



Office of the Zoning Administrator
3680 STH 60
Slinger, WI 53086
Ph. 262-677-2123
zoning@townofpolk-wi.gov

APPLICATION for PLANNED UNIT DEVELOPMENT

*This application and its application fee are required to determine compliance with the **Zoning Ordinance**. Once approved, a separate application and application fee is required to determine compliance with the **Building Code**.*

*This Application must be **completed in full**. The Town of Polk **cannot accept** an incomplete Application Form or an Application Packet lacking all required information.*

Has the Pre-Application Meeting been held, as required under Section 336-67.F(1) of the Town of Polk Zoning Ordinance? Yes _____ No _____

If no, please contact the Zoning Administrator to schedule meeting prior to submitting formal Application for Planned Unit Development.

Contact Information:

Property Owner: _____

Address: _____

Phone: _____ Email: _____

Applicant (if different from Property Owner): _____

Address: _____

Phone: _____ Email: _____

Developer / Contractor: _____

Name of Primary Contact: _____

Address: _____

Phone: _____ Email: _____

Engineer: _____

Company: _____

Address: _____

Phone: _____ Email: _____

Surveyor: _____

Company: _____

Address: _____

Phone: _____ Email: _____

Property Description:

Property Address: _____

A. Tax Key No.: _____ Lot Size: _____ Zoning District(s): _____

B. Tax Key No.: _____ Lot Size: _____ Zoning District(s): _____

C. Tax Key No.: _____ Lot Size: _____ Zoning District(s): _____

D. Tax Key No.: _____ Lot Size: _____ Zoning District(s): _____

(If additional parcels, please attach as separate sheet)

The property is currently: Developed: _____ Undeveloped: _____

Current Use of Property: _____

Open Space:

Chapter 336-300.E of the Town of Polk Zoning Ordinance defines 'Open Space' as: 'The areas of a lot which contain permeable surfaces and shall remain unbuilt and shall not be used for parking, storage, access drives, or display. The use of gravel or pavers shall not be considered permeable surface for the calculation of open space. Open space represents many different landscaping elements, including greens, quadrangles, lawns, hedgerows, gardens, pathways/walkways, groves, wooded areas, fields, and natural areas.'

Percent of property maintained as open space: _____%

Type of PUD Proposed:

<input type="checkbox"/>	Residential (see Section 336-67.I(5) of zoning ordinance)	<input type="checkbox"/>	Manufacturing (see Section 336-67.I(7) of zoning ordinance)
<input type="checkbox"/>	Commercial (see Section 336-67.I(6) of zoning ordinance)	<input type="checkbox"/>	Mixed-Use (see Section 336-67.I(8) of zoning ordinance)

Application Checklist:

The purpose of the Application Checklist is to ensure a complete submittal has been prepared and to expedite the review process. The checklist is not necessarily inclusive of all requirements needed to obtain approval and does not absolve the Applicant from compliance with other applicable sections of the Zoning Ordinance.

NOTE: One paper copy and one digital copy (PDF or similar format) of the application packet is required

A site plan drawing, showing the information listed in the tables below, is required.

Please complete the checklist(s) in full by entering a ✓, ○, -, or ? as applicable, into each box in the Code column in the table below.

Shown on Site Plan	○	Included with Application Packet
-	?	Cannot Determine if Required
Appears Inapplicable		

The Application for Planned Unit Development shall include a statement that sets forth the relationship of the proposed planned development to the comprehensive plan, or any adopted component thereof, and the general character of and the uses to be included in the proposed development, and shall include the following information as applicable:

Code	Planned Unit Development Application Submittal Requirements
	Total area to be included in the planned development, area of open space, residential density computations, proposed number of dwelling units, population and economic analyses, availability of or requirements for municipal services, and any other similar data pertinent to a comprehensive evaluation of the proposed development.
	A general summary of financial factors such as value of structures, estimated improvement costs, amount proposed for landscaping and special features, estimated sale or rental price, and total anticipated development cost of the project.
	A general outline of the organizational structure of a property owners' or management association, which may be proposed to be established for the purpose of providing any necessary private services and to determine the manner in which the association will participate in the formulation and execution of the development agreement.
	Any proposed departures from the standards of development as set forth in this Chapter, land division ordinance, or other applicable Town regulations, standards, or guidelines.
	A development timetable, including all benchmark dates from commencement to completion of the physical development of the proposed project.
Code	General Development Plan Submittal Requirements
	A legal description of the boundaries of the subject property included in the proposed planned development and a description of its relationship to surrounding properties.
	The location of public and private roads, driveways, sidewalks, parking facilities, intended design standards, and the calculations used to justify the number of proposed parking spaces.
	The size, arrangement, and location of lots or any individual building sites and proposed building groups on each individual site.
	The location of institutional, recreational, and open space areas and areas reserved or dedicated for public uses, including schools, parks, drainageways, etc.
	The type, size, and location of all structures.
	General landscape treatment, compliant with Landscaping section of this Chapter.
	Architectural plans, elevations, and perspective drawings and sketches illustrating the design and character of proposed structures.
	Method of water supply and wastewater treatment.
	The existing and proposed location of all private utilities or other easements.
	Characteristics of soils related to contemplated specific uses.

	Existing topography with two-foot contours and stormwater drainage pattern and proposed stormwater drainage system showing standard topography changes, if deemed necessary for project evaluation.
	Anticipated uses of adjoining lands in regard to roads, surface water drainage, and compatibility with existing adjacent land uses
	All exterior signs.
	Exterior lighting.
	Traffic flow on and off site.
	Grading and erosion control plans
	Landscaping plans (see Article X)
	A staging plan for any projects involving more than one phase or construction season which sets forth the chronological order of construction and relates to the proposed uses and structures of various service facilities and estimated completion dates.
	If the development is to be staged (developed in phases), a staging plan.

Additional plans and data may be required when determined to be necessary in order to complete a thorough and efficient review. Certain submission requirements may be waived when determined to be superfluous.

Signature and Certification:

I certify the information presented on this Application and the drawings, plans, and other materials included therein are, to the best of my knowledge, complete and in accordance with the Zoning Ordinance.

Applicant Signature: _____ Date: _____

Application Fee:

The Application Fees for a Planned Unit Development is **\$500.00**. The Application cannot be accepted until the Application Fee has been paid.