

**VILLAGE OF COTTAGE GROVE PROCEDURAL CHECKLIST FOR:
PLANNED DEVELOPMENT REVIEW AND APPROVAL (PER SECTION 5.7)**

This form should be used by the Applicant as a guide to submitting a complete application for a planned development and by the Village to process said application. Parts II, III, V, and VII should be used by the Applicant to submit a complete application; Parts I – VIII should be used by the Village as a guide when processing said application.

I. RECORDATION OF ADMINISTRATIVE PROCEDURES

_____ Pre-submittal staff meeting scheduled:

Date of Meeting: _____ Time of Meeting: _____ Date: _____ by: _____

Follow-up pre-submittal staff meetings scheduled for:

_____ Date of Meeting: _____ Time of Meeting: _____ Date: _____ by: _____

_____ Date of Meeting: _____ Time of Meeting: _____ Date: _____ by: _____

_____ Date of Meeting: _____ Time of Meeting: _____ Date: _____ by: _____

_____ Date of Meeting: _____ Time of Meeting: _____ Date: _____ by: _____

_____ Application form filed with Zoning Administrator: _____ Date: _____ by: _____

_____ Application fee of \$ _____ received by Zoning Administrator: _____ Date: _____ by: _____

_____ Reimbursement of Professional consultant costs agreement executed: _____ Date: _____ by: _____

II. APPLICATION SUBMITTAL PACKET REQUIREMENTS—PD PROCESS STEP 1: PRE-APPLICATION

Step 1 does not require the submittal of an application packet; however, steps 2-4 do require submittal of all draft and final application packets to the Zoning Administrator prior to Plan Commission review.

- _____ A. **Contact the Zoning Administrator** to place an informal discussion time for the PD on the Plan Commission agenda. No details beyond the name of the Applicant and the identification of the discussion item as a PD is required to be given in the agenda.
- _____ B. **Engage in an informal discussion with the Plan Commission** regarding the potential PD. Appropriate topics may include: location, project themes and images, general mix of dwelling unit types and/or land uses being considered, approximate residential densities, and non-residential intensities, general treatment of natural features, general relationship to nearby properties and public streets and relationship to the Master Plan.

NOTE: Points of discussion and conclusions reached in this stage of the process shall in no way be binding upon the Applicant or the Village, but should be considered as the informal, non basis for proceeding to the next step.

III. APPLICATION SUBMITTAL PACKET REQUIREMENTS PD PROCESS STEP 2: CONCEPT PLAN

Prior to submitting the 20 complete applications as certified by the Zoning Administrator, the Applicant shall submit 5 initial draft application packets for staff review, followed by one revised draft final application packet based upon staff review and comments.

Initial Packet (5 copies too Zoning Administrator) _____ Date: _____ by: _____

↓ Draft Final Packet (1 Copy to the Zoning Administrator) _____ Date: _____ by: _____

- _____ A. Provide Zoning administrator with draft PD Concept Plan Submittal Packet for determination of Completeness prior to placing the proposed PD on the Plan Commission agenda for Concept Plan review. The submittal packet shall contain all of the following items:
 - _____ (1) **A location map of the subject property** and its vicinity at 11” x 17”, as depicted on a copy of the Village of Cottage Grove Comprehensive Land Use Plan Map;

- _____ (2) **A general written description of proposed PD** including:
 - _____ General Project themes and images;
 - _____ The general mix of dwelling unit types and/or land uses;
 - _____ Approximate residential densities and non-residential intensities as described by dwelling units per acre, floor area ratio and impervious surface and ratio;
 - _____ The general treatment of natural features;
 - _____ The general relationship to nearby properties and public streets;
 - _____ The general relationship of the project to the Master Plan.

- _____ (3) **A written description of potentially requested exemption** from the requirements of the underlying zoning district, in the following order:
 1. Land Use Exemptions;
 2. Density and Intensity Exemptions;
 3. Bulk Exemptions;
 4. Access, Parking, and Loading Exemptions;
 5. Landscaping Exemptions; and
 6. Exemptions related to other Municipal Ordinances and plans.

- _____ (4) **A conceptual plan drawing** (at 11" x 17") of the general land use layout and the general location of major public streets and/or private drives. The Applicant may submit copies of a larger version of the plan in addition to the 11" x 17" reduction.

IV. FINAL APPLICATION PACKET INFORMATION PD PROCESS STEP 2: CONCEPT PLAN

- _____ Receipt of 5 full scale copies in blue/line or black/line of complete Final Application Packet by Zoning Administrator: _____ Date: _____ by: _____

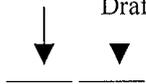
- _____ Receipt of 520 reduced (8.5" x 11" text and 11" x 17" graphics) copies of complete Final Application Packet by Zoning Administrator: _____ Date: _____ by: _____

- _____ Certification of complete Final Application Packet and required copies to the Zoning Administrator by Village Clerk: _____ Date: _____ by: _____

IV. APPLICATION SUBMITTAL REQUIREMENTS PD STEP 3: GENERAL DEVELOPMENT PLAN (GDP)

Prior to submitting the 20 complete applications as certified by the Zoning Administrator, the Applicant shall submit 5 initial draft application packets for staff review, followed by one revised draft final application packet based upon staff review and comments.

Initial Packet (5 Copies to Zoning Administrator) _____ Date: _____ by: _____
 Draft Final Packet (1 Copy to Zoning Administrator) _____ Date: _____ by: _____



- A. Provide Zoning Administrator with a draft GDP Submittal Packet for determination of completeness prior to placing the proposed PD on the Plan Commission agenda for GDP review. The submittal packet shall contain all of the following items:
 - _____ (1) **A location map of the subject property** and its vicinity at 11" x 17", as depicted on a copy of the Village of Cottage Grove Comprehensive Plan Map;

 - _____ (2) **A vicinity map of the subject property** for which the PD is proposed:
 - _____ Showing all lands within 300 feet of the boundaries of the subject property and showing all lands for which the planned development is proposed;
 - _____ Referenced to a list of the names and addresses of the owners of all lands on said map as the same appear on the current records of the Register of Deeds of Dane County (as provided by the Village of Cottage Grove);
 - _____ Clearly indicating the current zoning of the subject property and its environs, and the jurisdiction(s) which maintains that control;
 - _____ Map and all its parts clearly reproducible with a photocopier;
 - _____ Map size of 11" x 17" and map scale not less than one inch equals 800 feet;
 - _____ All lot dimensions of the subject property provided;
 - _____ Graphic scale and north arrow provided.

 - _____ (3) **A general written description of proposed PD** including:

- _____ General project themes and images;
 - _____ The general mix of land uses, including (if applicable) dwelling unit types;
 - _____ Approximate residential densities and non-residential intensities as described by dwelling units per acre, floor area ratio and impervious surface area ratio;
 - _____ The general treatment of natural features;
 - _____ The general relationship to nearby properties and public streets, utilities and facilities;
 - _____ The general relationship of the project to the Comprehensive Plan;
 - _____ A statement of Rationale as to why PD zoning is proposed. This shall identify barriers that the Applicant perceives in the form of requirements of standard zoning districts and opportunities for community betterment the Applicant suggests are available through the proposed PD zoning;
 - _____ A complete list of zoning standards which will not be met by the proposed PD and the location(s) in which they apply and a complete list of zoning standards which will be more than met by the proposed PD and the location(s) in which they apply shall be identified. Essentially, the purpose of this listing shall be to provide the Plan Commission with information necessary to determine the relative merits of the project in regard to private benefits versus public benefit, and in regard to private benefit versus public benefit, and in regard to the mitigation of potential adverse impacts created by design flexibility;
 - _____ A written description of potentially requested exemption from the requirements of the underlying zoning district, in the following order:
 1. Land Use Exemptions;
 2. Density and Intensity Exemptions;
 3. Bulk Exemptions;
 4. Landscaping Exceptions;
 5. Access Parking and Loading Requirements Exceptions;
 6. Exemptions related to other municipal ordinances and plans.
- _____ (4) **A General Development Plan Drawing** at a minimum scale of 1" = 100' (11" x 17" reduction shall also be provided by the Applicant) of the proposed project showing at least the following information in sufficient detail to make an evaluation against criteria for approval:
- _____ A conceptual plan drawing (at 11" x 17") of the general land use layout and the general location of major public streets and/or private drives. The Applicant may submit copies of a larger version of the plan in addition to the 11" x 17" reduction;
 - _____ Location of recreational and open space areas and facilities and specifically describing those that are to be reserved or dedicated for public acquisition and use;
 - _____ Statistical data on minimum lot sizes in the development, the approximate areas of large development lots and pads, density/intensity of various parts of the development, floor area ratio, impervious surface area ratio and landscape surface area ratio of various land uses, expected staging, and any other plans required by the Plan Commission or Village Board; and
 - _____ Notations relating the written information provided in (7)(A)3.a.-f., above to specific areas on the GPD Drawing.
- _____ (5) **General conceptual landscaping plan** for subject property, noting in text and/or general map labels, the anticipated general compliance with requirements for the locations of foundation, street, yard and paving, landscaping; and anticipated instances of non-compliance with the landscaping requirements of this Ordinance (as noted in the listing of exceptions) and the anticipated use of extra landscaping and bufferyards, Land uses exempted by the Zoning Ordinance from required landscaping such as agricultural uses and detached single family dwellings are not required to provide conceptual or detailed landscaping plans.
- _____ (6) **For single building planned developments**, a series of general conceptual building elevations depicting the general architectural theme for the Planned Development, including notes as to the general range of materials and colors proposed for multi-building Planned Developments, a written description of the proposed range of architectural character(s) for the Planned Development, and sample drawings and/or photos for this project or other developments that provide visual examples of such character(s).
- _____ (7) **A general conceptual signage plan** for the project, including all:
- _____ Project identification signs;

_____ Concepts for public fixtures and signs (street light fixtures and/or poles or street sign faces and/or poles) which are proposed to vary from Village standards or common practices;

_____ (8) Written justification for the proposed Planned Development. (See Section 5.7(7)(a)(8) for requirements of the conditional use procedure.)

V. FINAL APPLICATION PACKET INFORMATION PD STEP 3: GENERAL DEVELOPMENT PLAN GDP

The process for review and approval for the PD shall be identical to that for conditional use permits per Section 5.7(7)(a)(8)(d) of the Zoning Ordinance and (if land is to be divided) to that for preliminary and final plats of subdivision per the Municipal Code. All portions of an approved PD/GDP has not fully developed within ten years of final village board approval shall expire, and no additional PD based development within the lapsed PD shall be permitted. The Village Board shall extend this ten year period by up to ten additional years unless the Village Board makes a formal finding of fact related to changed or changing conditions in or around the PD that clearly indicated that completion of the PD poses a threat to the general public interest, via a majority vote following a public hearing.

_____ Receipt of 5 full scale copies in blue/line or black/line of complete Final application Packet by Zoning Administrator: Date: _____ by: _____

_____ Receipt of 20 reduced (8.5" x 11" text and 11" x 17" graphics) copies of complete final Application Packet by Zoning Administrator: Date: _____ by: _____

_____ Certification of complete Final Application Packet and required copies to the Zoning Administrator by Village Clerk: Date: _____ by: _____

_____ Class 2 Legal Notice sent to official newspaper by Village Clerk: Date: _____ by: _____

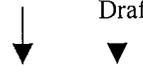
_____ Class 2 Legal Notice published on _____ and _____ by: _____

VII. APPLICATION SUBMITTAL REQUIREMENTS PD STEP 4: PRECISE IMPLEMENTATION PLAN (PIP)

Prior to submitting the 20 complete applications as certified by the Zoning Administrator, the Applicant shall submit 5 initial draft application packets for staff review, followed by one revised draft final application packet based upon staff review and comments.

Initial Packet (5 Copies to Zoning Administrator) Date: _____ by: _____

Draft Final Packet (1 Copy to Zoning Administrator) Date: _____ by: _____



_____ A. After the effective date of the rezoning to PD/GDP, the Applicant may file an application for the proposed PIP with the Plan Commission. This submittal packet shall contain the following items, prior to its acceptance by the Zoning Administrator and placing the item on the Plan Commission agenda for PIP review.

_____ (1) A location map of the subject property and its vicinity at 11" x 17", as depicted on a copy of the Village of Cottage Grove Land Use Plan Map;

_____ (2) A vicinity map of the subject property for which the PD is proposed:
_____ Showing all lands within 300 feet of the boundaries of the subject property;
_____ Referenced to a list of the names and addresses of the owners of all lands on said map as the same appear on the current records of the Register of Deeds of Dane County (as provided by the Village of Cottage Grove);
_____ Clearly indicating the current zoning of the subject property and its environs, and the jurisdiction(s) which maintains that control;
_____ Map and all its parts clearly reproducible with a photocopier;
_____ Map size of 11" x 17" and map scale not less than one inch equals 800 feet;
_____ All lot dimensions of the subject property provided;
_____ Graphic scale and north arrow provided.

_____ (3) A general written description of proposed PIP including:
_____ Specific project themes and images;
_____ The specific mix of dwelling unit types and/or land uses;
_____ Specific residential densities and non-residential intensities as described by dwelling

- _____ units per acre, floor area ratio and impervious surface area ratio;
- _____ The specific treatment of natural features;
- _____ The specific relationship to nearby properties and to public streets, utilities and facilities;
- _____ A Statement of Rationale as to why Pd zoning is proposed identifying perceived barriers in the form of requirements of standard zoning districts and opportunities for community betterment through the proposed PD zoning.
- _____ A complete list of zoning standards which will not be met by the proposed PIP and the location(s) in which they apply shall be identified, including:
 1. Land Use Exemptions;
 2. Density and Intensity Exemptions;
 3. Bulk Exemptions;
 4. Landscaping Exceptions;
 5. Access, Parking and Loading Requirements Exceptions.
- _____ (4) **A Precise Implementation Plan Drawing** at a minimum scale of 1" = 100' reduced to 11" x 17" of the proposed project showing at least the following information in sufficient detail:
 - _____ A PIP site plan conforming to any and all the requirements of the site plan review and approval procedures required by the Village. If the proposed Planned Development is a cluster development or a group development, a proposed preliminary plat or conceptual plat shall be provided in addition to the required site plan;
 - _____ Location of recreational an open space areas and facilities and specifically describing those that are to be reserved or dedicated for public acquisition and use;
 - _____ Statistical data on minimum lot sizes in the development, the precise areas of all development lots and pads, density/intensity of various parts of the development, floor area ratio, impervious surface area ratio and landscape surface area ratio of various land uses, expected staging, and any other plans required by the Plan Commission or Village Board; and
 - _____ Notations relating the written information provided in (7)(a)3.a.-f., above to specific areas on the PIP Drawing.
- _____ (5) **A landscaping plan for subject property**, specifying the location, species, and installed size of al trees and shrubs. This plan shall also include a chart that provides a cumulative total for each species, type and required location (foundation, yard, street, paved area or bufferyard) of all plants. Land uses exempted by the Zoning Ordinance from required landscaping such as agricultural uses and detached single-family dwellings are not required to provide conceptual or detailed landscaping plans.
- _____ (6) **A series of building elevations** for the entire exterior of all buildings in the PD, including detailed notes as to the materials and colors proposed except for single-family detached and duplex dwellings which shall follow general design guidelines established by the developer and approved as part of the PIP.
- _____ (7) **A general signage plan for the project**, including all project identification signs, concepts for public fixtures and signs (such as street light fixtures and/or poles or street sign faces and/or poles), and group development signage themes which are proposed to vary from Village standards or common practices.
- _____ (8) **A general outline of the intended organizational structure** for a property owners' association, if any; deed restrictions and provisions for private provision of common services, if any.
- _____ (9) **A written description** which demonstrates the full consistency of the proposed PIP with the approved GDP.
- _____ (10) **A written description** which demonstrates any and all deviations between the requirements of the applicable PD/GDP zoning district and the proposed PIP development; and
- _____ (11) **Proof of financing capability** pertaining to construction and maintenance and operation of all public and private improvements associated with the proposed development.

NOTE: The Precise Implementation Plan may be only a portion of the area included in a previously approved General

Implementation Plan.

The Plan Commission or Village Board may specify other plans, documents or schedules that must be submitted Prior to consideration or approval of the PIP, as such may be relevant to review, as based on potential relationship To the public health, safety and general welfare.

VIII. FINAL APPLICATION PACKET INFORMATION PD STEP 4: PRECISE IMPLEMENTATION PLAN (PIP)

The process and fees for review and approval of the PIP shall be \$300.00 plus reimbursement of municipal consultant costs, and (if land is to be divided) in addition to that for preliminary and final plats of subdivision per the Municipal Code. Any land uses otherwise regulated as permitted or special uses by the Zoning Ordinance shall be reviewed under the procedures for reviewing a permitted or special proscribed by the Zoning Ordinance. However, where such conditional uses are specified in the GDP submittal and design and operational issues, and shall not apply to the land use itself.

- _____ **Receipt of 5 full scale copies in blue line or black line of complete Final Application Packet by Zoning Administrator:** **Date:** _____ **by:** _____

- _____ **Receipt of 20 reduced (8.5" x 11" text and 11" x 17" graphics) copies of complete Final Application Packet by Zoning Administrator:** **Date:** _____ **by:** _____

- _____ **Certification of complete Final Application Packet and required copies to the Zoning Administrator by Village Clerk:** **Date:** _____ **by:** _____

- _____ **Class 2 Legal Notice sent to official newspaper by Village Clerk:** **Date:** _____ **by:** _____

- _____ **Class 2 Legal Notice published on _____ and _____** **by:** _____