

## NOTICE OF PUBLIC HEARING

The City of Stoughton Planning Commission will hold a **Public Hearing** on **Monday, August 14, 2017 at 6:00 o'clock p.m.**, or as soon after as the matter may be heard, at the **Public Safety Building, Second Floor, 321 S. Fourth Street**, Stoughton, Wisconsin, 53589, to review a proposed amendment to the City of Stoughton Municipal Code of Ordinances. The proposed ordinance amendment is to consider removal of Appendix F, Procedural Checklists, including all references within Chapter 78, of the City of Stoughton Zoning Ordinance, Dane County, Wisconsin.

The ordinance amendment is proposed to remove Appendix F to allow staff to convert the procedural checklist to an application format and make changes when necessary without going through an ordinance amendment. Additionally, the appendix is not consistent with other parts of the zoning ordinance.

For questions regarding this notice please contact Michael Stacey, Zoning Administrator at 608-646-0421.

The proposed amendment may be viewed at <http://stoughtoncitydocs.com/planning-commission>

Published July 20, 2017 Hub

Published July 27, 2017 Hub

**CITY OF STOUGHTON, 381 E. Main Street, Stoughton, WI 53589**

**ORDINANCE OF THE COMMON COUNCIL**

Repeal and Remove Appendix F including all references, of the City of Stoughton Municipal Zoning Ordinance

Committee Action: Planning Commission recommend approval - 0 with the Mayor voting.

Fiscal Impact: N/A

**File Number:** O - - 2017

**Date  
Introduced:**

The Common Council of the City of Stoughton do ordain as follows:

1. Appendix F (attached) is hereby repealed and removed including all references from the City of Stoughton Municipal Zoning Ordinance.
2. This ordinance shall be in full force and effect from and after its date of publication.

Dates

Council Adopted:\_\_\_\_\_

Mayor Approved: \_\_\_\_\_

Published:\_\_\_\_\_

Attest:\_\_\_\_\_

\_\_\_\_\_  
Donna Olson, Mayor

\_\_\_\_\_  
City Clerk, Lana Kropf

## Appendix F - Procedural Checklists

- Process for Proposal Review within the Downtown Design Overlay District
- Procedural Checklist for Amendment of Zoning Regulations
- Procedural Checklist for Amendment of Official Zoning Map
- Procedural Checklist for Zoning Permit Review and Approval
- Procedural Checklist for Conditional Use Review and Approval
- Procedural Checklist for Temporary Use Review and Approval
- Procedural Checklist for Site Plan Review and Approval
- Procedural Checklist for Variance Review and Approval
- Procedural Checklist for Planned Development Review and Approval

### **City of Stoughton Process for Proposal Review within Downtown Design Overlay District (Requirements per Section 78-517)**

Procedure	Type of Proposal		
	Renovation <sup>1</sup>	Design <sup>2</sup>	Project <sup>3</sup>
1. Optional meeting with the Department of Planning and Development to confirm type of proposal.	Recommended	Recommended	Recommended
1. Optional meeting with Plan Commission to discuss proposal	No	Optional	Recommended
2. Submit building permit application to the Department of Planning and Development, including:	No	Yes	Yes
a. Color photos/drawings of existing property, with close-ups of details	No	Yes	Yes
b. Drawings/depictions of proposed changes to the site & bldg. exterior	No	Yes	Yes
c. For new projects or additions provide Site Plan including: 1) Title block with name of current property owner and Applicant;	No	No	Yes

2) Date of original plan graphic and date of most recent revision; 3) North arrow and graphic scale; 4) Property lines and right-of-way lines (with distances & bearings); 5) Easements; 6) Existing and proposed buildings, structures and paved areas; 7) Required building setback lines; 8) Legal description of the property; 9) Location, size, type and orientation of all exterior signage; 10) Location, type and orientation of all exterior lighting; 11) Location of all vehicle access drives, circulation areas, loading areas and parking stalls; 12) Location of all outdoor storage and display areas (including trash facilities); 13) Location and purpose of all drainage facilities; 14) Location of all permanent green space areas; and, 15) Site Summary Data: Lot Area, Floor Area, Floor Area Ratio, Impervious Surface Area, Impervious Surface Ratio			
d. Landscaping Plan showing the location, size and type of plants	No	No	Yes
e. Written description of proposal, including exterior materials & colors	No	Yes	Yes
f. Written justification of proposal answering: How does the proposal comply with the design standards?	No	Yes	Yes
3. Review and action by the zoning administrator/City Staff	No	Yes	Yes
4. Review and action by the Landmarks Commission on aesthetics (Certificate of Appropriateness) <sup>4</sup>	Yes/No <sup>4</sup>	Yes/No <sup>4</sup>	Yes/No <sup>4</sup>

5. Review and action by the plan commission on site design	No	No	Yes
6. If proposal is approved: a. Record documents with Register of Deeds; b. Work must start within 365 days and be complete within 730 days; c. Conditions of approval run with the property. If the proposal is denied: It may not be resubmitted for 12 months.	No	Yes	Yes

KEY: Yes: Step is required. No: Step is not required.

<sup>1</sup> Only a replacement to or maintenance of the exterior of a property.

<sup>2</sup> Only a change in the appearance of a property.

<sup>3</sup> Modification to the physical configuration of a property.

<sup>4</sup> Yes = for properties which are locally-recognized landmarks. No = for properties which are not locally-recognized landmarks.

(Ord. No. 0-4-2013, § 1(Att.), 3-12-2013)

### City of Stoughton Procedural Checklist for Amendment of Zoning Regulations (Requirements per Section 78-902)

This form is designed to be used by the applicant as a guide to submitting a complete application to amend the Zoning Ordinance text and by the City to process said application. Parts II and III are to be used by the applicant to submit a complete application; Parts I - IV are to be used by the City when processing said application.

#### I. Record of Administrative Procedures for City Use

Pre-submittal staff meeting scheduled

Date of Meeting: _____	Time of Meeting: _____	Date: _____	By: _____
Follow-up staff meetings scheduled			
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 City Treasurer		Date: _____	By: _____
Reimbursement of professional consultant costs agreement executed:			
Date: _____	By: _____		

## II. Application Submittal Packet Requirements For City and Applicant Use

Prior to submitting the 20 final 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: _____
<input type="checkbox"/>	<input type="checkbox"/>	(a) A copy of the provisions of the current Zoning Ordinance which are to be amended:	
		<input type="checkbox"/> With said provisions clearly indicated in a manner which is clearly reproducible with a photocopier.	
<input type="checkbox"/>	<input type="checkbox"/>	(b) A copy of the text which is proposed to replace the current text.	

<input type="checkbox"/>	<input type="checkbox"/>	(c) Written justification for the proposed text amendment
		<input type="checkbox"/> Indicating reasons why the applicant believes the proposed text amendment is in harmony with the recommendations of the City of Stoughton Comprehensive Plan, particularly as evidenced by compliance with the standards set out in Section 78-902(4)(c)1.-5.
(See following page for part III)		

### III. Justification of the Proposed Zoning Ordinance Amendment for Applicant Use.

1. How does the proposed Official Zoning Ordinance amendment further the purposes of the Zoning Ordinance as outlined in Section 78-005?

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2. How does the proposed text amendment further the purposes of the general article on which the amendment is proposed to be located?

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3. How does the proposed text amendment further the purposes of the specific Section in which the amendment is proposed to be located?

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4. Which of the following has arisen that are not properly addressed in the current zoning text?

The provisions of the Zoning Ordinance should be brought into conformity with the Comprehensive Plan. (If a factor related to the proposed amendment, note pertinent portions of the Comprehensive Plan.)

A change has occurred in the land market, or other factors have arisen which require a new form of development, a new type of land use, or a new procedure to meet said change(s).

New methods of development or providing infrastructure make it necessary to alter the Zoning Ordinance to meet these new factors.

Changing governmental finances require amending the Zoning Ordinance to meet the needs of the government in terms of providing and affording public services.

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 \_\_\_\_\_  
 \_\_\_\_\_

5. If the proposed text amendment is concerned with the provisions of Articles II and/or III: how does the proposed amendment maintain the desired overall consistency of land uses, land use intensities, and land use impacts within the pertinent zoning districts?

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 \_\_\_\_\_  
 \_\_\_\_\_

**IV. Final Application Packet Information for City Use**

Receipt of final application packet by Zoning Administrator	Date: _____	By: _____
Receipt of 20 copies of final application by Zoning Administrator	Date: _____	By: _____
Certification of complete final application packet and required copies to Zoning Administrator by City Clerk	Date: _____	By: _____
Notified Neighboring Property Owners (within 300 feet)	Date: _____	By: _____
Notified Neighboring Township Clerks (within 1,000 feet)	Date: _____	By: _____
Class 2 legal notice sent to official newspaper by City Clerk	Date: _____	By: _____
Class 2 legal notice published on _____ and _____	Date: _____	By: _____

**City of Stoughton Procedural Checklist for Amendment of Official Zoning Map  
 (Requirements per Section 78-903)**

This form is designed to be used by the applicant as a guide to submitting a complete application to amend the Official Zoning Map and by the City to process said application. Parts II and III are to be used by the applicant to submit a complete application; Parts I - IV are to be used by the City when processing said application.



**I. Record of Administrative Procedures for City Use**

Resubmitted staff meeting scheduled			
Date of Meeting: _____	Time of Meeting: _____	Date: _____	By: _____
Follow-up staff meetings scheduled			
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 City Treasurer		Date: _____	By: _____
Reimbursement of professional consultant costs agreement executed:		Date: _____	By: _____

**II. Application Submittal Packet Requirements for City and Applicant Use**

Prior to submitting the 20 final 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: _____
<input type="checkbox"/>	<input type="checkbox"/>	(a) A copy of the Current Zoning Map of the subject property and vicinity:

		<input type="checkbox"/> Showing all lands for which the zoning is proposed to be amended.
		<input type="checkbox"/> Showing all other lands within 300 feet of the subject property.
		<input type="checkbox"/> Referenced to a list of the names and addresses of the owners of said lands.
		<input type="checkbox"/> Map and all its parts are clearly reproducible with a photocopier.
		<input type="checkbox"/> Map size of 11" by 17" and map scale not less than one inch equals 800 ft.
		<input type="checkbox"/> All lot dimensions of the subject property provided.
		<input type="checkbox"/> Graphic scale and north arrow provided.
<input type="checkbox"/>	<input type="checkbox"/>	(b) A copy of the Planned Land Use Map of the subject property and vicinity.
<input type="checkbox"/>	<input type="checkbox"/>	(c) Written justification for the proposed text amendment
		<input type="checkbox"/> * Indicating reasons why the applicant believes the proposed map amendment is in harmony with the recommendations of the City of Stoughton Master Comprehensive Plan, particularly as evidenced by compliance with the standards set out in Section 78-903(4)(c)1.-3.

## II. Justification of the Proposed Zoning Map Amendment for Applicant Use

- How does the proposed Official Zoning Map amendment further the purposes of the Zoning Ordinance as outlined in Section 78-005 (and, for floodplains or wetlands, the applicable rules and regulations of the Wisconsin Department of Natural Resources (DNR) and the Federal Emergency Management Agency (FEMA))?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- Which of the following has arisen that are not properly addressed in the current Official Zoning Map? (Please provide explanation in space below.)
  - The designations of the Official Zoning Map should be brought into conformity with the Comprehensive Plan.

- b) A mistake was made in mapping on the Official Zoning Map. (That is, an area is developing in a manner and purpose different from that for which it is mapped.) NOTE: If this reason is cited, it must be demonstrated that the discussed inconsistency between actual land use and designated zoning is not intended, as the City may intend to stop an undesirable land use pattern from spreading.
- c) Factors have changed, (such as the availability of new data, the presence of new roads or other infrastructure, additional development, annexation, or other zoning changes), making the subject property more appropriate for a different zoning district.
- d) Growth patterns or rates have changed, thereby creating the need for an Amendment to the Official Zoning Map.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. How does the proposed amendment to the Official Zoning Map maintain the desired consistency of land uses, land use intensities, and land use impacts as related to the environs of the subject property?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(See following page for part IV)

#### IV. Final Application Packet Information for City Use

Receipt of 5 full-scale copies in blue line or blackline of complete final application packet by Zoning Administrator	Date: _____	By: _____
Receipt of 20 reduced (8.5" by 11" text and 11" by 17" graphics copies of final application packet by Zoning Administrator	Date: _____	By: _____
Certification of complete final application packet and required copies to Zoning Administrator by City Clerk	Date: _____	By: _____
Notified Neighboring Property Owners (within 300 feet)	Date: _____	By: _____
Notified Neighboring Township Clerks (within 1,000 feet)	Date: _____	By: _____
Class 2 legal notice sent to official newspaper by City Clerk	Date: _____	By: _____

Class 2 legal notice published on _____ and _____	Date: _____	By: _____
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**City of Stoughton Procedural Checklist for Zoning Permit Review and Approval  
(Requirements per Section 78-904)**

This form should be used by the applicant as a guide to submitting a complete application for a zoning permit and by the City to process said application. Parts I and III should be used by the applicant to submit a complete application; Parts I - III should be used by the City as a guide when processing said application.

**I. GENERAL INFORMATION**

Applicant Name: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_

Property Owner Address: \_\_\_\_\_

Architect Name: \_\_\_\_\_

Architect Address: \_\_\_\_\_

Engineer Name: \_\_\_\_\_

Engineer Address: \_\_\_\_\_

Contractor Name: \_\_\_\_\_

Contractor Address: \_\_\_\_\_

Description of the site (lot, block, recorded subdivision or metes and bounds):

\_\_\_\_\_

\_\_\_\_\_

Address of the subject site: \_\_\_\_\_

Type of structure: \_\_\_\_\_

Existing and proposed operation or use of the structure or site: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Number of existing and proposed employees: \_\_\_\_\_

Zoning district within which the subject site lies: \_\_\_\_\_

**II. 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: _____
_____	Application form filed with Zoning Administrator:	Date: _____	by: _____	
_____	Application fee of \$ _____ received by City Treasurer:	Date: _____	by: _____	
_____	Reimbursement of professional consultant costs agreement executed:	Date: _____	by: _____	

### III. PERMIT SUBMITTAL REQUIREMENTS

Plat of survey prepared by a land surveyor registered in Wisconsin showing the location, boundaries, dimensions, uses and size of the following:

- Subject site
- Existing and proposed structures
- Existing and proposed easements
- Streets and other public ways
- Off-street parking, loading areas, and driveways
- Existing highway access restrictions
- High water, channel floodway, and floodplain boundaries
- Existing and proposed street, side, and rear yards

- Type, slope and boundaries of soils shown in the Dane County Soils Survey prepared by the United States Department of Agriculture Soil Conservation Service.

Additional information as requested by the plan commission or Zoning Administrator:

\* \_\_\_\_\_  
 \* \_\_\_\_\_  
 \* \_\_\_\_\_  
 \* \_\_\_\_\_

### **City of Stoughton Procedural Checklist for Conditional Use Review and Approval (Requirements per Section 78-905)**

This form is designed to be used by the applicant as a guide to submitting a complete application for a conditional use and by the City to process said application. Parts II and III are to be used by the applicant to submit a complete application; Parts I - IV are to be used by the City when processing said application.

#### **I. Record of Administrative Procedures for City Use**

Presubmittal staff meeting scheduled			
Date of Meeting: _____	Time of Meeting: _____	Date: _____	By: _____
Follow-up staff meetings scheduled			
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 City Treasurer		Date: _____	By: _____
Reimbursement of professional consultant costs agreement executed:		Date: _____	By: _____

#### **II. Application Submittal Packet Requirements for City and Applicant Use**

Prior to submitting the 20 final 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: _____
<input type="checkbox"/>	<input type="checkbox"/> (a) A map of the proposed conditional use:		
	<input type="checkbox"/> Showing all lands for which the zoning is proposed to be amended.		
	<input type="checkbox"/> Showing all other lands within 300 feet of the boundaries of the subject property.		
	<input type="checkbox"/> Referenced to a list of the names and addresses of the owners of said lands as they appear on the current records of the Register of Deeds of Dane County (as provided by the City of Stoughton).		
	<input type="checkbox"/> Map and all its parts are clearly reproducible with a photocopier.		
	<input type="checkbox"/> Map size of 11" by 17" and map scale not less than one inch equals 800 ft.		
	<input type="checkbox"/> All lot dimensions of the subject property provided.		
	<input type="checkbox"/> Graphic scale and north arrow provided.		
<input type="checkbox"/>	<input type="checkbox"/> (b) A map, such as the Planned Land Use Map, of the generalized location of the subject property in relation to the City as a whole.		
<input type="checkbox"/>	<input type="checkbox"/> (c) A written description of the proposed conditional use describing the type of activities, buildings, and structures proposed for the subject property and their general locations.		
<input type="checkbox"/>	<input type="checkbox"/> (d) A site plan (conforming to the requirements of Section 78-908(3)) of the subject property as proposed for development OR if the proposed conditional use is a large development (per Sections 78-205(11)) or a group development (per Section 78-205(12)) a proposed preliminary plat or conceptual plat may be substituted for the required site plan, provided said plat contains all information required on said site plan per Section 78-908.		
<input type="checkbox"/>	<input type="checkbox"/> (e) Written justification for the proposed conditional use:		

- |   |
|---|
| <p><input type="checkbox"/> Indicating reasons why the applicant believes the proposed conditional use is appropriate with the recommendations of the City of Stoughton Comprehensive Plan, particularly as evidenced by compliance with the standards set out in Section 78-905(4)(b)1.-6.</p> |
|---|

### III. Justification of the Proposed Zoning Ordinance Amendment for Applicant Use

4. How is the proposed conditional use (the use in general, independent of its location) in harmony with the purposes, goals, objectives, policies and standards of the City of Stoughton Comprehensive Plan, the Zoning Ordinance, and any other plan, program, or ordinance adopted, or under consideration pursuant to official notice by the City?

\_\_\_\_\_  
\_\_\_\_\_

5. How is the proposed conditional use, in its specific location, in harmony with the purposes, goals, objectives, policies and standards of the City of Stoughton Comprehensive Plan, the Zoning Ordinance, and any other plan, program, or ordinance adopted, or under consideration pursuant to official notice by the City?

\_\_\_\_\_  
\_\_\_\_\_

6. Does the proposed conditional use, in its proposed location and as depicted on the required site plan (see Section 78-905(3)(d)), result in any substantial or undue adverse impact on nearby property, the character of the neighborhood, environmental factors, traffic factors, parking, public improvements, public property or rights-of-way, or other matters affecting the public health, safety, or general welfare, either as they now exist or as they may in the future be developed as a result of the implementation of the provisions of the Zoning Ordinance, the Comprehensive Plan, or any other plan, program, map ordinance adopted or under consideration pursuant to official notice by the City or other governmental agency having jurisdiction to guide development?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. How does the proposed conditional use maintain the desired consistency of land uses, land use intensities, and land use impacts as related to the environs of the subject property?

\_\_\_\_\_  
\_\_\_\_\_

8. Is the proposed conditional use located in an area that will be adequately served by and will not impose an undue burden on, any of the improvements, facilities, utilities or services provided by public agencies serving the subject property?

\_\_\_\_\_  
\_\_\_\_\_



9. Do the potential public benefits of the proposed conditional use outweigh all potential adverse impacts of the proposed conditional use (as identified in Subsections 78-905(4)(b)1.5.), after taking into consideration the applicant's proposal and any requirements recommended by the applicant to ameliorate such impacts?
- \_\_\_\_\_
- \_\_\_\_\_

#### IV. Final Application Packet Information for City Use

Receipt of 5 full-scale copies in blueline or blackline of complete final application packet by Zoning Administrator	Date: _____	By: _____
Receipt of 20 reduced (8.5" by 11" text and 11" by 17" graphics) copies of final application packet by Zoning Administrator	Date: _____	By: _____
Certification of complete final application packet and required copies to Zoning Administrator by City Clerk	Date: _____	By: _____
Notified Neighboring Property Owners (within 300 feet)	Date: _____	By: _____
Notified Neighboring Township Clerks (within 1,000 feet)	Date: _____	By: _____
Class 2 legal notice sent to official newspaper by City Clerk	Date: _____	By: _____
Class 2 legal notice published on _____ and _____	Date: _____	By: _____
Conditional Use recorded with the County Register of Deeds Office		

#### City of Stoughton Procedural Checklist for Temporary Use Review and Approval (Requirements per Section 78-906)

This form is designed to be used by the applicant as a guide to submitting a complete application for a temporary use and by the City to process said application. Part II is to be used by the applicant to submit a complete application; Parts I - III are to be used by the City when processing said application.

#### I. Recordation of Administrative Procedures for City Use

Presubmittal staff meeting scheduled
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Date of Meeting: _____	Time of Meeting: _____	Date: _____	By: _____
Follow-up staff meeting scheduled			
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 for Applicant Use

The Applicant shall submit an application packet for staff review which includes the following information:

Application Packet (1 copy to Zoning Administrator)	Date: _____	By: _____
<input type="checkbox"/>	(a) A map of the subject property:	
	<input type="checkbox"/> Showing all lands for which the temporary use is proposed.	
	<input type="checkbox"/> Showing all other lands within 300 feet of the boundaries of the subject property.	
	<input type="checkbox"/> Indicating current zoning of the subject property and environs, and the jurisdiction(s) which maintains that control.	
	<input type="checkbox"/> Map and all its parts are clearly reproducible with a photocopier.	
	<input type="checkbox"/> Map scale not less than one inch equals 800 feet.	
	<input type="checkbox"/> All lot dimensions of the subject property provided.	
	<input type="checkbox"/> Graphic scale and north arrow provided.	

<input type="checkbox"/>	(b) A map, such as the Planned Land Use Map, of the generalized location of the subject property in relation to the City as a whole.
<input type="checkbox"/>	(c) A written description of the proposed temporary use:
	<input type="checkbox"/> Describing the type of activities, buildings and structures proposed for the subject property and their general locations.
<input type="checkbox"/>	(d) A site plan of the subject property as proposed for development confirming to all requirements of Section 78-908(3). (See "Site Plan Approval" checklist.)

### III. Final Application Packet Information for City Use

Certification of complete application by Zoning Administrator Date: \_\_\_\_\_ By: \_\_\_\_\_

#### City of Stoughton Procedural Checklist for Site Plan Review and Approval (Requirements per Section 78-908)

This form is designed to be used by the applicant as a guide to submitting a complete application for a site plan review and by the City to process said application. Part II is to be used by the applicant to submit a complete application; Parts I - III are to be used by the City when processing said application.

### I. Record of Administrative Procedures for City Use

Presubmittal staff meeting scheduled			
Date of Meeting: _____	Time of Meeting: _____	Date: _____	By: _____
Follow-up pre-submittal staff meetings scheduled			
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 City Treasurer		Date: _____	By: _____
Application fee of \$ _____ received by Zoning Administrator		Date: _____	By: _____

Reimbursement of professional consultant costs agreement executed:	Date: _____	By: _____
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## II. Application Submittal Packet Requirements for Applicants Use

Prior to submitting the 20 final 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: _____
<input type="checkbox"/>	<input type="checkbox"/> (a) A written description of the intended use describing in reasonable detail the following:		
	<input type="checkbox"/> Existing zoning district(s) (and proposed zoning district(s) if different).		
	<input type="checkbox"/> Planned Land Use Map designation(s).		
	<input type="checkbox"/> Current land uses present on the subject property.		
	<input type="checkbox"/> Proposed land uses for the subject property (per Section 78-206).		
	<input type="checkbox"/> Projected number of residents, employees, and daily customers.		
	<input type="checkbox"/> Proposed amount of dwelling units, floor area, impervious surface area, and landscape surface area, and resulting site density, floor area ratio, impervious surface area ratio, and landscape surface area ratio.		
	<input type="checkbox"/> Operational considerations relating to hours of operation, projected normal and peak water usage, sanitary sewer or septic loadings, and traffic generation.		
	<input type="checkbox"/> Operational considerations relating to potential nuisance creation pertaining to noncompliance with the performance standards addressed in Article VII (Sections 78-701 through 721) including: street access, traffic visibility, parking, loading, exterior storage, exterior lighting, vibration, noise, air pollution, odor, electromagnetic radiation, glare and heat, fire and explosion, toxic or noxious materials, waste materials, drainage, and hazardous materials.		

	<input type="checkbox"/> If no nuisances will be created (as indicated by complete and continuous compliance with the provisions of Article VII), then include the statement "The proposed development shall comply with all requirements of Article VII".
	<input type="checkbox"/> Exterior building and fencing materials (Sections 78-716 and 78-718).
	<input type="checkbox"/> Possible future expansion and related implications for points above.
	<input type="checkbox"/> Any other information pertinent to adequate understanding by the plan commission of the intended use and its relation to nearby properties.
<input type="checkbox"/>	<input type="checkbox"/> (b) A Small Location Map at 11" x 17" showing the subject property, all properties within 300 feet, and illustrating its relationship to the nearest street intersection. (A photocopy of the pertinent section of the City's Official Zoning Map with the subject property clearly indicated shall suffice to meet this requirement.)
	<input type="checkbox"/> Property Site Plan drawing which includes the following:
	<input type="checkbox"/> A title block which indicates the name, address and phone/fax number(s) of the current property owner and/or agent(s) (developer, architect, engineer, planner) for project.
	<input type="checkbox"/> The date of the original plan and the latest date of revision to the plan.
	<input type="checkbox"/> A north arrow and a graphic scale (not smaller than one inch equals 100 feet).
	<input type="checkbox"/> A reduction of the drawing at 11" x 17".
	<input type="checkbox"/> A legal description of the subject property.
	<input type="checkbox"/> All property lines and existing and proposed right-of-way lines with bearings and dimensions clearly labeled.
	<input type="checkbox"/> All existing and proposed easement lines and dimensions with a key provided and explained on the margins of the plan as to ownership and purpose.
	<input type="checkbox"/> All required building setback lines.
	<input type="checkbox"/> All existing and proposed buildings, structures, and paved areas, including building entrances, walks, drives, decks, patios, fences, utility poles, drainage facilities, and walls.

	<input type="checkbox"/> The location and dimension (cross-section and entry throat) of all access points onto public streets.
	<input type="checkbox"/> The location and dimension of all on-site parking (and off-site parking provisions if they are to be employed), including a summary of the number of parking stalls provided versus required by the Ordinance.
	<input type="checkbox"/> The location and dimension of all loading and service areas on the subject property and labels indicating the dimension of such areas.
	<input type="checkbox"/> The location of all outdoor storage areas and the design of all screening devices.
	<input type="checkbox"/> The location, type, height, size and lighting of all signage on the subject property.
	<input type="checkbox"/> The location, height, design/type, illumination power and orientation of all exterior lighting on the subject property-including the clear demonstration of compliance with Section 78-707.
	<input type="checkbox"/> The location and type of any permanently protected green space areas.
	<input type="checkbox"/> The location of existing and proposed drainage facilities.
	<input type="checkbox"/> In the legend, data for the subject property on the following:
	a. Lot Area
	b. Floor Area
	c. Floor Area Ratio (b/a)
	d. Impervious Surface Area
	e. Impervious Surface Ratio (d/a)
	f. Building height
<input type="checkbox"/>	<input type="checkbox"/> (d) A Detailed Landscaping Plan of the subject property:
	<input type="checkbox"/> Scale same as main plan (> or equal to 1" equals 100').
	<input type="checkbox"/> Map reduction at 11" x 17".

	<input type="checkbox"/> Showing the location of all required bufferyard and landscaping areas.
	<input type="checkbox"/> Showing existing and proposed Landscape Point fencing.
	<input type="checkbox"/> Showing berm options for meeting said requirements.
	<input type="checkbox"/> Demonstrating complete compliance with the requirements of Article VI.
	<input type="checkbox"/> Providing individual plant locations and species, fencing types and heights, and berm heights.
<input type="checkbox"/>	<input type="checkbox"/> (e) A Grading and Erosion Control Plan:
	<input type="checkbox"/> Scale same as main plan (> or equal to 1" equals 100').
	<input type="checkbox"/> Map reduction at 11" x 17"
	<input type="checkbox"/> Showing existing and proposed grades including retention walls and related devices, and erosion control measures.
<input type="checkbox"/>	<input type="checkbox"/> (f) Elevation Drawings of proposed buildings or remodeling of existing buildings:
	<input type="checkbox"/> Showing finished exterior treatment.
	<input type="checkbox"/> With adequate labels provided to clearly depict exterior materials, texture, color and overall appearance.
	<input type="checkbox"/> Perspective renderings of the proposed project and/or photos of similar structures may be submitted, but not in lieu of adequate drawings showing the actual intended appearance of the buildings.

NOTE: Initiation of Land Use or Development Activity: Absolutely no land use or development activity, including site clearing, grubbing, or grading shall occur on the subject property prior to the approval of the required site plan. Any such activity prior to such approval shall be a violation of law and shall be subject to all applicable enforcement mechanisms and penalties.

NOTE: Modification of an Approved Site Plan: Any and all variation between development and/or land use activity on the subject property and the approved site plan is a violation of law. An approved site plan shall be revised and approved via the procedures of Subsec ;b1;tions 78-908(2) and (4) so as to clearly and completely depict any and all proposed modifications to the previously approved site plan, prior to the initiation of said modifications.

### III. Final Application Packet Information for City Use

Receipt of 5 full-scale copies in blueline or blackline of complete Final Application Packet by Zoning Administrator	Date: _____	By: _____
Receipt of 20 reduced (8.5" by 11" text and 11" by 17" graphics) copies of complete final application packet by Zoning Administrator	Date: _____	By: _____

### City of Stoughton Procedural Checklist for Variance Review and Approval (Requirements per Section 78-918)

This form is designed to be used by the applicant as a guide to submitting a complete application for a variance and by the City to process said application. Part II is to be used by the applicant to submit a complete application; Parts I - IV are to be used by the City as a guide when processing said application.

#### I. Recordation of Administrative Procedures for City Use

Presubmittal staff meeting scheduled			
Date of Meeting: _____	Time of Meeting: _____	Date: _____	By: _____
Follow-up pre-submittal staff meetings scheduled			
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 City Treasurer		Date: _____	By: _____
Reimbursement of professional consultant costs agreement executed:		Date: _____	By: _____

#### II. Application Submittal Packet Requirements for Applicants Use

Prior to submitting the 10 final complete applications as certified by the zoning administrator, the applicant shall submit 1 initial draft application packets for staff review, followed by one revised draft final application packet based upon staff review and comments.

Initial Packet (1 copy to Zoning Administrator)	Date: _____	By: _____
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	<input type="checkbox"/> Draft Final Packet (1 copy to Zoning Administrator)	Date: _____	By: _____
<input type="checkbox"/>	<input type="checkbox"/> (a) A map of the subject property:		
	<input type="checkbox"/> Showing all lands for which the variance is proposed.		
	<input type="checkbox"/> Showing all other lands within 300 feet of the subject property.		
	<input type="checkbox"/> Referencing a list of 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 determined by the City of Stoughton).		
	<input type="checkbox"/> Indicating current zoning of the subject property and environs, and the jurisdiction(s) which maintains that control.		
	<input type="checkbox"/> Map and all its parts are clearly reproducible with a photocopier.		
	<input type="checkbox"/> Map scale not less than one inch equals 800 feet.		
	<input type="checkbox"/> All lot dimensions of the subject property provided.		
	<input type="checkbox"/> Graphic scale and north arrow provided.		
<input type="checkbox"/>	<input type="checkbox"/> (b) A map, such as the Planned Land Use Map, of the generalized location of the subject property to the City as a whole		
<input type="checkbox"/>	<input type="checkbox"/> (c) A written description of the proposed variance describing the type of specific requirements of the variance proposed for the subject property		
<input type="checkbox"/>	<input type="checkbox"/> (d) A site plan of the subject property as proposed for development conforming to all requirements of Section 78-908(3). (See "Site Plan Approval checklist")		
<input type="checkbox"/>	<input type="checkbox"/> (e) Written justification for the requested variance consisting of the reasons why the applicant believes the proposed variance is appropriate, particularly as evidenced by compliance with the standards set out Section 78-910(4)(b)1.-6. (See part III below.)		

### III. Justification of the Proposed Variance for City Use

1. What exceptional or extraordinary circumstances or special factors are present which apply only to the subject property? The response to this question shall clearly indicate how the subject property contains factors which are not present on other properties in the same zoning district.

Describe the hardship or that of other properties, and not one which affects all properties similarly. Such a hardship or difficulty shall have arisen because of the unusual shape of the original acreage parcel; unusual topography or elevation; or because the property was created before the passage of the current, applicable zoning regulations, and is not economically suitable for a permitted use or will not accommodate a structure of reasonable design for a permitted use if all area, yard, green space, and setback requirements are observed.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

NOTES: • Loss of profit or pecuniary hardship shall not, in and of itself, be grounds for a variance.

- Self-imposed hardship shall not be grounds for a variance. Reductions resulting from the sale of portions of a property reducing the remainder of said property below buildable size or cutting-off existing access to a public right-of-way or deed restrictions imposed by the owner's predecessor in title are considered to be such self-imposed hardships

- Violations by, or variances granted to, neighboring properties shall not justify a variance

- The alleged hardship shall not be one that would have existed in the absence of a zoning ordinance. (For example, if a lot were unbuildable because of topography in the absence of any or all setback requirements.)

2. In what manner do the factors identified in 1., above, prohibit the development of the subject property in a manner similar to that of other properties under the same zoning district? The response to this question shall clearly indicate how the requested variance is essential to make the subject property developable so that property rights enjoyed by the owners of similar properties can be enjoyed by the owners of the subject property.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Would the granting of the proposed variance be of substantial detriment to adjacent properties? The response to this question shall clearly indicate how the proposed variance will have no substantial impact on adjacent properties.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Would the granting of the proposed variance as depicted on the required site plan (see (d), above), result in a substantial or undue adverse impact on the character of the neighborhood, environmental factors, traffic factors, parking, public improvements, public property or rights-of-way, or other matters affecting the public health, safety, or general welfare, either as they now exist or as they may in the future be developed as a result of the implementation of the intent,

provisions, and policies of the Zoning Ordinance, the Comprehensive Plan, or any other plan, program, map, or ordinance adopted or under consideration pursuant to official notice by the City or other governmental agency having jurisdiction to guide growth and development? The response to this question shall clearly indicate how the proposed variance will have no substantial impact on such long-range planning matters.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Have the factors which present the reason for the proposed variance been created by the act of the Application or previous property owner or their agent (for example: previous development decisions such as building placement, floor plan, or orientation, lotting pattern, or grading) after the effective date of the Zoning Ordinance (see Section 78-011.) The response to this question shall clearly indicate that such factors existed prior to the effective date of the Ordinance and were not created by action of the applicant, a previous property owner, or their agent.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Does the proposed variance involve the regulations of Section 78-203 (Table of Land Uses)? The response to this question shall clearly indicate that the requested variance does not involve the provisions of this Section.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### IV. Final Application Packet Information for City Use

Receipt of Final Application Packet by Zoning Administrator	Date: _____	By: _____
Receipt of 10 copies of final applications by Zoning Administrator	Date: _____	By: _____
Notified Neighboring Property Owners (within 300 feet)	Date: _____	By: _____
Notified Neighboring Township Clerks (within 1,000 feet)	Date: _____	By: _____
Class 1 legal notice sent to official newspaper by Zoning Administrator	Date: _____	By: _____
Class 1 legal notice published on _____ and _____		By: _____

(Ord. No. 0-4-2011, § 13, 5-10-2011)

**City of Stoughton Procedural Checklist for Planned Development Review and Approval  
(Requirements per Section 78-914)**

This form is designed to be used by the applicant as a guide to submitting a complete application for a planned development and by the City to process said application. Parts II, III, V, VII are to be used by the applicant to submit a complete application; Parts I - VIII are to be used by the City as a guide when processing said application.

**I. Recordation of Administrative Procedures for City Use**

Presubmittal staff meeting scheduled			
Date of Meeting: _____	Time of Meeting: _____	Date: _____	By: _____
Follow-up pre-submittal staff meetings scheduled			
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 Packed Requirements for Applicants Use**

**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 item 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 Comprehensive 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 City, but should be considered as the informal, non-binding basis for proceeding to the next step.

### III. Application Submittal Packet Requirements for Applicants Use

#### PD Process Step 2: Concept Plan

Prior to submitting the 20 final 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: _____
<input type="checkbox"/>	<input type="checkbox"/> 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:		
<input type="checkbox"/>	<input type="checkbox"/> (1) A location map of the subject property and its vicinity at 11" x 17", as depicted on a copy of the City of Stoughton Planned Land Use Map.		
<input type="checkbox"/>	<input type="checkbox"/> (2) A general written description of proposed PD including the following:		
	<input type="checkbox"/> General project themes and images.		
	<input type="checkbox"/> The general mix of dwelling unit types and/or land uses.		
	<input type="checkbox"/> Approximate residential densities and non-residential intensities as described by dwelling units per acre, floor area ratio and impervious surface area ratio.		
	<input type="checkbox"/> The general treatment of natural features.		
	<input type="checkbox"/> The general relationship to nearby properties and public streets.		
	<input type="checkbox"/> The general relationship of the project to the Comprehensive Plan.		
	<input type="checkbox"/> An initial draft 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. 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 benefit versus public benefit, and in regard to the mitigation of potential adverse impacts created by design flexibility.		

	<input type="checkbox"/> (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. Landscaping Exceptions
	5. Parking and Loading Requirements Exceptions
	<input type="checkbox"/> (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 for City Use**

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 20 reduced (8.5" by 11" text and 11" by 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 City Clerk	Date: _____	By: _____

#### V. **Application Submittal Packet Requirements for City Use**

PD Process 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: _____
<input type="checkbox"/>	<p>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:</p>		
	<p>(1) A location map of the subject property and its vicinity at 11" x 17", as depicted on a copy of the City of Stoughton Planned Land Use Map.</p>		
	<p>(2) A map of the subject property for which the PD is proposed:</p>		
	<p>Showing all lands within 300 feet of the boundaries of the subject property.</p>		
	<p>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 City of Stoughton).</p>		
	<p>Clearly indicating the current zoning of the subject property and its environs, and the jurisdiction(s) which maintains that control.</p>		
	<p>Map and all its parts clearly reproducible with a photocopier.</p>		
	<p>Map size of 11" x 17" and map scale not less than one inch equals 800 feet.</p>		
	<p>All lot dimensions of the subject property provided.</p>		
	<p>Graphic scale and north arrow provided.</p>		
	<p>(3) A general written description of proposed PD including:</p>		
	<p>General project themes and images.</p>		
	<p>The general mix of dwelling unit types and/or land uses.</p>		
	<p>Approximate residential densities and non-residential intensities as described by dwelling units per acre, floor area ratio and impervious surface area ratio.</p>		
	<p>The general treatment of natural features.</p>		

	<input type="checkbox"/> The general relationship to nearby properties and public streets.
	<input type="checkbox"/> The general relationship of the project to the Comprehensive Plan.
	<input type="checkbox"/> A statement of <u>Rationale</u> 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.

	<input type="checkbox"/> 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 benefit versus public benefit, and in regard to the mitigation of potential adverse impacts created by design flexibility.
	<input type="checkbox"/> 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. Parking and Loading Requirements Exceptions.
	<input type="checkbox"/> (4) A General Development Plan Drawing at a minimum scale of 1"=100' (11" x 17" reduction shall also be provided by Applicant) of the proposed project showing at least the following information in sufficient detail to make an evaluation against criteria for approval:
	<input type="checkbox"/> 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.



<input type="checkbox"/>	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.
<input type="checkbox"/>	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 Common Council.
<input type="checkbox"/>	Notations relating the written information provided in (3), above to specific areas on the GDP Drawing.
<input type="checkbox"/>	(5) General conceptual landscaping plan for subject property, noting approximate locations of foundation, street, yard and paving, landscaping, and the compliance of development with all landscaping requirements of this Ordinance (except as noted in the listing of exceptions) and the use of extra landscaping and bufferyards.
<input type="checkbox"/>	(6) A general signage plan for the project, including all
<input type="checkbox"/>	Project identification signs.
<input type="checkbox"/>	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 City standards or common practices.
<input type="checkbox"/>	(7) Written justification for the proposed Planned Development. (See Section 78-905 for requirements of the conditional use procedure.)

## VI. Final Application Packet Information for Applicant Use

### PD Step 3: Specific Implementation Plan (SIP)

The process for review and approval of the PD shall be identical to that for site plans per section 78-914(8)(b) 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/SIP not fully developed within five years of final Common Council approval shall expire, and no additional PD-based development shall be permitted. The Common Council may extend this five-year period by up to five additional years 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: _____
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Receipt of 20 reduced (8.5" by 11" text and 11" by 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 City Clerk	Date: _____	By: _____
Notified Neighboring Property Owners (within 300 feet)	Date: _____	By: _____
Notified Neighboring Township Clerks (within 1,000 feet)	Date: _____	By: _____
Class 2 legal notice sent to official newspaper by City Clerk	Date: _____	By: _____
Class 2 legal notice published on _____ and _____	Date: _____	By: _____

## VII. Application Submittal Requirements for Applicant Use

### PD Step 4: Specific Implementation Plan (SIP)

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: _____
<input type="checkbox"/>	<input type="checkbox"/> A. After the effective date of the rezoning to PD/GDP, the applicant may file an application for the proposed SIP 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 SIP review.	
<input type="checkbox"/>	<input type="checkbox"/> (1) A location map of the subject property and its vicinity at 11" x 17", as depicted on a copy of the City of Stoughton Planned Land Use Map.	
<input type="checkbox"/>	<input type="checkbox"/> (2) A map of the subject property for which the PD is proposed:	

<input type="checkbox"/>	<input type="checkbox"/> Showing all lands within 300 feet of the boundaries of the subject property.
<input type="checkbox"/>	<input type="checkbox"/> 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 City of Stoughton);
<input type="checkbox"/>	<input type="checkbox"/> Clearly indicating the current zoning of the subject property and its environs, and the jurisdiction(s) which maintains that control.
<input type="checkbox"/>	<input type="checkbox"/> Map and all its parts clearly reproducible with a photocopier.
<input type="checkbox"/>	<input type="checkbox"/> Map size of 11" by 17" and map scale not less than one inch equals 800 feet.
<input type="checkbox"/>	<input type="checkbox"/> All lot dimensions of the subject property provided.
<input type="checkbox"/>	<input type="checkbox"/> Graphic scale and north arrow provided.
<input type="checkbox"/>	<input type="checkbox"/> (3) A general written description of proposed SIP, including:
<input type="checkbox"/>	<input type="checkbox"/> Specific project themes and images.
<input type="checkbox"/>	<input type="checkbox"/> The specific mix of dwelling unit types and/or land uses.
<input type="checkbox"/>	<input type="checkbox"/> Specific residential densities and non-residential intensities as described by dwelling units per acre, floor area ratio and impervious surface area ratio.
<input type="checkbox"/>	<input type="checkbox"/> The specific treatment of natural features.
<input type="checkbox"/>	<input type="checkbox"/> The specific relationship to nearby properties and public streets.
<input type="checkbox"/>	<input type="checkbox"/> A Statement of <u>Rationale</u> 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.
<input type="checkbox"/>	<input type="checkbox"/> A complete list of zoning standards which will not be met by the proposed SIP and the location(s) in which they apply and a complete list of zoning standards which will be more than met by the proposed SIP 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 benefit versus public benefit, and in regard to the mitigation of potential adverse impacts created by design flexibility.

<input type="checkbox"/>	<input type="checkbox"/> (4) A Specific Implementation Plan Drawing at a minimum scale of 1"=100' (and reduced to 11" x 17") of the proposed project showing at least the following information in sufficient detail: (See following page)
<input type="checkbox"/>	<input type="checkbox"/> A SIP site plan conforming to all requirements of Section 78-908(3). If the proposed PD is a large or group development (per Section 78-205 (11) or (12)) also provide a proposed preliminary plat or conceptual plat.
<input type="checkbox"/>	<input type="checkbox"/> Location of recreational and open space areas and facilities specifically describing those that are to be reserved or dedicated for public acquisition and use.
<input type="checkbox"/>	<input type="checkbox"/> 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 Common Council.
<input type="checkbox"/>	<input type="checkbox"/> Notations relating the written information (3), above to specific areas on the GDP Drawing.
<input type="checkbox"/>	<input type="checkbox"/> (5) A landscaping plan for subject property, specifying the location, species, and installed size of all trees and shrubs. Include a chart which provides a cumulative total for each species, type and required location (foundation, yard, street, paved area or bufferyard) of all trees and shrubs.
<input type="checkbox"/>	<input type="checkbox"/> (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.
<input type="checkbox"/>	<input type="checkbox"/> (7) A general signage plan 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 large or group development signage themes which are proposed to vary from City standards or common practices.
<input type="checkbox"/>	<input type="checkbox"/> (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.
<input type="checkbox"/>	<input type="checkbox"/> (9) A written description which demonstrates the full consistency of the proposed SIP with the approved GDP.
<input type="checkbox"/>	<input type="checkbox"/> (10) A written description of any and all variations between the requirements of the applicable PD/GDP zoning district and the proposed SIP development

□	<input type="checkbox"/> (11) Proof of financing capability pertaining to construction and maintenance and operation of public works elements of the proposed development.
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### VIII. Final Application Packet Information for Applicant Use

#### PD Step 4: Specific Implementation Plan (SIP)

The process for review and approval of the PD shall be identical to that for conditional use permits per Section 78-905 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/SIP not fully developed within five years of final Common Council approval shall expire, and no additional PD-based development shall be permitted. The Common Council may extend this five years period by up to five additional years 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" by 11" text and 11" by 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 City Clerk	Date: _____	By: _____
Notified Neighboring Property Owners (within 300 feet)	Date: _____	By: _____
Notified Neighboring Township Clerks (within 1,000 feet)	Date: _____	By: _____
Class 2 legal notice sent to official newspaper by City Clerk	Date: _____	By: _____
Class 2 legal notice published on _____ and _____	Date: _____	By: _____

(Ord. No. 0-6-09, 6-23-2009; Ord. No. 0-25-09, § 1, 12-22-2009; Ord. No. 0-4-2011, § 13, 5-10-2011; Ord. No. 0-13-2014, § 9, 7-8-2014)