



SPECIAL USE PERMIT (SUP)

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 Timeline:

City staff shall review the proposed special use permit (SUP) with all requirements for the submittal within ten (10) business days of acceptance of a complete application. No partial or incomplete applications will be accepted. Planning staff will review the application submittal for completeness and circulate plans to appropriate City departments for review. **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. 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.**

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. **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.

APPLICATION CHECKLIST SPECIAL USE PERMIT

All applications for **Special Use Permits (SUP)**, regardless of the party of their initiation, shall be filed with the Planning Division. This form shall serve as a checklist for special use permit 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: Special Use Permits are approved by staff. Once a complete application is received it will be reviewed by the Technical Review Committee to ensure compliance with all standards pertaining to the special use.

Review Initials	Submittal Requirements
	One (1) copy of a completed application form.
	One (1) copy of a legal description of the property. <i>(In Microsoft Word Format)</i>
	One (1) copy of all plans and submittal materials. <i>(In PDF Format)</i>
	One (1) copy of a Letter of Intent, fully explaining the request.
	Payment of Fees <i>(see fee schedule)</i>
	One (1) copy of a map of the subject property showing all lands for which the special use is proposed, and all other lands within two hundred (200) feet of the boundaries of the subject property. 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;
	A written description of the proposed special use describing the type of activities, buildings, and structures proposed for the subject property and their general locations;
	For Special Use Permits that require a site plan, a site plan of the subject property as proposed for development must be submitted. Said site plan shall conform to any and all the requirements of Section 17.44.070 C of the zoning ordinance.

A MAIN SITE PLAN DRAWING SHALL BE SUBMITTED AND SHALL INCLUDE THE FOLLOWING: (ONLY APPLICABLE FOR SPECIAL USE PERMITS THAT REQUIRE A SITE PLAN)

	A title block which indicates the name and address of the current property owner.
	The date of the original plan and the latest date of revision to the plan.
	A north arrow and a graphic scale. Said scale shall not be smaller than one inch equals 100 feet.
	All property lines and existing and proposed right-of-way lines with bearings and dimensions clearly labeled.
	All existing and proposed easement lines and dimensions with a key provided and explained on the margins of the plan as to ownership and purpose.
	All existing and proposed buildings, structures, and paved areas, including walks, drives, decks, patios, fences, utility poles, drainage facilities, and walls.
	All required building setback lines.
	A legal description of the subject property (written on the site plan and electronically)
	The location of all access points, parking and loading areas on the subject property, including a summary of the number of parking stalls and labels indicating the dimension of such areas (<i>see Zoning Ordinance Section 17.36.040 for Off-street Parking and Traffic Circulation Standards.</i>)
	The location of all outdoor storage areas.
	The location and type of any permanently protected green space areas.
	Detailed Site Analysis Map if permanently protected green space areas are present. (<i>see Zoning Ordinance Section 17.28.120 for Detailed site analysis.</i>)
	In the legend, data for the subject property: <ul style="list-style-type: none"> a. Lot Area; b. Floor Area; c. Floor Area Ratio (b/a); d. Paved Area (includes parking lots, sidewalks, and all other paved areas) e. Impervious Surface Area; (includes building footprint area plus all paved areas) f. Impervious Surface Ratio (e/a); and g. Building Height

THE MAIN SITE PLAN MAY ALSO BE ACCOMPANIED BY THE FOLLOWING PLANS AT THE SAME SCALE AS THE MAIN SITE PLAN:

(CHECK WITH PLANNING STAFF TO DETERMINE APPLICABILITY)

	A Stormwater Management Plan showing the location of existing and proposed drainage facilities (<i>for questions regarding the requirements for the Stormwater Management Plan call the City of Sun Prairie Engineering Department at 837-3050</i>). A separate application process may be necessary.
	An Erosion Control Plan (<i>for questions regarding the requirements for the Erosion Control Plan call the City of Sun Prairie Engineering Department at 837-3050</i>). A separate application process may be necessary.
	A Utility Plan showing the location of all existing and proposed utilities (i.e. water mains, sanitary sewer lines, storm sewers, fire hydrants, electrical, cable, gas)
	A Signage Plan showing the location, type, and size of all existing and proposed signage on the subject property (<i>see Zoning Ordinance Chapter 17.40 for Signage Regulations.</i>)
	A Lighting Plan showing the location, type and orientation of all existing and proposed exterior lighting on the subject property including photometrics (<i>see Zoning Ordinance Section 17.36.070 for Exterior Lighting Standards.</i>)
	A Landscaping Plan of the subject property showing the location of all required bufferyard and landscaping areas, and existing and proposed Plant Unit options for meeting said requirements (<i>see Zoning Ordinance Chapter 17.32 for the Landscaping and Bufferyard Regulations.</i>)
	Floor Plan Layout and Building Elevations

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.

Land uses proposed which fail to meet one of the requirements for special uses may be reviewed as a conditional use. *(See Zoning Ordinance Chapter 17.44.050 for Conditional Use review and approval)*

Applicant Signature: _____ **Date:** _____