



**COMMUNITY DEVELOPMENT DEPARTMENT**  
**PLANNING DIVISION**

300 East Main Street, Sun Prairie, WI 53590  
Phone: (608) 825-1107  
Fax: (608) 825-1194

## Development Agreement Application Form

Applications for the preparation and approval of a Development Agreement in the City of Sun Prairie will not be processed unless the required filing fee (\$500) **AND ALL OF THE REQUIRED INFORMATION BELOW IS SUBMITTED TO THE PLANNING DIVISION.** No partial applications will be accepted. All required information shall be submitted at least one (1) month prior to the Common Council meeting at which the applicant desires to have the agreement considered. An agreement will not be scheduled for review by the Committee until the City Attorney deems it ready for consideration.

### **Applicant Information:**

Name of Development Entity: \_\_\_\_\_  
*[Note: This is the name of the entity with which the agreement will be entered into with the City.]*

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Title: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Project: \_\_\_\_\_  
*[Include phase number or description if the agreement is intended to cover only a portion of a larger project]*

Acres: \_\_\_\_\_ Parcel ID Number: \_\_\_\_\_

Property Address or Location: \_\_\_\_\_  
*[include list of Lot numbers included in the proposed project phase, if applicable]*

### **Required Information:**

Legal Description: A metes and bounds description of the property, in Word format, must be provided for the property covered by the agreement. The description shall include the number of acres associated with the proposed phase of development.

Map: A map of the property shall be provided, with the boundary of the development (or development phase) described in the Legal Description clearly illustrated.

The map shall be provided in pdf format. For phased projects, the map shall show the entire property and clearly depict all prior phases, listing the acreage of each phase of development. The balance remaining to be developed, if any, shall be illustrated, along with the anticipated boundaries of all future phases of development.

**Construction Plans:** Construction plans must be provided for all public improvements planned for completion with the proposed development phase. Plans shall be submitted in an AutoCAD format, unless otherwise approved by the City Engineer. Construction plans shall include plan/profile views and cross sections, unless otherwise approved by the City Engineer.

**Cost Estimates:** A detailed cost estimate of the proposed public improvements shall be provided. The cost estimate must include estimated quantities and costs for each specific public improvement, in such detail as approved by the City Engineer.

**Storm Water:** A storm water management plan must be provided for the entire development. The plan must provide the information as required in Section 15.30.070 of the City's Storm Water Management Ordinance. The detention requirement (acre-feet of storage) pertinent to each phase of development must be depicted.

**Other Information:** If zoning approvals for the project include requirements for landscaping, trails, or other improvements within street medians or any other public spaces, other than dedicated park land accepted by the City to meet ordinance requirements, these improvements shall be included in the construction plans and cost estimates noted above. If zoning approvals involve permanent improvements (such as trails, alleys, private streets, etc.) or required landscaping within private outlots or commonly owned spaces, a separate set of plans and cost estimates shall be provided for these improvements.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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*For Office Use Only:*

*Date Filed:* \_\_\_\_\_

*Fee Paid:* \_\_\_\_\_

*Potential Public Works Committee Meeting:* \_\_\_\_\_