



**FINAL PLAT**

**LAND DEVELOPMENT APPLICATION FORM**

Applications will not be processed unless all required information for the specific application type is submitted and applicable fees paid by **12:00 NOON** on the application deadline date. No partial applications will be accepted and final acceptance will be determined by the assigned staff person 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 Department of Planning to discuss your proposal in detail and review the approval process.

### **Filing Deadline:**

The deadline for all applications 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):**

- 1. 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.
- 2. 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 FINAL SUBDIVISION PLAT

All applications for a proposed **Final Subdivision Plat**, regardless of the party of their initiation shall be filed with the Planning Department. This form shall serve as a checklist for final subdivision plat 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 Planning Department 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 form
	<b>One (1) copy</b> of a legal description of the subject property <i>(In Microsoft Word Format)</i>
	<b>One (1) copy</b> of all plans and submittal materials. <i>(In PDF Format)</i>
	<b>One (1) cop</b> of a Letter of Intent, fully explaining the request
	<b>Payment of Fees</b> <i>(see fee schedule)</i>
	<b>An Addressing Plan.</b> In addition to the final plat, the subdivider shall prepare and submit two paper copies of a draft Addressing Plan for the proposed subdivision for review by the City’s Addressing Authority. The plan must show an address for each proposed lot and outlot in the proposed subdivision. The addresses shall be assigned in accordance with the Property Addressing Standards contained in Chapter 15.32 of the City of Sun Prairie Code of Ordinances. The Addressing Plan shall include an address notated on each lot or outlot in the subdivision and shall also include a signature block for the individual responsible for preparing the Addressing Plan and for the City of Sun Prairie Addressing Authority. An Addressing Plan is not required to be submitted for plats proposed in the City’s Extraterritorial Jurisdiction. (see attached Guide To Addressing New Plats and CSM’s)
	<b>A Subdivision Information Spreadsheet.</b> In addition to the final plat, the subdivider shall prepare and submit two paper copies of a draft Subdivision Information Spreadsheet with the following fields completed for each lot and outlot in the subdivision: property address number, roadway directional prefix, roadway name, roadway type suffix, legal description, lot square footage, proposed land use, and current zoning classification. A draft Subdivision Information Spreadsheet is required for plats proposed in the City’s Extraterritorial Jurisdiction.
	<b>One (1) copy</b> (8 ½” x 11” or 11” x 17”) of a map of the generalized location of the subject property in relation to the City as a whole. The small location map shall show the subject property and illustrate its relationship to the nearest street intersection. (A photocopy of a city street name map with the subject property clearly indicated shall suffice to meet this requirement).

		The subdivider shall prepare and file <b>one (1) copy</b> of all pages of the final plat together with a written application for approval with the Planning Department within six (6) months of the approval of the preliminary plat and at least twenty one (21) days prior to the meeting of the Plan Commission at which action is desired. A written transmittal letter shall identify all substantial changes that have been made to the plat since the preliminary plat. When the subdivider expects the City to act as the transmitting authority in accordance with Section 236.12 of the Wisconsin Statutes, the application shall state that transmittal responsibilities lie with the City and shall contain a list of the other authorities to which the plat must be submitted, and shall be accompanied by such additional fees and copies of the plat as are necessary to be transmitted to such authorities.
		The final plat of subdivision shall be prepared by a land surveyor who is registered in the State of Wisconsin, and shall conform to all State and County requirements and the requirements of the Subdivision Ordinance.
<b>THE FINAL PLAT SHALL CONTAIN OR HAVE ATTACHED THERETO THE FOLLOWING INFORMATION:</b>		
		Accurate angular and lineal dimensions for all lines, angles, and curvatures used to describe boundaries, streets, alleys, easements, areas to be reserved for public use. Dimensions of lot lines shall be shown in feet and hundredths; no ditto marks shall be permitted. When lot lines are not at right angles to the street right-of-way line, the width of the lot shall be indicated at the building setback line in addition to the width of the lot at the street right-of-way line.
		A numbered identification system for all lots and blocks.
		A traverse survey including the measured distances and angles and the true distance and bearing through two (2) monumented points on the boundary and two (2) section corners or quarter section corners which the City has coordinates for, shall be accurately described on the plat.
		Municipal, township, county or section lines accurately tied to the lines of the subdivisions by distances and angles.
		Radii internal angles, points and curvatures, tangent bearings, and lengths of all arcs.
		Name and location of the subdivision.
		Accurate location of all monuments.
		Graphic scale and north point.
		Certifications by attached information showing that all taxes and special assessments and other past due fees currently due on the property to be subdivided have been paid in full as verified by the City Finance Officer.
		The subdivider shall cause to be set upon the final plat, arrows indicating a minimum 1% slope and the direction of drainage flows for each property line not fronting a street for all parcels, and along each street, as will result from the grading of the site, the construction of the required public improvements, or which are existing drainage flows and will remain. The arrows indicating the directions of flows shall be appropriately weighted so as to differentiate between the minor and major (100 year event) drainage components. The arrows shall be accompanied on the plat with the following note: <b><i>"Arrows indicate the direction of drainage flows in various components resulting from site grading and the construction of required public improvements. The drainage flow components located in easements shall be maintained and preserved by the property owner unless approved by the City Engineer."</i></b>

	Limits of the post-development 100-year floodplain shall be shown on the final plat and a note shall be provided that states, <b><i>“The lowest foundation opening of all dwelling units shall be two feet higher than the 100-year floodplain elevation.”</i></b> If no floodplain exists, a note stating this fact shall be provided.
	The subdivider shall place a note on the plat indicating those lots where the ground water table is equal to or less than nine feet from the proposed street centerline elevation or where the USDA soil survey of Dane County, Wisconsin has rated the native soil as having a severe or very severe limitation for dwellings with basements.
	Notarized certification by owner and by any mortgage holder of record, of the adoption of the plat and the dedication of streets and other public areas.

**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 prior to a building permit being issued and site improvements.

**Prior to the City signing the final plat for recording, the subdivider shall submit to the Planning Division Planning: the final Addressing Plan of which the paper copies shall be signed by both the preparer and the City’s Addressing Authority; the final Subdivision Information Spreadsheet; and the Final Plat.**

**The subdivider shall record a copy of the approved final plat together with the approving resolution with the Register of Deeds for Dane County within thirty (30) days of the date of the last resolution of approval and not later than six (6) months following the first resolution of approval. A paper copy of the recorded plat, to scale, along with a digital copy shall be provided to the City Clerk. All fees shall be paid by the subdivider.**

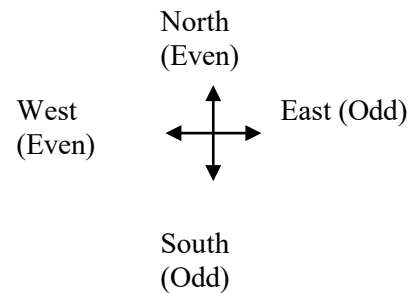
**NOTE:** Affidavits for approved Conditional Use Permits (CUP) and General Development Plans (GDP) will be recorded with the Dane County Register of Deeds by City staff. Certified Survey Maps (CSM) and Final Plats must be recorded with the Dane County Register of Deeds by the applicant. **Prior to recording 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.

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



## Guide to Addressing New Plats and CSM's

- 1) Determine whether streets are North/South streets or East/West streets. – Measure the extent in each direction. The greater distance dictates street direction.
- 2) Split streets into numbered blocks. - The Building Inspection Department will provide help with this step.
- 3) North & West sides of the streets are EVEN. South & East sides of the streets are ODD.



- 4) Use the entire range of numbers in the block.
  - Example: Don't end the 1300 block at 1351; end it at or near 1399.
- 5) Blocks cannot start with numbers that end in 00, say 1300. Must be 1302 or 1301 or greater.
- 6) Mirror closely the numbers across the street (1350 on one side, 1353 directly across the street).
- 7) Large lots or multi-unit lots shall be given a range of numbers proportionate to the size of the lot or the number of units.
- 8) Number the lots on the outside of the curves/corners first. Then match closely the lots on the inside of the curve/corner with the numbers on the outside lots.
- 9) Lots that have more than one frontage shall have an address assigned for each frontage.
- 10) All lots and outlots shall receive an address.

Address maps shall contain:

- Lot numbers.
- A signature block for the Addressing Authority.
- A North arrow.
- Street names.

Also, each address associated with the lot must be oriented on the map along the street it is associated with.