



CERTIFIED SURVEY MAP (CSM)

COMMUNITY DEVELOPMENT DEPARTMENT
PLANNING DIVISION

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



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*)

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 and Economic Development 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 CERTIFIED SURVEY MAP (CSM)

All applications for proposed **Certified Survey Maps**, regardless of the party of their initiation shall be filed in the office of the Zoning Administrator. This form shall serve as a checklist for certified survey map 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 Zoning Administrator 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 form.
	One (1) copy of a signed Predevelopment Agreement form.
	One (1) copy of a Letter of Intent, fully explaining the request.
	A fee of \$250.00 plus \$100 per lot for each Certified Survey Map which results in two or less lots, outlots or parcels.
	One (1) copy (CD or via e-mail) of a legal description of the property. <i>(In Microsoft Word Format)</i>
	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>
	Land Information Spreadsheet with the following fields completed for each lot and outlot in the on the certified survey map: property address number, roadway directional prefix, roadway name, roadway type suffix, legal description, lot square footage, proposed land use, and current zoning classification. The Land Division Information Spreadsheet is also required for certified survey maps within the City’s Extraterritorial Jurisdiction.
	The applicant for a land division shall file one (1) copy (8.5” x 14”) of acceptable reproductions of a certified survey map. <i>(In PDF Format)</i>
	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 CSM.
	The Certified Survey Map shall include the entire original parcels of land owned or controlled by the subdivider and which is proposed for division to ensure that the remaining parcel meets all required lot, layout, access and other applicable standards hereunder. The subdivider shall comply with all requirements of Title 16 Subdivisions including Chapter 16.32 (Improvements) and Chapter 16.28 (Design Standards) when a certified survey map is used.
	A certification of the approval of the certified survey map by the City Council. In the extraterritorial area, an owner’s certificate shall include a note stating that the map shall be submitted to the City of Sun Prairie as a required approving authority, shall be inscribed legibly on the face of the map.
	A certificate of the City Finance Officer stating that there are no unpaid special assessments, taxes, or other past due fees on the lands shall be included on the certified survey map for lands located within the corporate boundaries of the City.

A CERTIFIED SURVEY MAP MUST MEET ALL REQUIREMENTS OF SECTION 236.34 OF THE WISCONSIN STATUTES

	The exact width of all easements, streets and alleys.
	The names of adjoining streets, state highways and subdivisions shown in their proper location underscored by a dotted or dashed line.
	Abutting street and state highway lines of adjoining plats shown in their proper location by dotted or dashed lines. The width of these streets and highways shall be given also.
	Existing zoning classifications for land in and abutting the subdivision.
	Location and right-of-way width 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 map 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 map area.
	Soil tests and reports, when applicable, 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.
	Site data including number of residential lots.
	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:
	Provision for water supply.
	Provisions for sewage disposal.
	If applicable, 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. and environmental corridors.
	Such other information as may be requested by the City Engineer, City Planner, Plan Commission, or the Committee of the Whole.

Prior to final approval of the Certified Survey Map the following items must be completed.

- All conditions of approval shall be met.
- The subdivider shall submit to the Department of Planning and Economic Development two paper copies and an electronic copy in a format as specified by the City the following: the final Certified Survey Map and the final Land Division Information Spreadsheet.
- A recorded copy of the Certified Survey Map shall be provided to the City Clerk and to the Planning Department.
- The subdivider shall record a copy of the approved Certified Survey Map together with the approving resolution with the Register of Deeds for Dane County within six months after the date of the last approval of the Certified Survey Map and within 24 months after the first approval. All fees shall be paid by the subdivider.

Note: No building permits shall be issued and no improvements shall be made until the certified survey map is recorded and a document recording number is filed with the Building Inspector.

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.