



ZONING MAP 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 (1 copy)
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 Ordinance Section (s) _____

_____ Zoning Map \$600 Existing Zoning _____ Proposed Zoning _____

_____ Master Plan \$600

Annexation

_____ Petition \$350

_____ Agreement \$250 (If filed separately)

Board of Appeals

_____ Variance \$600

_____ Interpretation \$150

_____ Appeal \$600

Use Permits

_____ Zoning Permit \$35

_____ Conditional Use Permit (CUP) \$600

\$200 (In Business District Revitalization Overlay District (BDO))

_____ 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

_____ General Development Plan (GDP) \$2,000

(\$250 (In Business District Revitalization Overlay District (BDO))

_____ 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

- \$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

_____ 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

- 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:

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 OFFICIAL ZONING MAP**

All applications for proposed **amendments to the City of Sun Prairie official zoning map**, regardless of the party of their initiation shall be filed with the Planning Department. This form shall serve as a checklist for official zoning map 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)
	One (1) copy of a Letter of Intent, fully explaining the request
	A fee of \$600.00 + legal publication and recording fee
	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>
	One (1) copy (8 ½” x 11” or 11” x 17”) of a map of the subject property showing all lands for which the zoning is proposed to be amended, and all other lands within 200 feet of the boundaries of the subject property. Said map shall clearly indicate the current zoning 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(s) of the property (written and on a diskette or CD) requested to be rezoned and said map shall clearly state the current zoning district(s) and the proposed zoning district(s) for the subject property. Applications requesting multiple zoning districts will need a legal description for each proposed district, in addition to the overall property description.
	One (1) copy (8 ½” x 11”) of a written justification for the proposed map amendment (may be included in Letter of Intent). (The Applicant is advised to use the requirements below, to develop said written justification.) a. How does the proposed Official Zoning Map amendment further the purposes of Title 17 Zoning Regulations as outlined in Section 17.04.050 (previously Section 13-1-5)?; b. Which of the following factors has arisen that are not properly addressed on the current Official Zoning Map? i. The designations of the Official Zoning Map should be brought into conformity with the Comprehensive Plan; ii. A mistake was made in mapping on the Official Zoning Map. (That is, an area is, and has been, developing in a manner and purpose different from that for which it is mapped.) NOTE: If this reason is cited, it must be demonstrated that the discussed inconsistency between actual land use and designated zoning is not intended, as the City may intend to stop an undesirable land use pattern from spreading;

	<ul style="list-style-type: none">iii. Factors have changed, (such as the availability of new data, the presence of new roads or other infrastructure, additional development, annexation, or other zoning changes), making the subject property more appropriate for a different zoning district;iv. Growth patterns or rates have changed, thereby creating the need for an Amendment to the Official Zoning Map. <p>c. How does the proposed amendment to the Official Zoning Map relate to the City's Comprehensive Master Plan?</p> <p>d. Finally, how does the proposed amendment to the Official Zoning Map maintain the desired consistency of land uses, land use intensities, and land use impacts as related to the environs of the subject property?</p>
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Applicant Signature: _____ Date: _____

2022 CALENDAR: PLAN COMMISSION DEVELOPMENT REVIEWS

* Complete Application & Plans Due ♦♦At Noon♦♦	Newspaper Notice Due	Notice to Surrounding Properties	Reports Go Out to PC	*PLAN COMMISSION MEETING DATE	*CITY COUNCIL FINAL APPROVAL
Nov. 29, 2021	Dec. 17, 2021	Dec. 30, 2021	Jan. 5, 2022	Jan. 11, 2022	Jan. 18, 2022
Dec. 27, 2021	Jan. 14, 2022	January 28	February 2	February 8	February 15
January 24	February 11	February 25	March 2	March 8	March 15
February 28	March 18	April 1	April 6	April 12	April 19
March 28	April 15	April 29	May 4	May 10	May 17
May 2	May 20	June 3	June 8	June 14	June 21
May 31	June 17	July 1	July 6	July 12	July 19
July 11	July 29	August 12	August 17	**August 23	September 6
August 1	August 19	September 2	September 7	September 13	September 20
August 29	September 16	September 30	October 5	October 11	October 18
September 26	October 14	October 28	November 2	November 8	November 15
October 31	November 18	December 2	December 7	December 13	December 20

***** Only complete applications will be accepted. If an application is incomplete, the item will not be placed on the Plan Commission agenda. Submission of an application by the above dates does not guarantee that an application will be placed on the next available agenda. Under unique circumstances special meetings may be requested and scheduled if authorized by the Mayor. Please note that meetings are subject to change or cancellation as may be necessary based on weather, availability of a Quorum or other circumstances. This schedule is intended to be a guide, not a guarantee.

****** Please note that August 9, 2022 is a primary election date. The Plan Commission meeting scheduled for that date has been moved to August 23, 2022.