

**Town of Port Washington**  
Town Hall, 3715 Highland Drive, Port Washington, WI 53074  
Town Clerk: 262- 284-5235 [clerk@townofportwashingtonwi.gov](mailto:clerk@townofportwashingtonwi.gov)  
[townofportwashingtonwi.gov](http://townofportwashingtonwi.gov)

## **FORM 7: PLANNED UNIT DEVELOPMENT**

To be submitted with Standard Application Form

### **SUPPLEMENTAL REQUIREMENTS**

Please carefully read the General Instructions for Form 1 regarding the submitted information and processing. In addition to Form 1, **the following must be submitted for a Planned Unit Development:**

1. This Form 7 with the required information (3 through 8 below) and the completed checklist (page 2).
2. Proper fees as described on Form 1.
3. Written Proposal Description: a statement which sets forth the relationship of the proposed Planned Unit Development Overlay District to the Town's adopted comprehensive plan or any adopted component thereof, and the general character of and the uses to be included in the proposed Planned Unit Development Overlay District, including:
  - a. Total area to be included in the Planned Unit Development Overlay District, area of open space, residential density computations, proposed number of dwelling units, population analysis, availability of or requirements for municipal services, and any other similar data pertinent to a comprehensive evaluation of the proposed development.
  - b. A general summary of the estimated value of structures and site improvement costs, including landscaping and special features.
  - c. A general outline of the organizational structure of a property owner's or management's association, which may be proposed to be established for the purpose of providing any necessary private services.
  - d. Any proposed departures from the standards of development as set forth in the Town zoning regulations, land division ordinance, sign ordinance, other Town regulations, administrative rules, or other universal guidelines.
  - e. The expected date of commencement of physical development as set forth in the proposal, and also an outline of any development staging, which is planned
  - f. Any special site and/or project matters the Town must be made aware of.
4. A list of all property owners and addresses within 500 feet of the proposal.
5. Ten (10) copies of the preliminary plat and/or electronic copy.
6. Three (3) copies of preliminary engineering and/or an electronic copy.
7. Any other information or studies particular to the site, such as up-to-date wetland delineation, shoreland zoning approval for Ozaukee County, and access approval if adjacent to a State or County Highway.
8. An extended action form may be needed to allow for a positive action on the application (please discuss with the Town Clerk or Town Planner if needed).

Submitted materials must be consistent with the Town of Port Washington Zoning and Subdivision Ordinance, particularly Section 340-35, and all other pertinent sections of Town Ordinances, State Statutes, Ozaukee County shoreland rules, the Town Land Use Plan and proper planning and land division practices. Also review Article V, Sections 340-119, 340-121, 340-124 through 340-133. The Town shall not place any items on the Plan Commission agenda for first or second consideration until it has been verified that the application is complete in accordance with all requirements of Town ordinances and those specified in this and other application forms. In the case of a final plat, the submitted date, for the purposes of WI Statutes, Chapter 236, is the date that the entire application packet is completed (as dated by a Town official on page 2).

Applicant is required to submit additional copies to the State and County, as required by Chapter 236, and to provide a copy of the submitted plans to the Town with the application.

The complete application packet, including the entire required number of copies, must be submitted at least 14 days prior to the Plan Commission meeting, at which the item will be heard. Resubmittal of revised plans may constitute a new submittal for timeframe purposes.

I understand the Town policies as stated herein.

<b>Date</b>	<b>Signature of Applicant(s)</b>



<b>Completed by Applicant</b>		
Date Submitted	Date of Plan Commission	Signature of Staff Member
<p><b>SUBMITTED: (To be completed by applicant: Check each individual blank as information is confirmed. If not applicable, mark N/A.)</b></p> <p><input type="checkbox"/> <b>Standard Application and Additional Required Information sheet (Forms 1 and 7)</b></p> <p><input type="checkbox"/> <b>General Development Plan, including all of the following information:</b></p> <p><b>General Information</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Legal description of the boundaries of lands included in the proposed Planned Unit Development Overlay District</li> <li><input type="checkbox"/> Description of the relationship between the lands included in the proposed Planned Unit Development Overlay District and surrounding properties</li> <li><input type="checkbox"/> Location of public and private roads, driveways, and parking facilities</li> <li><input type="checkbox"/> Size, arrangement, and location of any individual building sites and proposed building groups on each individual lot</li> <li><input type="checkbox"/> Location of institutional, recreational and open space areas, and areas reserved or dedicated for public uses, including schools, parks, and drainage ways</li> <li><input type="checkbox"/> Type, size, and location of all structures</li> <li><input type="checkbox"/> General landscaping treatment</li> <li><input type="checkbox"/> Architectural plans, elevations, and perspective drawings and sketches illustrating the design and character of proposed structures</li> <li><input type="checkbox"/> Existing and proposed location of public sanitary sewer, water supply facilities and storm water drainage facilities</li> <li><input type="checkbox"/> Existing and proposed location of all private utilities or other easements</li> <li><input type="checkbox"/> Characteristics of soils related to contemplated specific uses</li> <li><input type="checkbox"/> Anticipated uses of adjoining lands in regard to roads, surface water drainage, and compatibility with existing adjacent land uses</li> <li><input type="checkbox"/> If the development is to be staged, a staging plan</li> </ul> <p><b>Preliminary Plat</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Preliminary Plat prepared in compliance with WI Stats. 236 showing the following:</li> <li><input type="checkbox"/> Surveyor's certificate and date, including statement of compliance with all provisions of Town Ordinances and WI Stats. 236</li> <li><input type="checkbox"/> Labeled as "Preliminary Plat"</li> <li><input type="checkbox"/> Location of proposed subdivision by government lot, quarter section, township, range, county and state</li> <li><input type="checkbox"/> Graphic scale (minimum 1" = 100')</li> <li><input type="checkbox"/> North arrow</li> <li><input type="checkbox"/> Names and addresses of the owner, subdivider and surveyor</li> <li><input type="checkbox"/> Entire area owned or controlled by the subdivider which is contiguous to the proposed plat, even when only a portion of that area is proposed for immediate development</li> <li><input type="checkbox"/> Owner of record of adjacent unplatted lands</li> <li><input type="checkbox"/> Current zoning on and adjacent to the proposed subdivision</li> <li><input type="checkbox"/> Contours at minimum 5' intervals, with benchmarks referenced to mean sea level</li> </ul> <p><b>Lines and Details</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> For all lots: the approximate dimensions, square footage, and proposed lot and block numbers</li> <li><input type="checkbox"/> Location and approximate dimensions of any sites to be reserved or dedicated for parks, playgrounds, drainageways, or other public or common use.</li> <li><input type="checkbox"/> The location and approximate dimensions of any sites to be reserved or dedicated for group housing, shopping centers, church sites or other nonpublic uses which do not require lotting</li> <li><input type="checkbox"/> All section and quarter section lines within the exterior boundaries of the plat or immediately adjacent</li> <li><input type="checkbox"/> Corporate limit lines</li> <li><input type="checkbox"/> Location and names of any adjacent subdivisions, parks and cemeteries</li> </ul>		

**Completed by Applicant**

<b>Date Submitted</b>	<b>Date of Plan Commission</b>	<b>Signature of Staff Member</b>
-----------------------	--------------------------------	----------------------------------

**Streets and Utilities**

- Location, right-of-way width, and names of all existing and proposed streets, alleys or other public ways, easements (recorded and apparent), railroad and utility rights-of-way on the property and within its influence
- The type, width, and elevation of any existing street pavements within the exterior boundaries of the plat or immediately adjacent, together with any legally established centerline elevations, all to mean sea level datum
- The location, size, and invert elevation of any existing sanitary or storm sewers, culverts and drain pipes, the location of manholes, catchbasins, hydrants, power and telephone poles, and the location and size of any existing water and gas mains within the exterior boundaries of the plat or immediately adjacent. If no sewers or water mains are located immediately on or adjacent to the tract, this information should be provided for the nearest lines which might be extended to serve it, as well as indicating their direction and distance.

**Water and Wetlands**

- Delineation of any wetlands, and by whom and when the delineation was done
- For lakes, streams, ponds, flowages, wetlands, other watercourses and drainage ditches: location, name high water elevation and determination of navigability
- For lakes and streams, the water elevation at the date of survey
- Floodland and shoreland boundaries, and the contour line lying a vertical distance of two feet above the elevation of the 100-year flood, or when that information is not available, five feet above the elevation of the maximum flood of record
- Any proposed lake and stream access, with a small drawing clearly indicating the location of the proposed subdivision in relation to the access
- For any proposed lake and stream improvement or relocation provide a copy of the notice of application for approval by the WI DNR or a statement that none is required

**Soil Suitability**

- Soil type, slope, and boundaries, as shown on the operation soil survey maps prepared by the USDA Soil Conservation Service for SEWRPC
- Location and results of soil boring tests, made to a depth of eight feet, or five feet below the bottom of a proposed deep absorption system, whichever is greater
- Statement indicating whether or not municipal sanitary sewer will be used and, if not, provide the location, area, depth, and type of soil absorption waste disposal system for each building site
- Location and results of at least three percolation tests per disposal area taken at the location and depth in which the soil absorption waste disposal system is to be installed

**Miscellaneous**

- Any other features pertinent to proper division
- All existing buildings and appurtenances (i.e. fences, hydrants, utilities, etc.) located on the property and within its influence to the centerline of adjoining streets
- Setback or building lines required by the Plan Commission
- Additional yards required by the Plan Commission

**Architect**

<b>Name</b>			
<b>Company</b>			
<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
<b>Daytime Phone (    )</b>	<b>Fax (    )</b>		
<b>Cell</b>	<b>Email</b>		

**Professional Engineer**

<b>Name</b>			
<b>Company</b>			
<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
<b>Daytime Phone (    )</b>	<b>Fax (    )</b>		
<b>Cell</b>	<b>Email</b>		

**Registered Surveyor**

<b>Name</b>			
<b>Company</b>			
<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
<b>Daytime Phone (    )</b>	<b>Fax (    )</b>		
<b>Cell</b>	<b>Email</b>		

**Contractor**

<b>Name</b>			
<b>Company</b>			
<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
<b>Daytime Phone (    )</b>	<b>Fax (    )</b>		
<b>Cell</b>	<b>Email</b>		