



**PLANNED DEVELOPMENT  
GENERAL DEVELOPMENT PLAN (GDP)**

**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: \_\_\_\_\_  
(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: \_\_\_\_\_

General

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 PLANNED DEVELOPMENT GENERAL DEVELOPMENT PLAN

All applications for proposed **Planned Development General development Plan (GDP)**, regardless of the party of their initiation shall be filed with the Planning Division. This form shall serve as a checklist for planned development General Development Plan 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 Division 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 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) copy</b> of a Letter of Intent, fully explaining the request
	<b>Payment of Fees</b> <i>(see fee schedule)</i>
	<b>One (1) copy</b> of a <b>vicinity map</b> of the subject property showing all lands for which the planned development is proposed. Such map shall clearly indicate the current zoning of the subject property and its environs, and the jurisdiction(s) which maintains that control. Such map and all its parts and attachments shall be submitted in a form which is clearly reproducible with a photocopier, and shall be at a scale which is not less than one inch equals eight hundred (800) feet. All lot dimensions of the subject property, a graphic scale, and a north arrow shall be provided.
<b>GENERAL WRITTEN DESCRIPTION OF THE PROPOSED PD. THE DESCRIPTION MUST INCLUDE THE FOLLOWING ITEMS: The purpose of this list shall be to provide the Committee of the Whole, Plan Commission, Public Works Committee, Technical Review Committee and other review bodies with the information necessary to determine the relative merits of the project in regard to private benefit versus public benefit created by design flexibility. (One (1) copy)</b>	
	General project themes and images;
	The general mix of land uses, including (if applicable) dwelling unit types;
	Approximate residential densities and nonresidential intensities described by dwelling units per acre, floor area ratio (total building floor area divided by site area) and impervious surface area ratio (total impervious surface area divided by site area);
	The general treatment of natural features;
	The general relationship to nearby properties and public streets, utilities, and facilities;
	The general relationship of the project to the Comprehensive Plan;
	A statement of rationale as to why PD zoning is proposed. This shall identify barriers that the applicant perceives in the form of the requirements of standard zoning districts, and the opportunities for community betterment the applicant suggests are available through the PD zoning.

	<p>A complete list and description of zoning and land division ordinance standards of the most comparable standard zoning district(s)/requirements which will not be met by the proposed PD and the location(s) in which they apply, and a complete list of zoning standards which will be more than met by the proposed PD and the location(s) in which they apply shall be identified. A list of items shall be provided, including:</p> <ol style="list-style-type: none"> <li>1. Land use;</li> <li>2. Density and intensity;</li> <li>3. Bulk;</li> <li>4. Landscaping;</li> <li>5. Access, parking and loading requirements;</li> <li>6. Variations related to other municipal ordinances and plans including engineering and public works standards and requirements.</li> </ol>
	<p><b>Written Justification</b> for the Proposed Planned Development. (The applicant shall follow the requirements of the zoning map amendment procedure in Section 17.44.030 of the city of Sun Prairie zoning ordinance to develop such written justification.) The applicant must demonstrate that the generally desired balance between public and private benefits associated with standard development is improved in the public's favor with the approval of the proposed planned development.</p>
	<p>A general outline of the intended <b>organizational structure</b> for a property owners' association, if any, deed restrictions and provisions for private provision of common services, if any.</p>
<p><b>A GENERAL DEVELOPMENT PLAN DRAWING SHOWING AT LEAST THE FOLLOWING INFORMATION IN SUFFICIENT DETAIL TO MAKE AN EVALUATION AGAINST CRITERIA FOR APPROVAL:</b></p>	
	<p><b>One (1) copy</b> (11" x 17") of all plans drawn at a minimum scale of one inch equals one hundred (100) feet of the proposed project.</p>
	<p>A conceptual site plan drawing (at eleven (11) inches by seventeen (17) inches) of the general land use layout and the general location of major public streets and/or private drives. The applicant may submit copies of a larger version of this "bubble plan" in addition to the eleven (11) inches by seventeen (17) inches reduction;</p>
	<p>Location of recreational and open space areas and facilities and specifically describing those that are to be reserved or dedicated for public acquisition and use, stormwater facilities, drainageways, and floodplains;</p>
	<p>Statistical data on minimum lot sizes in the development, the approximate areas of large development lots and pads, density/intensity of various parts of the development, floor area ratio, impervious surface area ratio and landscape surface area ratio of various land uses, expected staging, and any other plans required by the plan commission or common council;</p>
	<p>Notations relating the General Written Description to specific areas on the GDP drawing;</p>
	<p>Maps shall include existing topography, locations of public streets, sidewalks and bicycle paths.</p>
	<p>A general <b>conceptual landscaping plan</b> for subject property, noting in text and/or general map labels, the anticipated general compliance with requirements for the locations of foundation, street, yard and paving, landscaping; and anticipated instances of noncompliance with the landscaping requirements of the ordinance codified in this title (as noted in the listing of variations prepared by the zoning administrator) and the anticipated use of extra landscaping and bufferyards. Land uses exempted by the zoning ordinance from required landscaping such as agricultural uses and detached single-family dwellings are not required to provide conceptual or detailed landscaping plans.</p>

	For single building planned developments, a series of general <b>conceptual building elevations</b> depicting the general architectural theme for the planned development, including notes as to the general range of materials and colors proposed. For multi-building planned developments, a written description of the proposed range of architectural character(s) for the planned development, and sample drawings and/or photos for this project or other developments that provide visual examples of such character(s).
	A general <b>conceptual signage plan</b> for the project, including project identification signs, concepts for public fixtures and signs (such as street light fixtures and/or poles or street sign faces and/or poles), and group development signs which are proposed to vary from city standards or common practices.

**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.

**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.

**Approval of the PD/GDP shall establish the basic right of use for the area in conformity with the PD/GDP as approved, which shall be recorded by the zoning administrator as an integral component of the district regulations, but such PD/GDP shall not make permissible any of the uses as proposed until a precise implementation plan (PIP) is submitted and approved for all or a portion of the PD/GDP.**  
*(See Zoning Ordinance Chapter 17.12 for Planned Development (PD) District Regulations.)*

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