



**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 \$600 **(Plus \$20.00 Publication Fee)**  
 Existing Zoning \_\_\_\_\_ Proposed Zoning \_\_\_\_\_  
 \_\_\_\_\_ Master Plan \$600 **(Plus \$20.00 Publication Fee)**

Annexation

\_\_\_\_\_ Petition \$350  
 \_\_\_\_\_ Agreement \$250 **(If filed separately)**

Board of Appeals

\_\_\_\_\_ Variance \$600 **(Plus \$20.00 Publication Fee)**  
 \_\_\_\_\_ Interpretation \$150  
 \_\_\_\_\_ Appeal \$600

Use Permits

\_\_\_\_\_ Zoning Permit \$35  
 \_\_\_\_\_ Conditional Use Permit (CUP) \$600 **(Plus \$20.00 Publication Fee)**  
 \$200 **(In Business District Revitalization Overlay District (BDO))**  
**(Plus \$20.00 Publication Fee)**  
 \_\_\_\_\_ Special Use Permit (SUP) \$250  
 \_\_\_\_\_ Site Plan \$250  
 \_\_\_\_\_ Home Occupation \$50  
 \_\_\_\_\_ Chicken Keeping \$35

Planned Development

\_\_\_\_\_ Concept Plan \$250 (\$0 in Business District Revitalization Overlay District (BDO))  
 \_\_\_\_\_ GDP Amendment \$600 **(Plus \$20.00 Publication Fee)**  
 \_\_\_\_\_ General Development Plan (GDP) \$2,000 **(Plus \$20.00 Publication Fee)**  
 (\$250 in Business District Revitalization Overlay District (BDO))  
**(Plus \$20.00 Publication Fee)**  
 \_\_\_\_\_ Precise Implementation Plan (PIP) \$600 (\$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

- \$600+\$30 for each lot, outlot, or parcel within the preliminary plat
- \$100 for each amended or revised preliminary plat

\_\_\_\_\_ Final Plat  
                                 \_\_\_\_\_ Lots      \_\_\_\_\_ Outlots

\_\_\_\_\_ Final Plat  
 (Including combined Preliminary Plat and Final Plat, when permitted)

- \$600+\$30 for each lot, outlot, or parcel within the final plat
- \$100 for each amended or revised final plat or a final plat reapproval
- \$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](mailto:kschneider@cityofsunprairie.com)*)

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. **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.

4. **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:

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

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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 PRELIMINARY SUBDIVISION PLAT

All applications for a proposed **Preliminary Subdivision Plat**, regardless of the party of their initiation shall be filed with the Planning Department. This form shall serve as a checklist for preliminary subdivision plat 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	<b>Submittal Requirements</b>
	<b>One (1) copy</b> of a completed application form.
	One (1) copy of a <b>signed Predevelopment Agreement form</b>
	<b>One (1) copy (diskette or CD)</b> of a legal description of the property. <i>(In Microsoft Word Format)</i>
	<b>One (1) copy CD or via e-mail</b> with all plans and submittal materials. <i>(In PDF Format)</i> <i>(If e-mail files exceed 5 Mb, a CD is required)</i>
	<b>Four (4) copies</b> of a Letter of Intent, fully explaining the request
	A fee according to the following schedule: <ul style="list-style-type: none"> <li>▪ \$500+\$30 for each lot, outlot, or parcel within the preliminary plat</li> <li>▪ \$100 for each amended or revised preliminary plat</li> </ul>
	<b>Four (4) copies</b> (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. The small location map shall show the subject property and illustrate its relationship to the nearest street intersection. (A photocopy of a city street name map with the subject property clearly indicated shall suffice to meet this requirement).
	Before submitting a final plat for approval, the subdivider shall prepare a preliminary plat and a written application for approval, and shall file <b>two (2) full size copies</b> of the plat together with <b>four (4) copies</b> accurately photocopied and reduced to 11 inches by 17 inches size, and the application with the Planning Department. <b>All plans must be folded, NOT ROLLED UP.</b> The plat will be scheduled for review by the Plan Commission per their meeting schedule. The subdivider shall also forward a copy to the local electric, gas and telephone utilities. When the subdivider expects the City to act as the transmitting authority in accordance with Section 236.12 of the Wisconsin Statutes, the application shall state that the transmittal responsibility lies with the City, shall contain a list of the other authorities to which the plat must be submitted, and shall be accompanied by such additional fees and copies of the plat as are necessary to be transmitted to such authorities.
	The preliminary plat shall cover the entire area proposed for development at the time, including rights-of-way for all adjacent roads and highways and shall be prepared in accordance with this ordinance. Where a subdivider owns or controls adjacent lands in addition to those proposed for development at that time, said subdivider shall submit a conceptual plan for the development of the adjacent lands showing streets, utilities, zoning districts and other information as may affect the review of the preliminary plat in question. The City Engineer may waive these requirements where adjacent development patterns have already been established.

**THE PRELIMINARY PLAT SHALL CONTAIN OR HAVE ATTACHED THERETO THE FOLLOWING INFORMATION:**

	Proposed name of subdivision, which name shall not duplicate or be alike in pronunciation of the name of any plat heretofore recorded in the City unless considered an addition to the subdivision.
	Names, phone numbers and address of the owner, and any agent having control of the land, subdivider, surveyor, engineer, and designer of the plan and certification of ownership or owner's authorization of agent.
	Graphic scale not less than one (1) inch to one hundred (100) feet.
	North point.
	Certification of surveyor certifying to the accuracy of the survey.
	Date of preparation and date of subsequent revisions.
	A traverse survey including the measured distances and angles and true distance and bearing through two (2) monumented points on the boundary and two (2) section corners or quarter section corners which the City has coordinates for, shall be accurately described on the plat.
	Existing zoning classifications for land in and abutting the subdivision.
	Total acreage.
	Location, right-of-way width, and names of existing or proposed streets or other public ways. Parks and other public lands, permanent buildings and structures, easements and section and corporate lines within the preliminary plan and to a distance two hundred (200) feet beyond shall also be indicated.
	Location and size of all existing permanent and intermittent streams, drainage courses, drainage tiles, lakes, ponds, wells, septic systems, cesspools, sewers, water mains, culverts, or other underground facilities within the preliminary plat area and to a distance of two hundred (200) feet beyond. Such data as grades, invert elevations, and locations of catch basins, manholes, hydrants, and street pavement width and type, shall also be shown.
	Boundary lines of adjoining un-subdivided or subdivided land, within two hundred (200) feet, identified by name and ownership, but including all contiguous land owned or controlled by the subdivision. Topographic data shall be provided using the City's map or Digital Terrain Model, or if unavailable, topographic data including contours at vertical intervals of not more than one (1) foot, except where the total site relief is 100' or more, a two (2) foot vertical interval may be shown. Water courses, wetlands, wooded areas, rock outcrops, power transmission poles and lines, and other significant features shall also be shown, U.S.G.S. datum shall be used for all topographic mapping. Descriptions of reference ties and elevations of the benchmarks shall be furnished.
	A copy of all proposed private restrictions shall be submitted.
	Soil tests and reports as may be required by the City Engineer for the design of roadways, storm drainage facilities, on-site sewage disposal systems, erosion control facilities, and/or other subdivision improvements and features.
	Layout of proposed streets, showing right-of-way widths and proposed names of streets. The name of any street heretofore used in the City or its environs or which is alike in pronunciation of the name of any street heretofore established, shall not be used, unless the proposed street is an extension of an already named street, in which event the name shall be used.
	Locations and widths of proposed alleys, sidewalks/bikepaths and utility easements.
	Layout numbers and preliminary acreage's and dimensions of lots and blocks.
	Minimum front, rear, side, and street yard building setback lines.
	Location and size of proposed sanitary sewer lines and water mains.
	Gradients of proposed streets, sewer lines (and water mains, if required).



	Areas, other than streets, alleys, sidewalks/bikepaths and utility easements, intended to be dedicated or reserved for public use, including the size of such area or areas in acres.
	Location and description of survey monuments.
	An identification system for the consecutive numbering of all blocks and lots within the subdivision.
	Site data including number of residential lots, street and right-of-way widths and acres in parks, etc.
	Sites, if any, to be reserved for parks or other public uses.
	Sites, if any, for multi-family dwellings, shopping centers, churches, industry or other non-public uses exclusive of single family dwellings.
	Statement of the proposed use of lots stating type of residential buildings with number of proposed dwelling units; type of business or industry so as to reveal the effect of the development on traffic, fire hazards, and congestion of population.
	Provisions for water supply.
	Provisions for sewage disposal
	The proposed zoning plan for the areas, including dimensions and acreage's.
	Potential resubdivision of large (over twenty-four thousand (24,000) square feet) or excessively deep lots (over two hundred (200) feet).
	Provisions for surface water management including both minor and major system components, detention/retention facilities, including existing and post development 100 year flood elevations, and existing wetlands as defined by the Wisconsin Department of Natural Resources and the Army Corps of Engineers, etc.
	Any wetlands, floodplains, or environmentally sensitive areas provided for by any local, State, or Federal law including those natural resource protection areas as required by Chapter 17.28 and landscaping and bufferyard areas and as required by Chapter 17.32 of the Zoning Ordinance.
	An abstract of title certified to date of submission for approval or, at the option of the owner, a policy of title insurance or certificate of title from an abstract company for examination in order to ascertain whether all parties in interest have signed the owner's certificate on the plat.
	Such other information as may be requested by the City Engineer, City Planner, Plan Commission, or the Committee of the Whole.
	Detailed Site Analysis Map ( <i>see Zoning Ordinance Section 17.28.120 for Detailed site analysis</i> ). <b>Two (2) full size copies (plans larger than 11" x 17" must be folded, not rolled up) and four (4) copies at (11" x 17")</b>

**NOTE: Approval or conditional approval of a preliminary plat shall entitle the final plat to approval provided the final plat conforms substantially to the preliminary plat, including any conditions of that approval, conforms to any applicable local plans and ordinances, and is submitted within six (6) months of the last required approval of the preliminary plat. If the preliminary plat is approved, the final plat must be approved by the City Council within six (6) months or the preliminary plat approval is void. Previous preliminary plat approvals shall not constitute grounds for approval upon resubmission.**

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_