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

Procedural Checklist for Planned Developments

The process for review and approval of the General Development Plan shall be identical to that for zoning map amendments per Section 15.10.31. The process for review and approval of the Specific Implementation Plan shall be identical to that for site plans per Section 15.10.42.

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

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

_____

_____

Phone number: _____ Email: _____

Property address for Planned Development: _____

_____

I Application Packet Requirements

The Applicant shall submit an electronic copy of the application or paper copies as may be required by the City.

- ❑ **A. Pre-Application Conference.** Prior to formal petition for zoning to a PUD district, the applicant shall confer with appropriate City staff in order to establish mutual understanding as to the basic concept proposed and to ensure proper compliance with the requirements for processing. Points of discussion and conclusions reached in this stage of the process shall in no way be binding upon the applicant or the City, but should be considered as the informal, non-binding basis for proceeding to the next step.
- ❑ **B. Concept Plan.** Upon completion of the pre-application conference, described above, the applicant may decide to prepare an optional conceptual plan for review by the Plan Commission.

  The Plan Commission or City Council may waive submittal information listed below, and/or may likewise require additional information beyond that listed below. The Plan Commission shall accept the concept plan and inform the application to move on to the next step in the PUD process, General Development Plan.

  The concept plan submittal shall include the following items:

  - ❑ A location map of the subject property and its vicinity.
  - ❑ A general written description of the proposed PUD, including:
    - ❑ General project themes and images.
    - ❑ The general mix of dwelling unit types and/or land uses.
    - ❑ Approximate residential densities and nonresidential intensities as described by dwelling units per acre, landscaping surface ratio, and/or other appropriate measures of density and intensity.
    - ❑ General treatment of natural features.
    - ❑ Relationship to nearby properties and public streets.
    - ❑ Relationship of the project to the Comprehensive Plan.
    - ❑ Description of potentially requested exceptions from the requirements of this Chapter. The purpose of this information shall be to provide the Plan Commission with information necessary to determine the relative merits of the project with respect to private versus public benefit, and to evaluate the

potential adverse impacts created by making exceptions to standard zoning district requirements.

- ❑ A conceptual drawing of the site plan layout, including the general locations of public streets and/or private drives.

❑ **C. General Development Plan (GDP):**

The GDP submittal shall include the following items:

- ❑ General location map of the subject site depicting:
  - ❑ All lands for which the Planned Unit Development is proposed and all other lands within 100 feet of the boundaries of the subject site.
  - ❑ Current zoning of the subject site and abutting properties, and the jurisdiction(s) that maintains that control.
  - ❑ A graphic scale and a north arrow.
- ❑ Generalized site plan showing the pattern or proposed land uses, including:
  - ❑ General size, shape, and arrangement of lots and specific use areas.
  - ❑ Basic street pattern and pattern of internal drives.
  - ❑ General site grading plan showing preliminary road grades.
  - ❑ Basic storm drainage pattern, including proposed on-site stormwater detention.
  - ❑ General location of recreational and open space areas, including designation of any such areas to be classified as common open space.
- ❑ Statistical data, including:
  - ❑ Minimum lot sizes in the development.
  - ❑ Approximate areas of all lots.
  - ❑ Density/intensity of various parts of the development.
  - ❑ Building coverage.
  - ❑ Landscaping surface area ratio of all land uses.
  - ❑ Expected staging.
- ❑ Conceptual landscaping plan, noting approximate locations of foundation, street, yard, and paving landscaping, and comparing the proposed landscaping plan to the standard landscaping requirements in Article VIII.
- ❑ General signage plan, including all project identification signs and concepts for public fixtures and signs (such as street light fixtures and/or poles or street sign faces and/or poles) which are proposed to vary from City standards or common practices.
- ❑ General outline of property owners' association, covenants, easements, and deed restrictions.
- ❑ A written description of the proposed Planned Unit Development, including:
  - ❑ General project themes and images.
  - ❑ The general mix of dwelling unit types and/or land uses.
  - ❑ Approximate residential densities and nonresidential intensities as described by dwelling units per acre, landscaping surface area ratio, and/or other appropriate measures of density and intensity.
  - ❑ General treatment of natural features.
  - ❑ General relationship to nearby properties and public streets.

- ❑ General relationship of the project to the Comprehensive Plan.
- ❑ Proposed exceptions from the requirements of this Chapter.

❑ A Traffic Impact Analysis – if deemed necessary by Zoning Administrator – that evaluates the adequacy of the existing and proposed transportation system that services the PUD and addresses all elements of the transportation system as it related to pedestrians, bicyclists, transit, vehicular traffic, and adjacent land development. WisDOT TIA requirements must be followed if a development project has direct access to the State Trunk Highway System.

❑ **D. Specific Implementation Plan (SIP):**

Upon completion of the GDP review process, described above, the applicant shall submit a Specific Implementation Plan to the Zoning Administrator for determination of completeness. The SIP may be placed on the Plan Commission agenda once the Zoning Administrator determines the SIP to be complete.

The Zoning Administrator, or by majority vote of the Plan Commission may waive submittal information listed below, and/or may likewise require additional information beyond that listed below. Note that the area included in a SIP may be only a portion of the area included in a previously approved GDP. The SIP submittal shall include the following items:

❑ An existing conditions map of the subject site depicting the following:

- ❑ All lands for which the Planned Development is proposed and all other lands within 100 feet of the boundaries of the subject site.
- ❑ Current zoning of the subject property and all abutting properties, and the jurisdiction(s) that maintains that control.
- ❑ Existing utilities and recorded easements.
- ❑ All lot dimensions of the subject site.
- ❑ A graphic scale and a north arrow.

❑ A SIP map of the proposed site showing at least the following:

- ❑ Lot layout and the arrangements of buildings.
- ❑ Public and private roads, driveways, walkways, and parking facilities.
- ❑ Specific treatment and location of recreational and open space areas, including designation of any such areas to be classified as common open space.

❑ Proposed grading plan.

❑ Specific landscaping plan for the subject site, specifying the location, species, and installation size of all plantings. The landscaping plans shall include a table summarizing all proposed species.

❑ Architectural plans for any nonresidential buildings, multifamily structures, or building clusters, other than conventional single-family homes or individual lots, in sufficient detail to indicate the floor area, bulk, and visual character of such buildings.

❑ Engineering plans for all water and sewer systems, stormwater systems, roads, parking areas, and walkways.

❑ Signage plan for the project, including all project identification signs, concepts for public fixtures and signs (such as street light fixtures and/or poles or street sign faces and/or poles), and group development signage themes that are proposed to vary from City standards or common practices.

❑ Specific written description of the proposed SIP including:

- ❑ Specific project themes and images.
- ❑ Specific mix of dwelling unit types and/or land uses.

- ❑ Specific residential densities and nonresidential intensities as described by dwelling units per acre, and landscaping surface area ratio and/or other appropriate measures of density and intensity.
- ❑ Specific treatment of natural features, including parkland.
- ❑ Specific relationship to nearby properties and public streets.
- ❑ Statistical data on minimum lot sizes in the development, the precise areas of all development lots and pads; density/intensity of various parts of the development; building coverage, and landscaping surface area ratio of all land uses; proposed staging; and any other plans required by the Plan Commission.
- ❑ A statement of rationale as to why PUD zoning is proposed. This statement shall list the standard zoning requirements that, in the applicant's opinion, would inhibit the development project and the opportunities for community betterment that are available through the proposed PUD project.
- ❑ A complete list of zoning standards that would not be met by the proposed SIP and the location(s) in which such exceptions would occur.
- ❑ Phasing schedule, if more than one development phase is intended.

❑ Agreements, bylaws, covenants, and other documents relative to the operational regulations of the development and particularly providing for the permanent preservation and maintenance of common open areas and amenities.

❑ A written description that demonstrates how the SIP is consistent with the approved GDP and any and all differences between the requirements of the approved GDP and the proposed SIP.

II Criteria Used to Evaluate the Planned Development Application

See Section 15.10.44(e) for criteria used by the Zoning Administrator to evaluate the application. The Plan Commission shall make findings with respect to the following criteria:

1. The proposed Planned Unit Development project is consistent with the overall purpose and intent of the Fort Atkinson Zoning Code.
2. The proposed Planned Unit Development project is consistent with the City's Comprehensive Plan and other area plans. (It is the responsibility of the City to determine such consistency.)
3. The proposed Planned Unit Development project would maintain the desired relationships between land uses, land use densities and intensities, and land use impacts in the environs of the subject site.
4. Adequate public infrastructure is or will be available to accommodate the range of uses being proposed for the Planned Unit Development project, including but not limited to public sewer and water and public roads.
5. The proposed Planned Unit Development project will incorporate appropriate and adequate buffers and transitions between areas of difference land uses and development densities/intensities.
6. The proposed Planned Unit Development project design does not detract from areas of natural beauty surrounding the site.
7. The proposed architecture and character of the proposed Planned Unit Development project is compatible with adjacent/nearby development.
8. The proposed Planned Unit Development project will positively contribute to and not detract from the physical appearance and functional arrangement of development in the area.

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9. The proposed Planned Unit Development project will produce significant benefits in terms of environmental design and significant alternative approaches to addressing development performance that relate to and more than compensate for any requested exceptions modifications variation of any standard or regulation of the Fort Atkinson Zoning Code.
10. For Planned Unit Development projects that are proposed to be developed in phases, the applicant can provide a timeline for development and can demonstrate that the project would be successful even if all phases were not or could not be completed.

III Process Checklist

- ❑ Pre-Application Conference Date: _____
- ❑ Plan Commission Concept Plan Review Date: _____
- ❑ General Development Plan *(same process as zoning map amendment)*
  - ❑ Application fee of $750.00 received by City Clerk Date: _____
  - ❑ Reimbursement of professional consultant costs agreement executed. Date: _____
  - ❑ Receipt of GDP by Zoning Administrator Date: _____
  - ❑ Development Review Team Input Date: _____
  - ❑ Class 2 legal notice sent to official newspaper by City Clerk Date: _____
  - ❑ Class 2 legal notice published on _____ and _____ Date: _____
  - ❑ Notification of neighboring property owners within 100 feet of the petition Date: _____
  - ❑ Notification of clerks of municipalities within 1,000 feet of the petition Date: _____
  - ❑ Notification of airports within 3 miles of the petition Date: _____
  - ❑ Plan Commission Public Hearing, review and recommendation Date: _____
  - ❑ Common Council review and action Date: _____
- ❑ Specific Implementation Plan *(same process as site plan)*
  - ❑ Receipt of SIP by Zoning Administrator Date: _____
  - ❑ Development Review Team Input Date: _____
  - ❑ Zoning Administrator Report Date: _____
  - ❑ Plan Commission Public Meeting Date: _____
  - ❑ Plan Commission Review and Action Date: _____