

PLANNED DEVELOPMENT DISTRICT (PDD) APPLICATION

Wisconsin Dells, Wisconsin

Version: May 21, 2007

General instructions. Complete this application as it applies to your project and submit one copy to the zoning administrator along with the required application fee. Before you formally submit your application and fee, you may submit one copy to the zoning administrator who will ensure it is complete. If you have any questions, don't hesitate to contact the zoning administrator at 608-253-2542. You may obtain a digital copy of this form from the zoning administrator.

- Office Use Only -

Initial application fee	\$ _____
Receipt number	_____
Application number	_____

1. Applicant information

Applicant name _____

Street address _____

City _____

State and zip code _____

Daytime telephone number _____

Fax number, if any _____

E-mail, if any _____

2. Subject property information

Street address	
Parcel number	Note: the parcel number can be found on the tax bill for the property or may be obtained from the City.
Current zoning classification(s)	
Describe the current use	

3. Proposed use. Describe the project and any overall development themes.

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4. Proposed land uses. List all proposed land uses using the listing of land uses in Exhibit 5-1, 5-2, and 5-3 found in Chapter 19, Article 5.

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5. Project Information. Complete the following table as it applies to the project.

	Phase 1	Phase 2	Phase 3	Total
a. Parcel area (sq. ft.)				
b. Floor area (sq. ft.)				
c. Floor area ratio (b / a)				
d. Total impervious surface area (sq. ft.)				
e. Parking lot area (sq. ft.)				
f. Impervious surface ratio (d / a)				
g. Landscaped area (sq. ft.)				
h. Landscape surface area ratio (g / a)				
i. Number of single family dwelling units				
j. Number of duplex dwelling units				
k. Number of multifamily dwelling units				
l. Total dwelling units (i + j + k)				
m. Site density (dwelling units per acre) (l / a)				
n. Estimated number of employees				
o. Estimated number of daily customers				
p. Estimated number of residents				
q. Estimated number of children age 6 to 18				
r. Peak hour traffic loads				

6. Development standards. Describe how the project deviates from the established zoning regulations and those development standards that will govern land uses in the PDD district. Attach additional pages as necessary.

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7. Review criteria. The plan commission in making its recommendation and the common council in making its decision must consider the following factors listed below. Provide a response to each. (See Section 19.436 of the Municipal Code.)

- a. Consistency of the project with the city's comprehensive plan and neighborhood plan or other subarea plan, if any
- b. Character and intensity of non-residential land uses in the project
- c. Character and density of residential land uses in the project
- d. Effects of the project on traffic safety and efficiency and pedestrian circulation, both on-site and off-site
- e. Effects of the project on the natural environment
- f. Effects of the project on surrounding properties, including operational considerations relating to hours of operation and creation of potential nuisances
- g. Overall appearance of the project
- h. Effects of the proposed use on the normal and orderly development and improvement of the surrounding property for uses permitted in the district
- i. Whether the proposed design of the buildings and other structures are compatible with the desired character of the surrounding area
- j. Appropriateness of the proposed development schedule, if any, given the scope of the project
- k. Adequacy of existing and planned public and private infrastructure that may be needed to support the project, including water and wastewater, stormwater management, streets, and public schools

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8. **Project map.** Attach a scaled map showing the information as listed at the end of this application. Use one of the following page sizes as appropriate: 8½" x 11", 11" x 17", or 24" x 36".

9. Applicant certification

- ◆ I certify that the application is true as of the date it was submitted to the City for review.
- ◆ I understand that I may be charged additional fees (above and beyond the initial application fee) consistent with the agreement below.

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Applicant Signature

Date

Governing Regulations

The procedures and standards governing this application process are found in Chapter 19, Article 4, Division 9, of the City's Municipal Code.

Reimbursement Agreement for Application Review Costs

A. Payment for Eligible Costs.

By submitting this application for review, the applicant agrees to pay all administrative costs incurred by the City in the processing, study, and review of the application including costs for planning, legal, engineering, and related services, referred to herein as eligible costs.

B. Guarantee of Payment.

To guarantee reimbursement, the applicant shall submit one of the following along with this application:

1. an irrevocable letter of credit in the name of the City in an amount as set by the zoning administrator; or
2. a cash deposit in an amount as set by the zoning administrator.

If a cash deposit is used to guarantee reimbursement, the City will periodically deduct from the cash account such amounts necessary to pay for eligible costs and submit a written statement to the applicant. If a letter of credit is used, the applicant agrees to pay such amounts as invoiced within 7 days of the invoice date. An interest rate of 1½ percent shall be charged on invoices not paid within 30 days of the invoice date. The City shall access the letter of credit to pay for overdue invoices, including late penalty charges, and submit a written notice to the applicant.

If remaining monies in the cash account are insufficient to pay for current and reasonably anticipated eligible costs, the applicant agrees to deposit additional monies into the cash account in an amount as set by the zoning administrator. If the principal amount of the irrevocable letter of credit is insufficient to pay for current and reasonably anticipated eligible costs, the applicant agrees to submit a second letter of credit in an amount as set by the zoning administrator. The applicant may withdraw this application prior to final action by the City Council by submitting a written letter to the City. Upon such notice, the City shall cease all work related to the review of the application. However, withdrawal of this application does not terminate this reimbursement agreement.

If the applicant does not pay for eligible costs, the City Clerk/Treasurer shall add the outstanding balance to the tax roll as a special assessment against the subject property. In addition, the City may pursue other legal means to obtain the outstanding balance as allowed by law.

C. Termination of Guarantee.

If a cash deposit is used to guarantee reimbursement, the City agrees to reimburse the applicant any unused monies in the cash account, including earned interest, within 60 days of the date when the City Council takes final action on the application. If a letter of credit is used, the City shall send a written letter to the applicant releasing the applicant from the letter of credit when all outstanding invoices have been paid.

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Applicant Signature

Date

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PDD Project Plan Checklist

Project Information	Included ?
Project name (e.g., business name, subdivision name)	<input type="checkbox"/>
Applicant name	<input type="checkbox"/>
Preparation date	<input type="checkbox"/>
Name of preparer	<input type="checkbox"/>
Survey Information	
North arrow and graphic scale	<input type="checkbox"/>
Address of subject parcel or legal description	<input type="checkbox"/>
Property boundaries	<input type="checkbox"/>
Acreage of subject parcel	<input type="checkbox"/>
Project Development Information	
Land use summary table by density/intensity and acreage	<input type="checkbox"/>
Easements/rights-of-ways (location, width, purpose, ownership)	<input type="checkbox"/>
Common areas/conservancy areas (location, purpose, ownership)	<input type="checkbox"/>
Land to be dedicated to the public (boundaries, area, purpose)	<input type="checkbox"/>
Setting	
Property boundaries within 50' of the subject parcel	<input type="checkbox"/>
Land uses within 50' of the subject parcel	<input type="checkbox"/>
Zoning district boundaries within 50' of the subject parcel	<input type="checkbox"/>
Municipal boundaries within 50' of the subject parcel	<input type="checkbox"/>
Site Features (Existing and Proposed)	
Ground contours when any slope exceeds 10 percent	<input type="checkbox"/>
Wetlands	<input type="checkbox"/>
Woodlands	<input type="checkbox"/>
Wildlife habitat, including critical wildlife habitat	<input type="checkbox"/>
Environmentally sensitive features	<input type="checkbox"/>
Water resources (rivers, ponds, etc.)	<input type="checkbox"/>
Floodplain boundaries	<input type="checkbox"/>
Environmental and man-made hazards including brownfields, contaminated sites, unstable soils, high groundwater, bedrock, high-pressure natural gas lines, and others as appropriate	<input type="checkbox"/>
Fences, buffers, and berms	<input type="checkbox"/>
Pervious and impervious surfaces by type	<input type="checkbox"/>
Site amenities (benches, fountains, etc.)	<input type="checkbox"/>
Existing trees and other prominent vegetation	<input type="checkbox"/>
Trees / shrubs to be planted, including a plant list and specs.	<input type="checkbox"/>
Trees / shrubs to be retained	<input type="checkbox"/>
Outdoor Lighting (Existing and Proposed)	
Location	<input type="checkbox"/>
Fixture specifications	<input type="checkbox"/>
Utilities (Existing and Proposed)	
Location	<input type="checkbox"/>
Type (sewer, telephone, etc.) (buried or overhead, if applicable)	<input type="checkbox"/>
Size/capacity, if applicable	<input type="checkbox"/>
Stormwater Facilities (Existing and Proposed)	
Location	<input type="checkbox"/>
Specifications for each facility	<input type="checkbox"/>

Transportation Facilities (Existing and Proposed)	Included ?
Streets	<input type="checkbox"/>
Driveways and road access onto public and private roads	<input type="checkbox"/>
Sidewalks / trails	<input type="checkbox"/>
Clear visibility triangles (location and dimensions)	<input type="checkbox"/>
Buildings / Structures (footprint, use, etc.)	
Existing and proposed within subject parcel	<input type="checkbox"/>
Existing within 50' of subject parcel	<input type="checkbox"/>
Signs (Existing and Proposed)	
Location (optional)	<input type="checkbox"/>
Specifications for each sign including type, height, dimensions, lighting, and other factors considered during the review process (optional)	<input type="checkbox"/>