



MISCELLANEOUS APPLICATION

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 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: _____
(Metes and bounds and other complex descriptions must be submitted on diskette in Microsoft Word format)
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:

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*).

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. 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.

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.

Applicant Signature: _____ **Date:** _____