

CITY OF STURGEON BAY PLANNED UNIT DEVELOPMENT APPLICATION

Date Received: _____
Fee Paid \$ _____
Received By: _____

Application For: Conceptual ___ Preliminary ___ Final ___ Combined Preliminary/Final ___
Note: There are different requirements for each of the above processes. A separate application is required for each.

NAME OF PROPOSED PLANNED UNIT DEVELOPMENT: _____

	APPLICANT/AGENT	LEGAL PROPERTY OWNER
Name		
Company		
Street Address		
City/State/Zip		
Daytime Telephone No.		
Fax No.		

STREET ADDRESS(es) OF SUBJECT PROPERTY: _____
Location if not assigned a common address: _____

TAX PARCEL NUMBER(s): _____

AREA OF SUBJECT PROPERTY AND NO. OF LOTS: _____

CURRENT ZONING CLASSIFICATION: _____

CURRENT USE AND IMPROVEMENTS: _____

COMPREHENSIVE PLAN DESIGNATION OF SUBJECT PROPERTY: _____

**WOULD APPROVAL OF THE PROPOSED PLANNED UNIT DEVELOPMENT CONFORM WITH THE
 COMPREHENSIVE PLAN? Yes ___ No ___ Explain:** _____

PLEASE IDENTIFY SPECIFIC PROPOSED LAND USES. USES MUST IDENTIFY AND CORRESPOND TO A PARTICULAR LOT, LOCATION, BUILDING, ETC. _____

CURRENT USE AND ZONING OF ADJACENT SURROUNDING PROPERTIES:

North: _____
 South: _____
 East: _____
 West: _____

COMPREHENSIVE PLAN DESIGNATION OF ADJACENT SURROUNDING LAND USES:

North: _____
 South: _____
 East: _____
 West: _____

IS ANY VARIANCE FROM COMPREHENSIVE PLAN, SUBDIVISION ORDINANCE, OR ZONING ORDINANCE BEING REQUESTED? If yes, describe:

HAVE THERE BEEN ANY VARIANCES, CONDITIONAL USE PERMITS, ETC. GRANTED PREVIOUSLY FOR THIS PROPERTY? _____ IF YES, EXPLAIN: _____

Attach an 11" X 17" detailed site plan (if site plan is larger than 8-1/2" x 11", also include 20 copies folded to 8-1/2" X 11"), full legal description (preferably on disk), location map with site boundaries marked, proof of ownership, and Agreement for Reimbursement of expenses. Site or plot plan shall include dimensions of property, structures, building elevations, proposed site improvements, signature of person who drew plan, etc.

 Property Owner (Print Name)

 Signature

 Date

 Applicant/Agent (Print Name)

 Signature

 Date

I, _____, have attended a review meeting with at least one member of staff and understand that I am responsible for sign placement and following all stages listed on the check list in regard to the applicant.

 Date of review meeting

 Applicant Signature

 Staff Signature

- Attachments:**
Procedure & Check List
Agreement For Reimbursement of Expenses

STAFF USE ONLY

Application conditions of approval or denial:

Date

Community Development Director

**CITY OF STURGEON BAY
AGREEMENT FOR REIMBURSEMENT OF EXPENSES**

WHEREAS the City of Sturgeon Bay has created Section 3.035 of the Municipal Code authorizing the City Clerk/Treasurer to charge for reimbursement of legal, consulting and incidental expenses incurred on behalf of and/or for the benefit of third parties for services rendered by the City of Sturgeon Bay;

AND WHEREAS the undersigned has requested services and/or authorizations of the City of Sturgeon Bay which will result in the necessity to incur legal, consulting or incidental expenses on behalf of the undersigned or in consideration of the request submitted by the undersigned;

NOW, THEREFORE, IT IS AGREED that the undersigned will reimburse the City of Sturgeon Bay by providing payment to the City Clerk/Treasurer within fourteen (14) days of receiving an invoice, for all legal, consulting and incidental expenses incurred by the City of Sturgeon Bay for the benefit of the undersigned or for the consideration of the request submitted by the undersigned. These expenses are likely to include the following: Planning and engineering review, legal review and document preparation, recording, publication, and miscellaneous expenses.

This Agreement must be signed prior to the initiation of any action by the City of Sturgeon Bay.

Dated: _____

Dated: _____

PROCEDURE & CHECK LIST FOR PLANNED UNIT DEVELOPMENT

NAME OF PUD _____

This check list is being provided in summary form and shall in no way be construed as defining the complete PUD process or submittal requirements as specified in Section 20.24 of the Municipal Code.

DATE: *NOTE: After completion of step and notation of dates, copy of this check list shall be forwarded to next staff member in process.*

- _____ 1. Application filed with Community Development Department and reviewed by staff. Application shall contain full legal description (preferably on disk), PUD site plan (11" X 17"), a map of surrounding zoning (8-1/2" X 11" with PUD site boundaries marked), proof of ownership, and Agreement For Reimbursement of Expenses.
- _____ 2. After review by staff with developer, original application shall be forwarded to Community Development Secretary for placement on appropriate City Plan Commission agenda. Community Development Department shall indicate whether it is a conceptual, preliminary, or combined preliminary/final PUD presentation.
- _____ 3. Community Development Secretary forwards copy of Agreement For Reimbursement of Expenses and name and address of responsible party to City Treasurer.
- _____ 4. Initial PUD presentation to Plan Commission by developer (*1st meeting*).
- _____ 5. Community Development Secretary schedules public hearing to be held before Plan Commission, drafts public hearing notice, and publishes Class 2 notice (2 insertions a week apart with the last one week prior to public hearing). Name of property owner, parcel number, property address, and map are placed in notice along with legal description. Copy of public hearing notice placed on City Hall bulletin boards. Publication Dates: _____ and _____. Public Hearing Date: _____.
- _____ 6. Community Development Department obtains list of names and addresses of property owners within 300 feet of subject property.
- _____ 8. Community Development Secretary forwards public hearing notice by regular mail to property owners within 300 feet of subject property.
- _____ 9. Community Development Secretary forwards public hearing notice to City Clerk for placement on public access television.
- _____ 10. Community Development Department coordinates placement of signage with applicant. Signs shall be obtained from Building Inspection Department, require \$50 deposit per sign, and shall be placed on subject property at least 10 days prior to public hearing (by: _____).
- _____ 11. City Clerk places public hearing notice on public access television at least 10 days before public hearing.
- _____ 12. Plan Commission meeting (*2nd Meeting*):
 - _____ a. Preliminary or combined preliminary/final planned unit development presentation.
 - _____ b. Public hearing. Under no circumstances shall there be a presentation, public hearing and recommendation to Council at one meeting. (Plan Commission may modify meeting requirements by 2/3 vote after public hearing).
- _____ 13. Plan Commission meeting (*3rd meeting*). Recommendation for approval or denial to Common Council. If action is delayed more than 120 days from public hearing, a new public hearing shall take place. If combined preliminary/final plat, section 12 applies.
- _____ 14. Common Council approval/denial of preliminary planned unit development.
- _____ 15. Review of final PUD by Plan Commission.
 - _____ a. Owner/developer to provide letter of credit or bonding requirement for public improvements.

- _____ b. Recommendation to Common Council for approval of final PUD and preliminary plat within (this may be done with preliminary PUD at the developer's request).
- _____ c. Recommendation to Common Council for final plat.
- _____ 16. Approval/denial of final PUD and final plat by Common Council within 60 days of receipt of Plan Commission recommendation (may be in conjunction with preliminary approval). Approval of final PUD shall be considered a preliminary plat and final plat of subdivision.
- _____ 17. Applicant provides 20 full blueprint size folded copies (with 2 copies no larger than 11 by 17 inches to Community Development Department) of PUD plan in recordable format.
- _____ 18. Community Development Secretary prepares ordinance and documentation for recording, and schedules first and second readings.
- _____ 19. First reading of zoning ordinance.
- _____ 20. Second reading of zoning ordinance.
- _____ 21. City Clerk publishes ordinance, and records PUD and preliminary and final plat with Register of Deeds.
- _____ 22. Rezoning is effective on the day after publication.
- _____ 23. City Clerk distributes copies of ordinance to staff and Council.
- _____ 24. City Engineer records PUD on Zoning Map.