



MISCELLANEOUS APPLICATION

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:

Three horizontal lines for entering applicant initials.

Letter of Intent (1 copy)
Predevelopment Agreement signed (1 copy)
Application checklist complete and signed (1 copy)

OFFICE USE: Staff Initials:

Three horizontal lines for office 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:

Three horizontal lines for describing the project.

Property Owner Authorization (required):

(Signature or signed letter of authorization)

Applicant Signature (if different from owner):

Horizontal line for applicant signature.

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 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 and Economic Development prior to a building permit being issued on the property.

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.