

City of Stoughton Procedural Checklist for Planned Development Review and Approval (Requirements per Section 78-914)

This form is designed to be used by the Applicant as a guide to submitting a complete application for a planned development *and* by the City to process said application. Parts II, III, V, and VII are to be used by the Applicant to submit a complete application; Parts I and VIII are to be used by the City as a guide when processing said application.

Name of Applicant: _____

Address & Phone of Applicant: _____

Property Address: _____

Project Description: _____

I. Recordation of Administrative Procedures for City Use

Presubmittal staff meeting

Date of Meeting: _____

Follow-up pre-submittal staff meetings scheduled if necessary

Date of Meeting: _____

Application form filed with Zoning Administrator Date: _____

Application fee of \$_____ received by Zoning Administrator Date: _____

If necessary, reimbursement of consultant costs agreement must be executed:

II. Application Submittal Packed Requirements for Applicants Use

PD Process Step 1: Pre-application

Step 1 does not require the submittal of an application packet; however, Steps 2-4 does require submittal of all draft and the final application to the Zoning Administrator prior to Plan Commission review.

- A.** Contact the Zoning Administrator to place an informal discussion item for the PD on the Plan Commission agenda. No details beyond the name of the Applicant and the identification of the discussion item as a PD is required to be given in the agenda.
- B.** Engage in an informal discussion with the Plan Commission regarding the potential PD. Appropriate topics may include: location, project themes and images, general mix of dwelling unit types and/or land uses being considered, approximate residential densities, and non-residential intensities, general treatment of natural features, general relationship to nearby properties and public streets, and relationship to the Comprehensive Plan.

NOTE: Points of discussion and conclusions reached in this stage of the process shall in no way be binding upon the Applicant or the City, but should be considered as the informal, non-binding basis for proceeding to the next step.

III. Application Submittal Packet Requirements for Applicants Use

PD Process Step 2: Concept Plan

Prior to submitting the final complete application as certified by the Zoning Administrator, the Applicant shall submit an initial draft application for staff review, followed by one revised draft final application based upon staff review and comments.

Application

Date: _____

- A.** Provide Zoning Administrator with draft PD Concept Plan Submittal Packet for determination of completeness prior to placing the proposed PD on the Plan Commission agenda for Concept Plan review. The submittal packet shall contain all of the following items:
 - (1) A *location map* of the subject property and its vicinity at 11" x 17", as depicted on a copy of the City of Stoughton Planned Land Use Map.
 - (2) A *general written description* of proposed PD including the following:
 - General project themes and images.
 - The general mix of dwelling unit types and/or land uses.
 - Approximate residential densities and non-residential intensities as described by dwelling units per acre, floor area ratio and impervious surface area ratio.
 - The general treatment of natural features.
 - The general relationship to nearby properties and public streets.
 - The general relationship of the project to the Comprehensive Plan.
 - An initial draft list of zoning standards 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. Essentially, the purpose of this listing shall be to provide the Plan Commission with information necessary to determine the relative merits of the project in regard to private benefit versus public benefit, and in regard to the mitigation of potential adverse impacts created by design flexibility.
 - (3) A *written description* of potentially requested exemption from the requirements of the underlying zoning district, in the following order:
 1. Land Use Exemptions
 2. Density and Intensity Exemptions
 3. Bulk Exemptions
 4. Landscaping Exceptions
 5. Parking and Loading Requirements Exceptions

- (4) A *conceptual plan drawing* (at 11" x 17") 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 the plan in addition to the 11" x 17" reduction.

IV. Final Application Packet Information for City Use

PD Process Step 2: Concept Plan

Receipt of one full scale copy in blueline or blackline of complete final application packet by Zoning Administrator Date: _____

Receipt of one reduced (8.5" by 11" text and 11" by 17" graphics) copy of complete final application packet by Zoning Administrator Date: _____

Certification of complete Final Application Packet and required copies to the Zoning Administrator Date: _____

V. Application Submittal Packet Requirements for City Use

PD Process Step 3: General Development Plan (GDP)

Prior to submitting the complete application as certified by the Zoning Administrator, the Applicant shall submit one initial draft application for staff review, followed by one revised draft final application packet based upon staff review and comments.

Application Date: _____

- A. Provide Zoning Administrator with a draft GDP Submittal Packet for determination of completeness prior to placing the proposed PD on the Plan Commission agenda for GDP review. The submittal packet shall contain all of the following items:
 - (1) A *location map* of the subject property and its vicinity at 11" x 17", as depicted on a copy of the City of Stoughton Planned Land Use Map.
 - (2) A *map of the subject property* for which the PD is proposed:
 - Showing all lands within 300 feet of the boundaries of the subject property.
 - Referenced to a list of the names and addresses of the owners of all lands on said map as the same appear on the current records of the Register of Deeds of Dane County (as provided by the City of Stoughton).
 - Clearly indicating the current zoning of the subject property and its environs, and the jurisdiction(s) which maintains that control.
 - Map and all its parts clearly reproducible with a photocopier.

- Map size of 11" x 17" and map scale not less than one inch equals 100 feet.
- All lot dimensions of the subject property provided.
- Graphic scale and north arrow provided.
- (3) A *general written description* of proposed PD including:
 - General project themes and images.
 - The general mix of dwelling unit types and/or land uses.
 - Approximate residential densities and non-residential intensities as described by dwelling units per acre, floor area ratio and impervious surface area ratio.
 - The general treatment of natural features.
 - The general relationship to nearby properties and public streets.
 - 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 requirements of standard zoning districts and opportunities for community betterment the Applicant suggests are available through the proposed PD zoning.
 - A complete list of zoning standards 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. Essentially, the purpose of this listing shall be to provide the Plan Commission with information necessary to determine the relative merits of the project in regard to private benefit versus public benefit, and in regard to the mitigation of potential adverse impacts created by design flexibility.
 - A written description of potentially requested exemption from the requirements of the underlying zoning district, in the following order:
 1. Land Use Exemptions.
 2. Density and Intensity Exemptions.
 3. Bulk Exemptions.
 4. Landscaping Exceptions.
 5. Parking and Loading Requirements Exceptions.
- (4) A *General Development Plan Drawing* at a minimum scale of 1"=100' (11" x 17" reduction shall also be provided by Applicant) of the proposed project showing at least the following information in sufficient detail to make an evaluation against criteria for approval:
 - A conceptual plan drawing (at 11" x 17") 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 the plan in addition to the 11" x 17" reduction.

- ❑ 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.
- ❑ 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.
- ❑ Notations relating the written information provided in (3), above to specific areas on the GDP Drawing.
- ❑ (5) *General conceptual landscaping plan* for subject property, noting approximate locations of foundation, street, yard and paving, landscaping, and the compliance of development with all landscaping requirements of this Ordinance (except as noted in the listing of exceptions) and the use of extra landscaping and bufferyards.
- ❑ (6) *A general signage plan* for the project, including all
 - ❑ Project identification signs.
 - ❑ Concepts for public fixtures and signs (street light fixtures and/or poles or street sign faces and/or poles) which are proposed to vary from City standards or common practices.
- ❑ (7) *Written justification* for the proposed Planned Development. (See Section 78-905 for requirements of the conditional use procedure.)

VI. Final Application Packet Information for Applicant Use

PD Step 3: General Development Plan (GDP)

The process for review and approval of the PD shall be identical to that for conditional use permits per Section 78-905 of the Zoning Ordinance and (if land is to be divided) to that for preliminary and final plats of subdivision per the Municipal Code. All portions of an approved PD/GDP not fully developed within five years of final Common Council approval shall expire, and no additional PD-based development shall be permitted. The Common Council may extend this five years period by up to five additional years via a majority vote following a public hearing.

Receipt of one full scale copy in blue/line or black/line of complete final application packet by Zoning Administrator Date: _____

Receipt of one reduced (8.5" by 11" text and 11" by 17" graphics) copy of complete final application packet by Zoning Administrator Date: _____

Certification of complete Final Application Packet and required copies to the Zoning Administrator Date: _____

Notified Neighboring Property Owners (within 300 feet) Date: _____

Notified Neighboring Township Clerks (within 1,000 feet) Date: _____

Class 2 legal notice sent to official newspaper by City Clerk Date: _____

Class 2 legal notice published on _____ and _____

VII. Application Submittal Requirements for Applicant Use

PD Step 4: Specific Implementation Plan (SIP)

Prior to submitting the complete application as certified by the Zoning Administrator, the Applicant shall submit one initial draft application for staff review, followed by one revised draft final application packet based upon staff review and comments.

Application Date: _____ By: _____

- A.** After the effective date of the rezoning to PD/GDP, the Applicant may file an application for the proposed SIP with the Plan Commission. This submittal packet shall contain the following items, prior to its acceptance by the Zoning Administrator and placing the item on the Plan Commission agenda for SIP review.
 - (1) A *location map* of the subject property and its vicinity at 11" x 17", as depicted on a copy of the City of Stoughton Planned Land Use Map.
 - (2) A *map of the subject property* for which the PD is proposed:
 - Showing all lands within 300 feet of the boundaries of the subject property.
 - Referenced to a list of the names and addresses of the owners of all lands on said map as the same appear on the current records of the Register of Deeds of Dane County (as provided by the City of Stoughton);
 - Clearly indicating the current zoning of the subject property and its environs, and the jurisdiction(s) which maintains that control.
 - Map and all its parts clearly reproducible with a photocopier.
 - Map size of 11" by 17" and map scale not less than one inch equals 800 feet.
 - All lot dimensions of the subject property provided.
 - Graphic scale and north arrow provided.
 - (3) A *general written description* of proposed SIP, including:
 - Specific project themes and images.
 - The specific mix of dwelling unit types and/or land uses.
 - Specific residential densities and non-residential intensities as described by dwelling units per acre, floor area ratio and impervious surface area ratio.
 - The specific treatment of natural features.

- ❑ The specific relationship to nearby properties and public streets.
- ❑ A Statement of Rationale as to why PD zoning is proposed identifying perceived barriers in the form of requirements of standard zoning districts and opportunities for community betterment through the proposed PD zoning.
- ❑ A complete list of zoning standards which will not be met by the proposed SIP and the location(s) in which they apply and a complete list of zoning standards which will be more than met by the proposed SIP and the location(s) in which they apply shall be identified. Essentially, the purpose of this listing shall be to provide the Plan Commission with information necessary to determine the relative merits of the project in regard to private benefit versus public benefit, and in regard to the mitigation of potential adverse impacts created by design flexibility.
- ❑ (4) A *Specific Implementation Plan Drawing* at a minimum scale of 1"=100' (and reduced to 11" x 17") of the proposed project showing at least the following information in sufficient detail: (*See following page*)
 - ❑ A SIP site plan conforming to all requirements of Section 78-908(3). If the proposed PD is a large or group development (per Section 78-205 (11) or (12)) also provide a proposed preliminary plat or conceptual plat.
 - ❑ Location of recreational and open space areas and facilities specifically describing those that are to be reserved or dedicated for public acquisition and use.
 - ❑ Statistical data on minimum lot sizes in the development, the precise areas of all 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.
 - ❑ Notations relating the written information (3), above to specific areas on the GDP Drawing.
- ❑ (5) A *landscaping plan* for subject property, specifying the location, species, and installed size of all trees and shrubs. Include a chart which provides a cumulative total for each species, type and required location (foundation, yard, street, paved area or bufferyard) of all trees and shrubs.
- ❑ (6) A series of *building elevations* for the entire exterior of all buildings in the PD, including detailed notes as to the materials and colors proposed.
- ❑ (7) A *general signage plan* including all 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 large or group development signage themes which are proposed to vary from City standards or common practices.
- ❑ (8) A *general outline of the intended organizational structure* for a property owners association, if any; deed restrictions and provisions for private provision of common services, if any.
- ❑ (9) A *written description* which demonstrates the full consistency of the proposed SIP with the approved GDP.

- (10) A written description of any and all variations between the requirements of the applicable PD/GDP zoning district and the proposed SIP development
- (11) Proof of financing capability pertaining to construction and maintenance and operation of public works elements of the proposed development.

VIII. Final Application Packet Information for Applicant Use

PD Step 4: Specific Implementation Plan (SIP)

The process for review and approval of the PD shall be identical to that for conditional use permits per Section 78-905 of the Zoning Ordinance and (if land is to be divided) to that for preliminary and final plats of subdivision per the Municipal Code. All portions of an approved PD/SIP not fully developed within five years of final Common Council approval shall expire, and no additional PD-based development shall be permitted. The Common Council may extend this five years period by up to five additional years via a majority vote following a public hearing.

Receipt of one reduced (8.5" by 11" text and 11" by 17" graphics) Date: _____
 copy of complete final application packet by Zoning Administrator

Notified Neighboring Property Owners (within 300 feet) Date: _____

Notified Neighboring Township Clerks (within 1,000 feet) Date: _____

Class 2 legal notice sent to official newspaper by City Clerk Date: _____

Class 2 legal notice published on _____ and _____