

# Planned Unit Development (PUD) Application & Checklist

\*The Town may require use of the Planned Developments for Specialized Purposes process per section 320-44 of the Town Code at their discretion.



Town of Cedarburg, Wisconsin  
1293 Washington Avenue  
Cedarburg, Wisconsin 53012-9304

<i>Contact Type</i>	<i>Contact Information</i>
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Updated March, 2016

### Reviewing Bodies

Town Staff  
Cedarburg Fire Department (If applicable)  
Landmarks Commission (If applicable)  
Park & Recreation Committee (If applicable)  
Plan Commission  
Town Board

Additional copies of this application and other information may be found at the  
Town of Cedarburg web site – [www.town.cedarburg.wi.us](http://www.town.cedarburg.wi.us)



Concept Fee: **\$100**  
 Receipt No. \_\_\_\_\_  
 Date \_\_\_\_\_  
 Staff \_\_\_\_\_

Application fee: **\$250**  
 Receipt No. \_\_\_\_\_  
 Date \_\_\_\_\_  
 Staff \_\_\_\_\_

## APPLICATION FOR PLANNED UNIT DEVELOPMENT

See packet for materials to be submitted with this application

Applicant Name: \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone No. (\_\_\_\_) \_\_\_\_\_ Fax No.(\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Cell No.: (\_\_\_\_) \_\_\_\_\_

Landowner of Record (if different than applicant):  
 Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone No. (\_\_\_\_) \_\_\_\_\_ Fax No.(\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Cell No.: (\_\_\_\_) \_\_\_\_\_

Engineer / Consultant: \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone No. (\_\_\_\_) \_\_\_\_\_ Fax No.(\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Gross Land Acreage \_\_\_\_\_ Location \_\_\_\_\_ 1/4 Sec. \_\_\_\_\_

Current Zoning: \_\_\_\_\_ Rezone Required: \_\_\_\_\_

Existing buildings on Property: \_\_\_\_\_ Yes \_\_\_\_\_ No If Yes, please describe:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Does this PUD also involve a proposed or pending land division? \_\_\_\_\_ Yes \_\_\_\_\_ No

Describe specifically the reasons justifying this PUD and specifying the proposed use.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_ Town Initials (Office Use) \_\_\_\_\_

**Note:** The applicant shall be required to pay a fee to the Town equal to the actual cost for all engineering work incurred by the Town in connection with the PUD review whether or not the permit is approved.

## PUD BACKGROUND, PROCESS & GUIDELINES

This checklist has been created to provide guidance through the Planned Unit Development (PUD) process. The PUD is a conditional use intended to permit developments that will, over a period of time, be enhanced by coordinated area site planning, diversified location of structures and/or mixing of compatible uses. There may be residential, commercial and industrial planned unit developments and mixed compatible use developments. These developments are intended to provide a safe and efficient system for pedestrian and vehicle traffic; to provide attractive recreation and open spaces as integral parts of the developments; to enable economic design in the location of public and private utilities and community facilities; and to ensure adequate standards of construction and planning. The PUD allows for flexibility of overall development design, with benefits from such design flexibility intended to be derived by both the developer and the community while at the same time maintaining, insofar as possible, the land use density and other standards or use requirements as set forth in the underlying basic zoning district. Condominiums may be permitted.

The checklist consists of requirements that must be met and is meant to expedite the process. Developers shall demonstrate an effort to become consistent with any design guidelines applicable to their PUD. The lot area, width and yard requirements of the basic use district may be modified. The development density for proposed residential PUDs shall be determined on an individual basis. The proper preservation, care and maintenance by the original and all subsequent owners of the exterior design, all common structures, facilities, utilities, access and open spaces shall be assured by deed restrictions enforceable by the Town. The PUD may be considered as one or multiple tracts, lots or parcels, and the legal description must be recorded as such with the Ozaukee County Register of Deeds. Any division of land related to this application must occur via the land division process pursuant to Chapter 184 of the Town Code.

The development shall provide adequate drainage facilities for surface water and storm water. The site must be accessible from public roads capable of carrying current and anticipated traffic. No undue constraint or burden shall be imposed on public services and facilities such as fire and police protection, roads, water, sanitary sewer and storm drainage. Streets and driveways shall be adequate to serve the PUD and, in the case of public dedicated streets, will meet the minimum standards of all applicable ordinances or administrative regulations of the Town; public water and sewer facilities shall be provided.

### **STEP 1: Pre-Application Meeting**

A pre-application meeting with the Town Administrator and other Town staff shall be held to 1) acquaint Town Staff with the proposed project and, 2) for staff to advise the applicant about Town Code and procedures and any obvious issues before the process begins.

### **STEP 2: Plan Commission Process**

Following the pre-application meeting, the applicant shall submit a Concept Site Plan and the accompanying \$100 fee. Upon submission of the application materials and fee **three weeks** before the desired Plan Commission meeting, Town staff will perform an initial review to determine if there are any issues that should be addressed before the Concept Plan is seen by the Plan Commission.

**2a. Plan Commission meeting #1:** At this first meeting, the Commission shall review the Concept Site Plan and determine conformity and consistency with existing development and the Town Comprehensive Plan. The Commission will provide direction to the applicant; they may direct the applicant to move forward with the Concept Site Plan, or ask them to return with a revised Concept Site Plan before moving forward. A site visit may also be conducted at this stage. **There will be an additional \$100 fee for each additional Concept Site Plan meeting with the Plan Commission to be paid before the meeting).**

**2b. Plan Commission meeting #2:** Following the Concept Site Plan review, the applicant can request consideration by the Plan Commission for a recommendation to the Town Board. The formal PUD application shall be accompanied by the review fee as set by the Town Fee Schedule and all items on the checklist on the following pages. Three weeks before this meeting (check the Plan Commission Meetings and Deadlines schedule), the applicant will need to submit the following:

# PUD Checklist

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## Town of Cedarburg Requirements

On the checklist, mark “x” in the “OK” box to indicate compliance with the specific requirement; mark “x” in the “See Comments” box to indicate any item that is not applicable or if the submittal does not conform. **Applicants must provide a separate comments sheet explaining why the item(s) were not applicable or were not able to be completed.**

The Town has the right to refuse an improperly completed checklist. No application is considered properly submitted to the Town until the checklist has been properly completed (the date of Town receipt shall be noted as the date of a properly completed submittal to the Town).

OK    See Comments

1.   Informational statement. A statement which sets forth the relationship of the proposed PUD 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 PUD, **including the following information:**
2.   Total area to be included in the PUD, area of open space, residential density computations, proposed number of dwelling units, population analysis, availability of or requirements for municipal services and other similar data pertinent to a comprehensive evaluation of the proposed development.
3.   A general summary of the estimated value of structures and site improvement costs, including landscaping and special features.
4.   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.
5.   Any proposed departures from the standards of development as set forth in this chapter, Chapter **184**, Land Division, of this Code, other Town regulations or administrative rules, or other universal guidelines.
6.   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.

### **A General Development Plan, including:**

1.   A legal description of the boundaries of the subject property included in the proposed PUD and its relationship to surrounding properties.
2.   The location of public and private roads, driveways, sidewalks and parking facilities.
3.   The size, arrangement and location of any individual building sites and proposed building groups on each individual site.
4.   The location of institutional, recreational and open space areas and areas reserved or dedicated for public uses, including schools, parks and drainage ways.
5.   The type, size and location of all structures.

6.   General landscape treatment.
7.   The existing and proposed location of public sanitary sewer, water supply facilities and storm water drainage facilities.
8.   The existing and proposed location of all private utilities or other easements.
9.   Characteristics of soils related to contemplated specific uses.
10.   Existing topography on the site with contours at no greater than two-foot intervals.
11.   Anticipated uses of adjoining lands in regard to roads, surface water drainage and compatibility with existing adjacent land uses.
12.   If the development is to be staged, a staging plan.
13.   A plan showing how the entire development can be further subdivided in the future.
  - Completed PUD Application and Checklist
  - Two (2) Copies of the Site Plan (8 ½" x 14").
  - Two (2) Copies of the Percolation tests and soil borings (if applicable)
  - Two (2) Copies of the Shared Drive Agreement (if applicable)
  - \$250 fee (if the actual review cost is in excess of \$250, the applicant will be responsible for the balance to be paid to the Town before the Town Board meeting).

Before the Plan Commission meeting, the Town will issue notice of a Class 2 public hearing on the application. At least 7 days prior to the meeting, the Town shall also give written notice of the time, date and place of the Plan Commission meeting to owners of real estate in the Town of Cedarburg within 1,000 feet for which a planned development has been requested. The Plan Commission can then recommend approving, approving with conditions, or rejecting the PUD. If the Commission recommends approval, move on to Step 3.

### **3. Town Board Process**

The Town Board, upon receipt of recommendation from the Plan Commission and following public hearing thereon, and after due consideration, shall either deny the petition, approve the petition as submitted or approve the petition subject to any additional conditions and restrictions the Town Board may impose.

(1) General approval. The general development plan submitted need not necessarily be completely detailed at the time of petition, provided that it is in sufficient detail to satisfy the Town Board as to the general character, scope and appearance of the proposed development. Such plan shall designate the pattern of proposed streets and the size and arrangement of individual buildings and building sites. The approval of such general development plan, by way of approval of the petition, shall be conditioned upon the subsequent submittal and approval of more specific and detailed plans as each stage of development progresses.

(2) Detailed approval. **Detailed plans must be furnished to the Plan Commission and Town Board for their consideration**, and the detailed approval by the Town Board of any part or stage of the proposed development shall be required before construction of such part or stage of the development may be commenced. Before plans submitted for detailed approval within the corporate limits will be approved, the petitioner shall give satisfactory proof that he has contracted to install all improvements or file a performance bond insuring that such improvements will be installed within the time required by the Town Board.

Changes and additions. Any subsequent substantial change or addition to the plans must first be submitted for approval to the Plan Commission. If deemed a substantial alteration of the original plan, it shall make its recommendation to the Town Board and further recommend additional public hearings and act on the matter.



## 2016 PLAN COMMISSION MEETINGS & DEADLINES

Please be advised that if you want your matter to appear on the Town Plan Commission agenda, a complete application and all required materials must be submitted to the Town Hall by the dates noted below. This schedule allows time for any required public noticing, staff (and engineering consultant if necessary) to review submissions, obtain additional information and prepare memorandums to the Plan Commission.

Agenda items require submission of materials before the desired meeting as seen below:

Two Week Submission Deadline	Three Week Submission Deadline
Concept Plan (Land Division & Rezone)	Certified Survey Map Review + Minor Land Division Application
Architectural & Site Plan Review	Planned Unit Development
Nonconforming Review (Additions, alterations, repairs, improvements, etc.)	Conditional Use Permit Wind Energy System
Sign Permit	Pond Permit Application
	Town Center Overlay District
	Berm Permit Application
	Rezoning Application
	Preliminary Plats Major Land Division <b>*30 days prior</b>
	Final Plats Major Land Division <b>*30 days prior</b>

Plan Commission Dates	Two week Deadlines	Three week Deadlines
January 20	January 6	December 30
February 17	February 3	January 27
March 16	March 2	February 24
April 20	April 6	March 30
May 18	May 4	April 27
June 15	June 1	May 25
July 20	July 6	June 29
August 17	August 3	July 27
September 21	September 7	August 31
October 19	October 5	September 28
November 16	November 2	October 26
December 21	December 7	November 30

✓ These dates are subject to the discretion of Town officials

**It is the applicant's responsibility to submit between one and seventeen hard copies and one electronic copy, depending on the matter, of the materials** for Town staff, Plan Commission, and Town Board distribution. One copy is made available for public review.

### Planned Unit Development Application Fees

FEE TYPE	TOWN OF CEDARBURG	CONSULTANT
PUD Application	\$250	Actual Fee (if necessary)
Land Division / Rezone Concept	\$100	Actual Fee (if necessary)
Minor Land Division Application	\$125	N/A
Certified Survey Map Review	\$125 (base) + additional review cost above base fee (if necessary)	Actual Fee (if necessary)
Rezoning (if applicable)	\$300	Actual Fee (if necessary)
Impact Fee	\$3,790	N/A