City of Fort Atkinson
101 N. Main Street
Fort Atkinson, WI 53538

City of Fort Atkinson Procedural Checklist for Group and Large Developments Requirements per Section 15.06.02

This form is designed to be used by the Applicant as a guide to submitting a complete application for a Group Development and by the City to process the application.

Name, company, and client (if applicable): _____

_____

_____

Phone number: _____ Email: _____

Property location: _____

II Application Packet Requirements

1. All group and large developments require a **conditional use permit**. Refer to the Conditional Use Permit Checklist for review and approval procedures. Also, see the Site Plan Checklist for all components of a required **site plan**.
2. Additional requirements for group and large developments are as follows:

❑ Compatibility Report (if requested by the City). The report should cite adequate evidence that the proposed building and overall development project shall be compatible with the City's Comprehensive Plan and any detailed neighborhood or special area plan for the area. The Compatibility Report shall specifically address the following items:

- ❑ Compatibility Report Narrative. A narrative describing how the proposed development meets the building placement and site layout requirements as stated above.
- ❑ Traffic Impact Analysis conducted by a third party in accordance with the latest Traffic Impact Analysis Guidelines published by WisDOT. Such Traffic Impact Analysis shall require the following components:
  - ❑ A demonstration that vehicle access shall be designed to accommodate peak on-site traffic volumes without disrupting traffic on public streets or impairing pedestrian safety. This shall be accomplished through adequate parking lot design and capacity; access drive entry throat length; design, location, and number of traffic control devices; and sidewalks.
  - ❑ Where the traffic impact analysis indicates that a project may cause off-site public roads, intersections, or interchanges to function below a level of service (LOS) C, the City may deny the application, require a size reduction in the proposed development, and/or require the developer to construct and/or pay for required off-site improvements to achieve a LOS C for a planning horizon of a minimum of 10 years assuming full build-out of the development.
  - ❑ A trip generation study documenting as-built and future traffic conditions within a 10 year outlook.
- ❑ Transportation Demand Management. The City may require that a transportation demand management plan (TDM) be completed in accordance with Wisconsin Department of Transportation requirements for content and format.

❑ Small area plan. The City may require that a detailed small area plan be submitted and approved by the Plan Commission and Common Council. The detailed small area plan shall be prepared

for all areas within 1,320 feet of the subject property (as measured from the outer perimeter of the subject property or group of properties proposed for development), and any other nearby lands as determined by the Plan Commission to be part of the defined neighborhood or area. The detailed small area plan shall contain the following specific elements, drawn to scale:

- ❑ Demonstration that the proposed small area plan is in harmony with the land use, multi-modal transportation, utility, stormwater management, community character provisions of the City's Comprehensive Plan.
- ❑ Proposed land use with specific zoning districts and existing land uses, if present.
- ❑ Transitional treatments such as berms and/or landscaping between areas with differing land uses or character.
- ❑ Complete transportation network, including pedestrian and bicycle facilities and transit routes and stops, where applicable.
- ❑ Conceptual stormwater management facilities.
- ❑ Proposed public facility sites, including parks, schools, conservation areas, public safety facilities and public utility facilities.
- ❑ Proposed community character themes, including building materials, landscaping, streetscaping, and signage.
- ❑ Transitional treatments such as berms and/or landscaping between areas with differing land uses or character.

III Process Checklist

Refer to the Conditional Use Permit and Site Plan Checklist.