



**APPLICATION FOR
PLANNED DEVELOPMENT AMENDMENT**

Community Development Department
 100 N. Appleton St. PH: 920-832-6468
 Appleton, WI 54911 FAX: 920-832-5994

Stamp date received

PROPERTY OWNER		APPLICANT (owner's agent)	
Name		Name	
Mailing Address		Mailing Address	
Phone	Fax	Phone	Fax
E-mail		E-mail	

PROPERTY INFORMATION	
Property Tax # (31-0-0000-00)	
Site Address/Location	
Legal Description of Land including to the center line of right of way(s) (may be attached as separate sheet) *Please submit an electronic copy of the legal description in Microsoft Word format.	
Current Zoning	
Current Uses	Proposed Uses
Lot Dimensions and Area	

PLEASE STATE REASON(S) FOR PLANNED DEVELOPMENT AMENDMENT REQUEST

Date	Owner/Agent Signature (Agents must provide written proof of authorization)

OFFICE USE ONLY			
Application Complete _____	_____/____/____	Date Filed _____	_____/____/____
Fee \$150.00	Acct #15020.5002	Receipt # _____	Date Paid _____

WHAT IS A PLANNED DEVELOPMENT AMENDMENT?

A Planned Development Amendment reflects changes within the initial Planned Development (PD) overlay zoning designation. A Planned Development Amendment is used for properties with existing Planned Development designations and Implementation Plan Documents. The amendment does not alter the zoning designation.

WHERE DO I START?

Contact the Community Development Department to discuss if the alterations are considered a Minor or Major Amendment to the Planned Development. The staff will provide this determination as well as information regarding whether the existing Implementation Plan Document can be amended or a new Implementation Plan Document is required.

WHAT'S NEXT?

Minor Amendments shall have a written request submitted to the Community Development Department.

Major Amendments require filing the completed application, appropriate fee, and amended Development Plan and Implementation Plan Documents. City departments make recommendations to the Plan Commission, and the Plan Commission holds an Informal Public Hearing to review staff comments and makes its recommendations to the Common Council. Notice of the hearing is sent to the petitioner, Alderperson of the district, property owners within 100 feet of the lot to be rezoned and/or the Town Clerk. A recommendation to the Common Council is made within 45 days of the Informal Public Hearing.

A notice of the Public Hearing is published in the newspaper for two consecutive weeks before the Council meeting. At the Public Hearing, the Common Council formally approves, refers the item back to the Plan Commission, modifies the conditions or denies the PD Amendment. If approved, the City Attorney drafts an Ordinance. The Common Council approves or denies the Ordinance.

Note: *If the Plan Commission unanimously denies a Planned Development Amendment request or if a valid remonstrance is filed, the PD Amendment will not become effective except by the favorable vote of three-fourths of the Common Council.*

WHAT IS THE FINAL ACTION?

Minor Amendments are approved by the Community Development Director.

Major Amendments - A revised Implementation Plan Document must be filed in the County Register of Deeds office. Once this is filed, the Community Development Department receives a copy and the specific criteria will be applied to the development project.

The PD zoning designation runs with the land and remains the designation of the property until a rezoning action is submitted and approved.

NOTE: *If the Common Council denies a PD Amendment request, the applicant must wait a year before submitting the same request. If the applicant withdraws the submittal prior to Common Council action to deny, the year wait to resubmit does not apply.*

Development Plans

The specific contents of the development plan for a Planned Development (PD) Overlay District are listed in the Municipal Code, Chapter 23-151(n). This checklist is provided to assist you in preparing a complete set of plans, prior to submission.

Development plans and supporting data shall include all items listed in this section:

- 1. Topographic survey and location map
- 2. Detailed plan, drawn at a scale not less than one-inch equals 100 feet, or as considered appropriate by the Community Development Director. This plan should include:
 - Proposed streets
 - Lots
 - All buildings, showing setback dimensions to lot lines and use
 - Common open space
 - Recreation facilities
 - Parking areas, showing setback dimensions to lot lines
 - Service areas and other facilities to indicate the character of the development
 - Note identifying the lot coverage percentage of impervious surface coverage within the PD
 - Note identifying the percentage of permanent common open space within the PD
- 3. Boundary lines, including bearings, distances and acreage
- 4. Easement locations including width and purpose
- 5. Existing land use on the PD property and up to 150 feet on adjacent lots.
- 6. Other conditions on adjoining land, including:
 - Actual direction and gradient of ground slope, including embankments and retaining walls
 - Character and location of major buildings
 - Railroads
 - Power lines
 - Towers
 - Other nearby non-residential land uses or adverse influences
 - Owners of platted land, referred to by subdivision plat name, recording date and number
 - Approximate percentage built-up, typical lot sizes and dwelling types of platted land
- 7. Zoning on and adjacent to the tract
- 8. Streets on and adjacent to the tract, including:
 - Street names
 - Right-of-way widths
 - Existing or proposed centerline elevations
 - Pavement types
 - Walks
 - Curbs
 - Gutters
 - Culverts
- 9. Location of residential and non-residential buildings, including
 - Purpose
 - Height
- 10. General map data, including
 - Name of development
 - North arrow
 - Scale
 - Date of preparation
- 11. Accurate legal description of the entire area within the PD

- _____ 12. Identification and explanation of those aspects of the proposed PD overlay district that vary from the zoning ordinance requirements applicable to the underlying zoning district and from other applicable regulations of the City.
- _____ 13. Explanation of the character of the PD overlay district and the reasons why it has been planned to take advantage of the flexibility of these regulations. This item shall include a specific explanation of how the proposed PD overlay district meets the objectives of this section.
- _____ 14. Titles and certificates, including
 - _____ Present tract designation according to official record in the County Register of Deeds
 - _____ Title under which the development is to be recorded, with names and addresses of owners and notation stating acreage; owners include beneficial owners of any land trust
- _____ 15. A general landscape and lighting plan for the site, including the effects of lighting on adjacent properties

The following items may be waived by the Community Development Director:

- _____ 1. Proposed public improvements
- _____ 2. Utilities on and adjacent to the tract, including
 - _____ Location of: _____ sanitary and storm sewers
 - _____ electric, telephone and gas lines
 - _____ fire hydrants
 - _____ street lights
 - _____ Size and invert elevation of sanitary and storm sewers
 - _____ Direction, distance to and size of nearest water mains adjacent to the tract
 - _____ Direction, distance to, size and invert elevation of nearest sewers adjacent to the tract
- _____ 3. Ground elevation on the tract and the first 50 feet on all adjacent tracts, including
 - _____ One foot contours for land which slopes less than .5%
 - _____ All breaks in grade at drainage changes or swales
 - _____ All breaks in grade at selected points not more than 100 feet apart in all directions
 - _____ Two foot contours for land that slopes more than .5%
 - _____ Land within the 100 year flood plain
- _____ 4. Subsurface conditions on the tract, including tests to ascertain subsurface soil, rock and groundwater conditions and depth to groundwater, unless test pits are dry at a depth of five feet
- _____ 5. Other conditions: water courses, marshes, rock outcrops, wooded areas, isolated trees one foot or more in diameter, existing structures and other significant features.
- _____ 6. Names and addresses, including
 - _____ Those who should receive hearing notices
 - _____ The subdivider or developer, the designer of the subdivision or development, owners of land immediately adjoining the land to be platted
- _____ 7. All parcels of land intended to be dedicated for public use or reserved for the use of all property owners, with purpose indicated
- _____ 8. A drainage plan signed by a Wisconsin Registered Professional Engineer that conforms to City standards for site drainage
- _____ 9. Tabulation of each separate subdivided use area, including
 - _____ Land area
 - _____ Number of buildings
 - _____ Number of dwelling units per acres
- _____ 10. An accurate legal description of each separate unsubdivided use area, including open area

- _____ 11. A stormwater management plan signed by a Wisconsin Registered Professional Engineer that conforms to the City Stormwater Management Ordinance
- _____ 12. Miscellaneous documents that may be required by the Community Development Director as requested after the preapplication conference

The following items may be required by the Community Development Director:

- _____ 1. Development schedule indicating,
 - _____ Stages in which the project will be built with emphasis on:
 - area
 - density
 - use and public facilities, i.e. open space to be developed with each stage
 - _____ Each stage described and mapped as a unit of the project; overall design of each unit shall be shown on the plan and through supporting graphic material
 - _____ Dates for beginning and completion of each stage
- _____ 2. Proposed agreements, provisions or covenants which will govern the use, maintenance and continued protection of the PD and any of its common open space
- _____ 3. Proposed condominium declaration and bylaws of condominium form of ownership or homeowner's association if it is to be used in the PD
- _____ 4. Information on the type and amount of non-residential uses, including
 - _____ Building locations
 - _____ Building heights
 - _____ Building sizes
 - _____ Amount and location of common open space
 - _____ Hours of operation
 - _____ Number of employees
 - _____ Specific uses
- _____ 5. Preliminary architectural plans for all primary buildings, with sufficient detail to indicate
 - _____ Style of the development
 - _____ Design elements of the buildings
 - _____ Number, size and type of dwelling units
- _____ 6. Development plans and feasibility reports for:
 - _____ Streets (including classification, width of right-of-way, width of pavement, construction details)
 - _____ Sidewalks
 - _____ Sanitary sewers
 - _____ Storm drainage
 - _____ Water supply system
 - _____ Street lighting
 - _____ Public utilities
- _____ 7. Community-benefit analysis indicating the fiscal impact of the PD overlay district on major taxing bodies including the municipal corporation, school district(s) and others, including detailed estimates on:
 - Expected population of the development
 - Operating cost to be incurred by each taxing body
 - Additional major capital investments required because of the PD overlay district
 - Revenue generated for each taxing body by the PD overlay district to offset service and fiscal demands created
- _____ 8. Traffic analysis, studying the impact of the PD overlay district on the street and highway system in the City
- _____ 9. Market information, indicating extent of market demand for uses in the PD overlay district, including:

- Analysis of demographics
- Sales potentials
- Competitive alignment
- Assessment of market share
- Market positioning of each component of the PD overlay district

_____ 10. Environmental analysis that discloses the major impacts, positive and negative, on the environment by the PD overlay district, including the effects on:

- discrete ecosystems
- deteriorated air quality in the immediate vicinity and along arterial and collector roads leading to the PD overlay district over a distance determined by the City Engineer
- deterioration in the groundwater or surface water quality
- sensitive land areas such as floodplains, wetlands, forests, aquifer recharge areas, historic buildings or structures

_____ 11. Open space standards effecting all open space, which at the election of the City, shall be:

- Conveyed to the City
- Conveyed to a not-for-profit group or entity established for the purpose of benefiting the owners and tenants of the PD overlay district or adjacent property owners
- Guaranteed by a restrictive covenant running with the land for the benefit of residents of the PD overlay district or adjacent property owners