design Standards) when a certified survey map is used.
	A certification of the approval of the certified survey map by the City Council. In the extraterritorial area, an owner’s certificate shall include a note stating that the map shall be submitted to the City of Sun Prairie as a required approving authority, shall be inscribed legibly on the face of the map.
	A certificate of the City Finance Officer stating that there are no unpaid special assessments, taxes, or other past due fees on the lands shall be included on the certified survey map for lands located within the corporate boundaries of the City.

**A CERTIFIED SURVEY MAP MUST MEET ALL REQUIREMENTS OF SECTION 236.34 OF THE WISCONSIN STATUTES**

	The exact width of all easements, streets and alleys.
	The names of adjoining streets, state highways and subdivisions shown in their proper location underscored by a dotted or dashed line.
	Abutting street and state highway lines of adjoining plats shown in their proper location by dotted or dashed lines. The width of these streets and highways shall be given also.
	Existing zoning classifications for land in and abutting the subdivision.
	Location and right-of-way width of existing or proposed streets or other public ways. Parks and other public lands, permanent buildings and structures, easements and section and corporate lines within the map shall also be indicated.
	Location and size of all existing permanent and intermittent streams, drainage courses, drainage tiles, lakes, ponds, wells, septic systems, cesspools, sewers, water mains, culverts, or other underground facilities within the map area.
	Soil tests and reports, when applicable, as may be required by the City Engineer for the design of roadways, storm drainage facilities, on-site sewage disposal systems, erosion control facilities, and/or other subdivision improvements and features.
	Site data including number of residential lots.
	Sites, if any, to be reserved for parks or other public uses.
	Sites, if any, for multi-family dwellings, shopping centers, churches, industry or other non-public uses exclusive of single family dwellings:
	Provision for water supply.
	Provisions for sewage disposal.
	If applicable, provisions for surface water management including both minor and major system components, detention/retention facilities, including existing and post development 100 year flood elevations, and existing wetlands as defined by the Wisconsin Department of Natural Resources and the Army Corps of Engineers, etc. and environmental corridors.
	Such other information as may be requested by the City Engineer, City Planner, Plan Commission, or the Committee of the Whole.

**Action on Your Submittal:**

All changes to the original plans, plats or maps, including site/parking/landscaping plans/plats/certified survey maps, etc. required as conditions of approval by either city staff or the City Council must be **resubmitted** to the Planning Division for final sign off and circulation to other departments. **No building permits shall be issued and no improvements shall be made until the CSM is recorded and a document recording number is filed with the Building Inspector.**

**NOTE:** Affidavits for approved Conditional Use Permits (CUP) and General Development Plans (GDP) will be recorded with the Dane County Register of Deeds by City staff. Certified Survey Maps (CSM) and Final Plats must be recorded with the Dane County Register of Deeds by the applicant. Prior to recording the CSM or plat, **the applicant is required to coordinate signatures with the project Planner.** A recorded copy or recording document number must be provided to the Planning Division.

**The subdivider shall record a copy of the approved CSM together with the approving resolution with the Register of Deeds for Dane County within twelve (12) months after the date of the last approval of the CSM and within 36 months after the first approval.**

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_