

# Planned Development

## Application Information



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# PLANNED DEVELOPMENT APPLICATION

This Development Packet consists of useful information and the required form for Planned Development (PD) applications process.

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## **Purpose of a Planned Development Zoning District**

A Planned Development (PD) is a site-specific zoning district tailored to a specific location and use(s). PDs allow greater flexibility, but the overall development quality must be equal to or better than what would be required by standard zoning. It is the responsibility of the applicant to provide a justification for the PD zoning district, including both how the proposed development standards deviate from those in a standard zoning district and in what ways the development exceeds the typical standards.

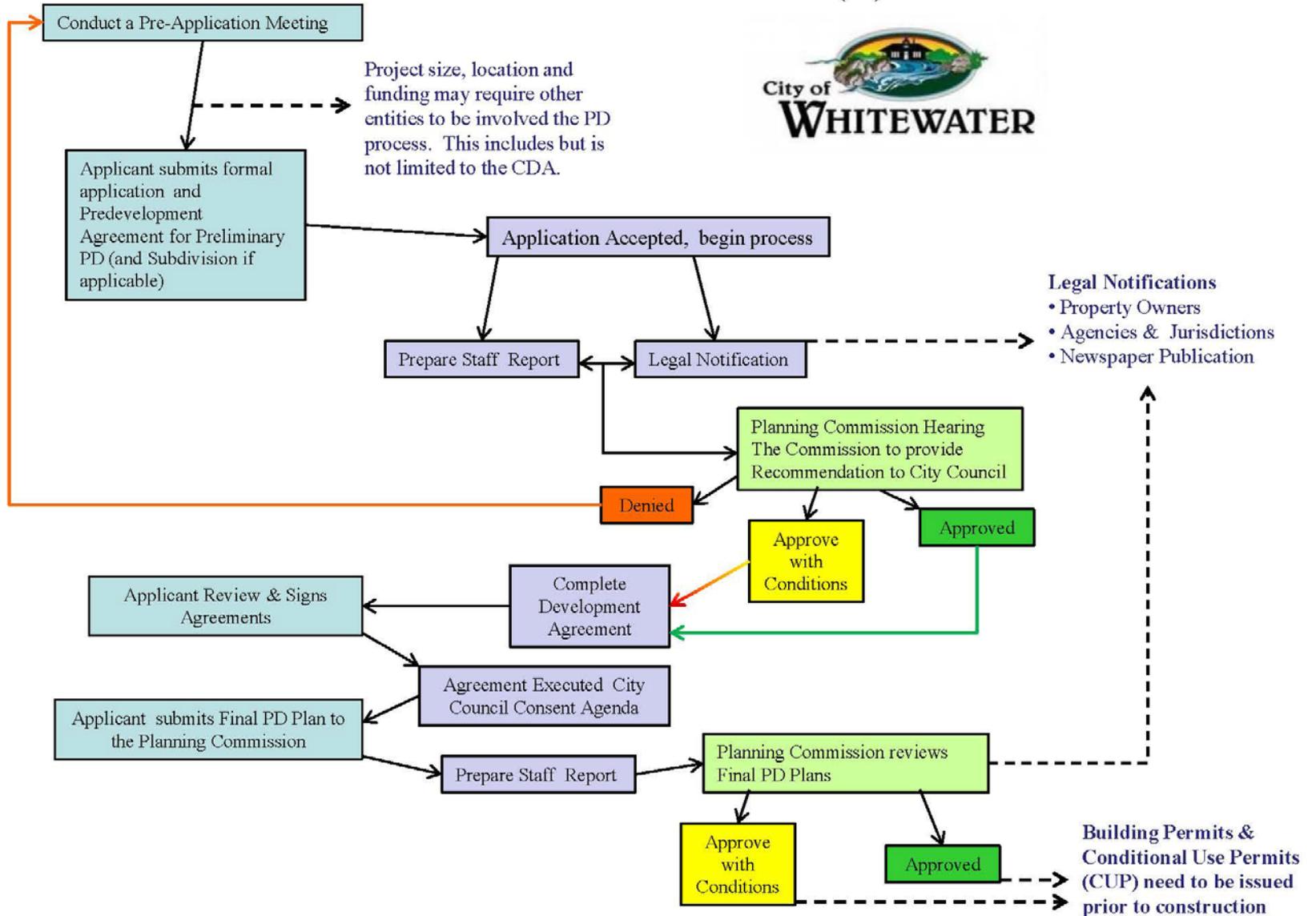
## **Review of a Planned Development Application**

Because a PD involves negotiation of development standards, the PD application requires a more extensive review than a standard rezoning.

## **Predevelopment Conference**

Prior to submitting an application, the applicant shall schedule a pre-application conference.

## PLANNED DEVELOPMENT (PD) PROCESS OVERVIEW CHART



## Planned Development (PD) Checklist

*The following information is required on all PD Plans. The Development Plans submitted for approval shall be prepared by one or more persons in the following professions: Architecture, Landscape Architecture, or Civil Engineering. (Should place stamp and seal on the appropriate drawings)*

Submittal sets will include, at a minimum, a Cover Sheet, Existing Site Conditions Map, Development Plan, Circulation Plan, Landscape Plan, Utility Service Plan, and Architectural Elevations. Items on this checklist must be located on the appropriate sheets. Information not located on the appropriate sheet will be considered an incomplete submittal. Furthermore, the Studies listed below are required at the time of application submittal.

\_\_\_\_\_ 1. Planned Development Zoning Application and Applicable fee(s)

Cover Sheet

- \_\_\_\_\_ Legal Description of Site  
Title of the PD, and legal property description (also in the title block on sheets)
- \_\_\_\_\_ List all Parcel Identification Number(s) of property
- \_\_\_\_\_ A current general location quadrangle map encompassing a one (1) mile radius showing the relationship of the site to such external facilities:
  - \_\_\_\_\_ Highways
  - \_\_\_\_\_ Shopping areas and Neighborhoods
  - \_\_\_\_\_ Public facilities which would serve the site such as, schools, parks, and fire stations
- \_\_\_\_\_ Name, address, phone and fax numbers of the following design professional(s): Landscape architects, Engineers, Architects, and Consultants
- \_\_\_\_\_ Owners
- \_\_\_\_\_ Developer

\_\_\_\_\_ 2. Existing Site Conditions Map

This map or series of maps shall be drawn to a scale determined by the Planning Commission Staff, which is sufficient to show detail of the following:

- \_\_\_\_\_ Location of the existing property lines both for private property and for public property
- \_\_\_\_\_ Existing contours shown at a maximum contour interval of two (2) feet
- \_\_\_\_\_ Streets and their right-of-ways
- \_\_\_\_\_ Existing and proposed major streets
- \_\_\_\_\_ Buildings
- \_\_\_\_\_ Watercourses
- \_\_\_\_\_ Transmission lines
- \_\_\_\_\_ Sewers
- \_\_\_\_\_ Bridges
- \_\_\_\_\_ Culverts and drainpipes
- \_\_\_\_\_ Water mains
- \_\_\_\_\_ Public utility easements
- \_\_\_\_\_ Wooded area
- \_\_\_\_\_ Streams

- Lakes
- Marshes
- Wetlands
- Grade schools
- Any other unique physical condition affecting the area

\_\_\_\_\_ 3.

Development Plan

- Scale
- Date
- North arrow
- Boundaries of the subject property
- All proposed buildings and other structures include the following:
  - Use
  - Size
  - Location
  - Number of buildings
  - Height and number of stories
  - Density (residential units per building)
  - Indicate building access points

\_\_\_\_\_ General Description

A written general description of the proposed PD shall include:

- The total acreage involved in the project.
- The number of acres devoted to the various categories of land use shown on the Development Plan, including the following:
  - The number of acres of green open space
  - The percentage of total acreage represented by each category of land use
  - An itemized list of uses proposed for each component of the PD
- The establishment of minimum design standards which shall govern the site development such as the following:
  - Lot shape and size
  - Internal streets and pedestrian ways
  - Common area provisions
  - Off-street parking demands
  - Signage
  - Visual screens
  - General buffer and landscape area
- A list of abutting property owners and current zoning of abutting parcels

A land use plan which indicates the specific location and extent of all components of the Development Plan, including the following (include chart from application):

- Low, medium, and high-density residential areas
- Office and commercial areas
- Proposed density/intensity of each use along with parking requirements
- The plan shall show green open space provisions such as the following:
  - Parks
  - Community recreation facilities
  - Areas for public or quasi-public institutional uses

Provisions for the control of signs, including the following:

- Size
- Shape
- Location
- Appearance

Refuse areas

- Location
- Size
- Screening

Provisions for the control of outdoor lighting, including the following:

- Location
- Height
- Angle
- Type

Centralized mail kiosk(s) (requirement of USPS)

- Location
- Height
- Graphic Elevation

\*Please contact the United States Post Office for more information\*

4.

Circulation Plan

A plan for pedestrian and vehicular circulation showing the following:

- Existing and proposed streets
- Right-of-way widths and the general design capacity of the system
- Indicate on the map any streets or pedestrian ways that are proposed for private ownership and maintenance
- Indicate on the map methods for separating pedestrians from vehicular traffic
- A chart showing parking spaces including the following:
  - Use type/sq. ft. and parking ratio
  - Required and proposed parking spaces
  - Required and proposed handicapped spaces
  - Existing (if applicable)
  - Required and proposed bicycle parking (if applicable)
- A list of any streets or pedestrian ways that are proposed for private ownership within the PD

5.

Utilities Plan

- Proposed disposition of sanitary waste and storm water
- The proposed source of potable water
- The location and width of all proposed utility easements or rights-of-way

6.

Landscape Plan

7.

Architectural Elevations

- Building elevations:

- Submit front building elevations
- Schematic section indicating uses of each floor (only applicable if there are different uses on each floor)
  
- 8. Preliminary Plat or CSM (If needed)  
If the site is to be subdivided, a Preliminary Plat as required by the Unified Development Code shall be provided by the applicant
  
- 9. Studies Required
  - a. Traffic Impact Statement
  - b. Stormwater Management Plan.
  
- 10. WisDOT approval/non-objection: Where proposed development accesses a state highway or connecting street, applicant must have a statement from the Wisconsin Department of Transportation (WisDOT) and Development confirming that access to said highway or connecting street will be allowed.
  
- 11. DNR approval/non-objection: The Proposed development must provide verified site clearance from the Wisconsin Department of Natural Resources (DNR).
  
- 12. Prints at time of application
  - a. One (1) full size print of required plans
  - b. One (1) reduced size print of required plans- 11 x 17
  
- 13. Application for PD along with property detail sheets and map.
  
- 14. Application Fees for PD Approval
  
- 15. Predevelopment Agreement
  
- 16. Revisions:
  - a. Provide a revision block showing:
    - Revision number
    - Note describing any proposed change(s)
  - b. Copy of previously approved



# Planned Development Application

## A. Project Information

Project Name: \_\_\_\_\_

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

### Application for the Planned Development includes (Check all that Apply)

- |                                       |   |                                       |   |
|---------------------------------------|---|---------------------------------------|---|
| <input type="checkbox"/> Annexation   | <input type="checkbox"/> Concept Plan     | <input type="checkbox"/> Minor Plat   | <input type="checkbox"/> Vacation ( <u>circle one</u> : plat, |
| <input type="checkbox"/> Zoning       | <input type="checkbox"/> Preliminary Plat | <input type="checkbox"/> Replat       | easement or building line)                                    |
| <input type="checkbox"/> PD Checklist | <input type="checkbox"/> Final Plat       | <input type="checkbox"/> Amended Plat | <input type="checkbox"/> Other                                |

Revision of Approved Plan/Plat?  Y  N Name: \_\_\_\_\_

Jurisdiction:  City Limits  ETJ Total Acres: \_\_\_\_\_ County: \_\_\_\_\_

Current Zoning: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_

Proposed Use(s): \_\_\_\_\_

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## Applicant's Signature

Applicant's role:  Owner  Developer  Other: \_\_\_\_\_

*I hereby Certify that the information supplied with this application is true and correct, and that the paper and electronic copies of the materials submitted are consistent with each other, to the best of my knowledge. In addition I have been given the Authority to sign on behalf of the other all parties involved in this Planned Development.*

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

**B. Contact Information** *(please complete all items - attach additional pages as necessary)*

**I. Property Owner(s)**

Firm Name (if applicable): \_\_\_\_\_

Owner Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

If ownership is other than sole or community property, please name the partners, principals, beneficiaries, etc. respectively:

1) Name: \_\_\_\_\_

Position: \_\_\_\_\_

Address (full): \_\_\_\_\_

2) Name: \_\_\_\_\_

Position: \_\_\_\_\_

Address (full): \_\_\_\_\_

3) Name: \_\_\_\_\_

Position: \_\_\_\_\_

Address (full): \_\_\_\_\_

**II. Owner's Agent/Attorney** (main contact person responsible for application)

Role:  Attorney  Realtor  Other: \_\_\_\_\_

Firm Name (if applicable): \_\_\_\_\_

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

**Primary Contact Name:** \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Secondary Contact Name:** \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**III. Developer**

Firm Name (if applicable): \_\_\_\_\_

Contact Name(s): \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**IV. Developer's Engineer** (main contact person responsible for application)

Role:  Engineer  Contractor  Other: \_\_\_\_\_

Firm Name (if applicable): \_\_\_\_\_

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

**Primary Contact Name:** \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Secondary Contact Name:** \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Property Description** (please complete all items - attach additional pages as necessary):

**A: Recorded Subdivision Information:**

Subdivision: \_\_\_\_\_

Lot: \_\_\_\_\_, Block: \_\_\_\_\_ Acres: \_\_\_\_\_

Recorded in: \_\_\_\_\_ County, Document #: \_\_\_\_\_

or: Volume #: \_\_\_\_\_ Page #: \_\_\_\_\_

**or B: Property Description Information: (attach a metes and bounds description with a sketch, signed and sealed by a Registered Professional Land Surveyor)**

Property address: \_\_\_\_\_

Survey name: \_\_\_\_\_

Acres: \_\_\_\_\_ Abstract #: \_\_\_\_\_

**Deed(s) which conveyed the property to the present owner:**

Document #: \_\_\_\_\_ Acres: \_\_\_\_\_

or: Volume #: \_\_\_\_\_ Page #: \_\_\_\_\_.



## Cost Recovery Certificate & Agreement

The City may retain the services of professional consultants (including planners, engineers, architects, attorneys, environmental specialists, and recreation specialists) to assist in the City's review of an application for development review coming before the Plan and Architectural Review Commission, Board of Zoning Appeals, and/or Common Council. In fact, most applications require some level of review by the City's planning consultant. City of Whitewater staff shall retain sole discretion in determining when and to what extent it is necessary to involve a professional consultant in the review of an application.

The submittal of an application or petition for development review by an applicant shall be construed as an agreement to pay for such professional review services associated with the application or petition. The City may apply the charges for these services to the applicant and/or property owner in accordance with this agreement. The City may delay acceptance of an application or petition (considering it incomplete), or may delay final action or approval of the associated proposal, until the applicant pays such fees or the specified percentage thereof. Development review fees that are assigned to the applicant, but that are not actually paid, may then be imposed by the City as a special charge on the affected property.

### **Section A: Background Information**

----- To be filled out by the Applicant/Property Owner -----

Applicant's Information:

Name of Applicant: \_\_\_\_\_

Applicant's Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Applicant's Phone Number: \_\_\_\_\_

Applicant's Email Address: \_\_\_\_\_

Project Information:

Name/Description of Development: \_\_\_\_\_

Address of Development Site: \_\_\_\_\_

Tax Key Number(s) of Site: \_\_\_\_\_

Property Owner Information (if different from applicant):

Name of Property Owner: \_\_\_\_\_

Property Owner's Mailing Address: \_\_\_\_\_  
\_\_\_\_\_



**Section B: Applicant/Property Owner Cost Obligations**

----- To be filled out by the City's Neighborhood Services Director -----

Under this agreement, the applicant shall be responsible for the costs indicated below. In the event the applicant fails to pay such costs, the responsibility shall pass to the property owner, if different. Costs may exceed those agreed to herein only by mutual agreement of the applicant, property owner, and City. If and when the City believes that actual costs incurred will exceed those listed below, for reasons not anticipated at the time of application or under the control of the City administration or consultants, the Neighborhood Services Director or his/her agent shall notify the applicant and property owner for their approval to exceed such initially agreed costs. If the applicant and property owner do not approve such additional costs, the City may, as permitted by law, consider the application withdrawn and/or suspend or terminate further review and consideration of the development application. In such case, the applicant and property owner shall be responsible for all consultant costs incurred up until that time.

- A. Application Fee.....\$ \_\_\_\_\_
- B. Expected Planning Consultant Review Cost .....\$ \_\_\_\_\_
- C. Total Cost Expected of Applicant (A+B) .....\$ \_\_\_\_\_
- D. 25% of Total Cost, Due at Time of Application.....\$ \_\_\_\_\_
- E. Project Likely to Incur Additional Engineering or Other Consultant Review Costs? Yes No

The balance of the applicant's costs, not due at time of application, shall be payable upon applicant receipt of one or more itemized invoices from the City. If the application fee plus actual planning and engineering consultant review costs end up being less than the 25% charged to the applicant at the time of application, the City shall refund the difference to the applicant.

**Agreement Execution**

----- To be filled out by the Applicant and Property Owner -----

The undersigned applicant and property owner agree to reimburse the City for all costs directly or indirectly associated with the consideration of the applicant's proposal as indicated in this agreement, with 25% of such costs payable at the time of application and the remainder of such costs payable upon receipt of one or more invoices from the City following the execution of development review services associated with the application.

\_\_\_\_\_  
Signature of Applicant/Petitioner

\_\_\_\_\_  
Signature of Property Owner (if different)

\_\_\_\_\_  
Printed Name of Applicant/Petitioner

\_\_\_\_\_  
Printed Name of Property Owner (if different)

\_\_\_\_\_  
Date of Signature

\_\_\_\_\_  
Date of Signature



## NON-DISCLOSURE AGREEMENT

This Non-Disclosure Agreement (“Agreement”) is made as of the date on which both Company Name (the “Company”) and the City of Whitewater (the “City”) have signed below (the “Effective Date”). The Company and the City will also be referred to, individually, as a “party” or, collectively, “the parties”.

1. For purposes of this Agreement, “Confidential Information: means all information or material relating to the Company and conveyed by the Company to the City in written form or through discussions that is confidential, proprietary, business information, or a trade secret as defined by Wis. State. § 134.90(1)(c).
2. The Company shall clearly mark “CONFIDENTIAL,” or “CONFIDENTIAL — TRADE SECRET” where applicable, all materials constituting or containing Confidential Information upon providing it to the City.
3. The City shall not use the Confidential Information other than in connection with the purposes contemplated by this Agreement and relating to the business and development discussions between the parties.
4. The City shall limit access to the Confidential Information solely to its employees and officials, employees and officials of governmental, or public-private authorities who have a direct and immediate need of such access. The parties agree that the City may share this information with appropriate officials of any local government that would be directly affected by the information.
5. The City shall not copy or reproduce, in whole or in part, any Confidential Information, except for its own use, without written authorization of the Company.
6. Except as outlined in this Agreement, the City shall not disclose the Confidential Information to third parties unless required to do so by law. The City may disclose Confidential Information to the extent required by an order of a court, administrative Council or other governmental body; and as required by any law, including Wisconsin’s Public records law, Wis. Stat. § 19.31 et seq., rule or regulation; or by subpoena, summons or other administrative or legal process.
7. The company agrees that the City shall have no obligation with respect to any information which (a) is now or hereafter becomes publicly known without breach of this Agreement; (b) is disclosed to the City by a third party that is legally entitled to disclose such information; (c) is authorized by the Company’s written consent.

8. The failure of either party to insist upon strict performance of the provisions contained in this Agreement shall not constitute a waiver of its rights as set forth in this Agreement, at law or in equity, or a waiver of any other provisions or subsequent default by the other party of any of the terms or conditions of this Agreement.
9. This Agreement and all matters relating to it shall be governed by and construed in accordance with the laws of the State of Wisconsin.
10. This Agreement constitutes the entire agreement between the parties with respect to its subject matter and supersedes all other oral and written representations, understandings, or agreements relating to the subject matter. This Agreement may not be amended except by a written agreement signed by the parties.
11. This Agreement terminates as of the date the parties execute a final contract for the project contemplated by this Agreement or two (2) years after execution of this Agreement, whichever is first.

**IN WITNESS WHEREOF**, the parties have caused this Agreement to be executed by their duly authorized representatives.

**The City of Whitewater**

By: \_\_\_\_\_  
Name Title

Date: \_\_\_\_\_

**Company Name:** \_\_\_\_\_

By: \_\_\_\_\_  
Name Title

Date: \_\_\_\_\_