



MASTER PLAN AMENDMENT

DEPARTMENT OF PLANNING
300 East Main Street, Sun Prairie, WI 53590-2227
(608)825-1107
FAX (608)825-1194

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 (4 copies)
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: _____

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.

Project Type (check those that apply): Fee: _____

Development Agreement

_____ \$500

Amendment

_____ Zoning Text \$400 **(Plus \$20.00 Publication Fee)**
 Ordinance Section(s) _____
 _____ Zoning Map \$400 **(Plus \$20.00 Publication Fee)**
 Existing Zoning _____ Proposed Zoning _____
 _____ Master Plan \$400 **(Plus \$20.00 Publication Fee)**

Annexation

_____ Petition \$250
 _____ Agreement \$250 **(If filed separately)**

Board of Appeals

_____ Variance \$400 **(Plus \$20.00 Publication Fee)**
 _____ Interpretation \$150
 _____ Appeal \$300

Use Permits

_____ Zoning Permit \$25
 _____ Conditional Use Permit (CUP) \$400 **(Plus \$20.00 Publication Fee)**
 \$200 (In Business District Revitalization Overlay District (BDO))
(Plus \$20.00 Publication Fee)
 _____ Special Use Permit (SUP) \$100 (Where **NO** Site Plan is required); \$150 – (With Site Plan Review)
 _____ Site Plan \$150
 _____ Home Occupation \$50

Planned Development

_____ Concept Plan \$250 (\$0 in Business District Revitalization Overlay District (BDO))
 _____ GDP Amendment \$400 **(Plus \$20.00 Publication Fee)**
 _____ General Development Plan (GDP) \$1,500 **(Plus \$20.00 Publication Fee)**
 (\$250 in Business District Revitalization Overlay District (BDO))
(Plus \$20.00 Publication Fee)
 _____ Precise Implementation Plan (PIP) \$400 (\$0 in Business District Revitalization Overlay District (BDO))
 _____ PIP - Minor Amendment \$100
 _____ Miscellaneous Land Use Requests \$150

Land Division

_____ Certified Survey Map _____ Lots _____ Outlots
 ▪ \$250 plus \$100 per lot for each Certified Survey Map which results in four or less lots, outlots, or parcels

_____ Concept Plat \$150

_____ Preliminary Plat _____ Lots _____ Outlots
 ▪ \$500+\$30 for each lot, outlot, or parcel within the preliminary plat
 ▪ \$100 for each amended or revised preliminary plat

_____ Final Plat _____ Lots _____ Outlots
 ▪ \$500+\$20 for each lot, outlot, or parcel within the final plat
 ▪ \$100 for each amended or revised final plat or a final plat reapproval
 _____ Final Plat
 (Including combined Preliminary Plat and Final Plat, when permitted)
 ▪ \$500 plus \$30 per lot, outlot or parcel

Also see:

- **Detailed Instruction Sheet for Filling Out Land Development Application**
- **Predevelopment Agreement Form (must be signed for all project types by the applicant)**
- **Application Checklist for the specific project type with instructions (must be signed by the applicant)**
- **Plan Commission Development Review Calendar**



**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** on the filing day as identified in the Plan Commission Development Review Calendar. Incomplete applications will not be accepted. Applications received after 12:00 noon will be processed along with applications filed for the next application cycle.

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 200 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.

All metes and bounds and other complex descriptions shall be submitted with the application on a CD or via e-mail in Microsoft Word format. (*E-mail to kschneider@cityofsunprairie.com*)

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.

2. **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.

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.

Please submit all **COMPLETE** plans, maps and documents including the required fees along with this application per the attached requirements. All plans larger than the 11” x 17” size **MUST be folded upon submittal, not rolled up.** The application will **NOT** be processed until all necessary information and fees have been submitted. **No partial applications will be accepted and final acceptance will be determined by the assigned staff person after the initial submission.**

City Council Action on Your Submittal:

To complete your process and apply for a building permit, 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 the City Council must be made and **three (3) copies (2 - 11” x 17”, 1 full size)** must be **resubmitted** to the Department of Planning for final sign off and circulation to other departments.

NOTE: Conditional Use Permits and General Development Plans will be recorded with the Dane County Register of Deeds by City staff. Certified Survey Maps and Final Plats must be recorded with the Dane County Register of Deeds by the applicant. Prior to recording, the applicant is required to provide the City with a digital copy and a paper copy of the final plat or CSM. A recorded copy must be provided to the City Department of Planning prior to a building permit being issued on the property.

**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:

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

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, 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
AMENDMENT OF THE MASTER PLAN**

All applications for proposed **amendments to the City of Sun Prairie Master Plan**, regardless of the party of their initiation shall be filed with the Planning Department. This form shall serve as a checklist for master plan amendment 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	Submittal Requirements
	One (1) copy of a completed application
	One (1) copy of a signed Predevelopment Agreement (second part of application form)
	Four (4) copies of a Letter of Intent, fully explaining the request
	One (1) copy CD or via e-mail with all plans and submittal materials. <i>(In PDF Format)</i> <i>(If e-mail files exceed 5 Mb, a CD is required)</i>
	A fee of \$400.00
	If the proposed amendment involves changes to a map or maps in the master plan. Four (4) copies (8 ½” x 11” or 11” x 17”) of a map of the subject property showing all lands for which the amendment is proposed, and all other lands within 200 feet of the boundaries of the subject property, together with the names and addresses of the owners of all lands on said map as the same appear on the current tax records of the City of Sun Prairie. Said map shall clearly indicate the current planned land use of the subject property and its environs, and the jurisdiction(s), which maintains that control. Said 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 800 feet. All lot dimensions of the subject property, a graphic scale, and a north arrow shall be provided. Said map shall also include a legal description of the property (written and on a diskette or CD) requested to be amended.
	If the proposed amendment involves changes to a map or maps in the master plan. Four (4) copies (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.
	If the proposed amendment involves changes to the master plan text. Four (4) copies (8 ½” x 11”) of the portion of the current master plan text which is proposed to be amended, with said provisions clearly indicated in a manner which is clearly reproducible with a photocopier.

Any material submitted in bound booklets/packets, in addition to the required PDF files will require fifteen (15) copies.

Applicant Signature: _____ Date: _____