

CITY OF STURGEON BAY PLANNED UNIT DEVELOPMENT APPLICATION

STAFF USE:	
Date Received:	_____
Fee Paid:	\$ _____
Received By:	_____

Application for: Conceptual ___ Preliminary ___ Final ___ Combined Preliminary/Final ___
Note there are different requirements for each for the above processes. A separate application is required for each.

NAME OF PROPOSED PLANNED UNIT DEVELOPMENT: _____		
	APPLICANT/AGENT	LEGAL PROPERTY OWNER (if different)
Name		
Company		
Street Address		
City/State/Zip		
Daytime Telephone #		
Email		
STREET ADDRESS OF SUBJECT PROPERTY: _____ Location if not assigned a common address: _____		
TAX PARCEL NUMBER: _____		
CURRENT ZONING CLASSIFICATION: _____		
CURRENT USE AND IMPROVEMENTS: _____		
COMPREHENSIVE PLAN DESIGNATION OF SUBJECT PROPERTY: _____		
WOULD APPROVAL OF THE PROPOSED PLANNED UNIT DEVELOPMENT CONFORM WITH THE COMPREHENSIVE PLAN? Yes or No IF YES, EXPLAIN: _____ _____ _____		

Attachments:

Procedure & Check List

Agreement for Reimbursement of Expenses

STAFF USE ONLY

Application conditions of approval or denial:

Date

Community Development Director

**CITY OF STURGEON BAY
AGREEMENT FOR REIMBURSEMENT OF EXPENSES**

WHEREAS the City of Sturgeon Bay has created Section 3.035 of the Municipal Code authorizing the city Clerk – Treasurer to charge for reimbursement of legal, consulting, incidental, and special events expenses incurred on behalf of and/or for the benefit of third parties for services rendered by the City of Sturgeon Bay;

AND WHEREAS the undersigned has requested services and/or authorizations of the City of Sturgeon Bay which will result in the necessity to incur legal, consulting, incidental, or special event expenses on behalf of the undersigned or in consideration of the request submitted by the undersigned;

NOW, THEREFORE, IT IS AGREED that the undersigned will reimburse the City of Sturgeon Bay by providing payment to the City Clerk – Treasurer within fourteen (14) days of receiving an invoice, for all legal, consulting, incidental, and special event expenses incurred by the City of Sturgeon Bay for the benefit of the undersigned or for the consideration of the request submitted by the undersigned. These expenses are likely to include the following: Planning and engineering review, legal review and document preparation, recording, publication, special events, and miscellaneous expenses.

This Agreement must be signed prior to the initiation of any action by the City of Sturgeon Bay.

Dated: _____

Signature of Applicant

Dated: _____

Signature of Applicant

Company name (if applicable):

Billing Address:

Telephone:

Email:

PROCEDURE AND CHECKLIST FOR PLANNED UNIT DEVELOPMENT

NAME OF PUD: _____

This checklist is being provided in summary form and shall in no way be construed as defining the complete PUD process or submittal requirements as specified in Section 20, 24 of the Municipal Code.

- _____ 1. Application filed with Community Development Department reviewed by staff. Application shall full legal description (preferably digital), PUD site plan (11"x17"), a map of the surrounding zoning (8 ½ x 11" with PUD site boundaries marked), proof of ownership, and Agreement for Reimbursement of Expenses.
- _____ 2. After review by staff, original application is forwarded to Community Development Administrative Assistant for placement on appropriate City Plan Commission agenda. Community Development Department shall indicated whether it is a conceptual, preliminary, or combined preliminary/final PUD presentation.
- _____ 3. Community Development Administrative Assistant forwards copy of Reimbursement of Expenses with name and address of responsible party to the City Treasurer.
- _____ 4. Initial PUD presentation to Plan Commission by development (1st meeting)
- _____ 5. Community Development Administrative Assistant schedules public hearing to be held before the Plan Commission, drafts a public hearing notice, and publishes Class 2 notice (2 insertions a week apart with the second one being one week prior to public hearing). Name of property owner, parcel number, property address and map are placed in notice along with legal description. Copy of public hearing notice placed on City Hall bulletin boards and in mailbox for Sturgeon Bay Utilities, Municipal Services and Cable TV for posting. Publication dates: _____ and _____. Public hearing date: _____.
- _____ 6. Community Development Department obtains list of names and addresses of property owners within 300 feet of subject property.
- _____ 7. Community Development Administrative Assistant forwards public hearing notice by regular mail to property owners within 300 feet of subject property at least 10 days prior to hearing (by _____).
- _____ 8. Community Development Administrative Assistant places public hearing notice on City website at least 10 days prior to hearing (by _____).
- _____ 9. Community Development Department coordinates placement of signage with applicant. Signs shall be obtained from Building Inspection Department, require \$50.00 deposit per sign, and shall be placed on subject property at last 10 days prior to hearing (by _____.)
- _____ 10. Plan Commission meeting (2nd meeting):
 - _____ a. Preliminary or combined preliminary/final planned unit development presentation.
 - _____ b. Public hearing. Under no circumstances shall there be a presentation, public hearing and recommendation to Council at one meeting (Plan Commission may modify meeting requirements by 2/3 vote after public hearing.
- _____ 11. Plan Commission meeting (3rd meeting): Recommendation for approval or denial to Common Council. If action is delayed more than 120 days from public hearing, a new public hearing shall take place. If combined preliminary/final plat, section 12 applies.
- _____ 12. Review of final PUD by Plan Commission.
 - _____ a. Owner/development to provide letter of credit or bonding requirement for public improvements.

- _____ b. Recommendation to Common Council for approval of final PUD and preliminary plat (this may be done with preliminary PUD at developer's request).
- _____ c. Recommendation
- _____ 16. Approval/denial of final PUD and final plat by common Council within 60 days of receipt of Plan Commission recommendation (may be in conjunction with preliminary approval). Approval of final PUD shall be considered a preliminary plat and final plat of subdivision.
- _____ 17. Applications provides 20 full blueprint size folded copies (with 2 copies no larger than 11"x17" to Community Development Department) of PUD plan in recordable format.
- _____ 18. Community Development Administrative Assistant prepares ordinance and documentation for recording, and schedules first and second readings.
- _____ 19. First reading of ordinance.
- _____ 20. Second reading of ordinance.
- _____ 21. City Clerk publishes ordinance and records PUD and preliminary and final plat with Register of Deeds
- _____ 22. Rezoning is effective on the day after publication.
- _____ 23. City Clerk (or designee) distributes copies of ordinance to staff and Council.
- _____ 24. City Engineer records PUD on map.