



PLANNED UNIT DEVELOPMENT CITY OF MIDDLETON CHECKLIST

REQUIREMENTS PER [SECTION 10.02.70](#)

There are two steps in a Planned Development. This includes a General Development Plan (zoning map amendment) and Specific Implementation Plan (site plan).

APPLICATION PACKET REQUIREMENTS

The City **strongly prefers** to receive the application electronically via e-mail to planning@cityofmiddleton.us, although a paper copy will also be accepted.

- 1) Plan Commission meets the 2nd and 4th Tuesday of each month at 7PM in the Council Chambers of Middleton City Hall.
- 2) **Due to public hearing notice requirements**, the application packet materials must be submitted **AT LEAST SIX WEEKS** prior to a Plan Commission meeting for staff review unless Planning Staff have authorized a different timeline.
- 3) Application fee and \$5,000 escrow deposit for the City's consultant plan review is required at time of submission to be considered a complete package.
- 4) Failure to submit a complete package may result in the return of all items, a resubmittal fee, and a delay in your project.
- 5) Larger and more complex projects will require additional review time, and staff will be in contact regarding the agenda and timeline.

SUBMITTAL REQUIREMENTS:

- A. Pre-Application Conference.** Prior to formal petition for zoning to a PUD district, the applicant shall confer with appropriate City staff in order to establish mutual understanding as to the basic concept proposed and to ensure proper compliance with the requirements for processing. 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.
- B. Concept Plan.** Upon completion of the pre-application conference, described above, the applicant may decide to prepare an optional conceptual plan for review by the Plan Commission.

The Plan Commission or City Council may waive submittal information listed below, and/or may likewise require additional information beyond that listed below. The Plan Commission shall accept the concept plan and inform the application to move on to the next step in the PUD process, General Development Plan.

The concept plan submittal shall include the following items:

- Completed and signed Plan Commission Application.
- A location map of the subject property and its vicinity.
- A general written description of the proposed PUD, including:
 - General project themes and images.
 - The general mix of dwelling unit types and/or land uses.
 - Approximate residential densities and nonresidential intensities as described by dwelling units per acre, landscaping surface ratio, and/or other appropriate measures of density and intensity.
 - General treatment of natural features.
 - Relationship to nearby properties and public streets.
 - Relationship of the project to the Comprehensive Plan.
 - Description of potentially requested exceptions from the requirements of this Chapter. The purpose of this information shall be to provide the Plan Commission with information necessary to determine the relative merits of the project with respect to

private versus public benefit, and to evaluate the potential adverse impacts created by making exceptions to standard zoning district requirements.

- A conceptual drawing of the site plan layout, including the general locations of public streets and/or private drives.

C. General Development Plan (GDP):

The GDP submittal shall include the following items:

- Completed and signed Plan Commission Application.
- General location map of the subject site depicting:
 - All lands for which the Planned Unit Development is proposed and all other lands within 100 feet of the boundaries of the subject site.
 - Current zoning of the subject site and abutting properties, and the jurisdiction(s) that maintains that control.
 - A graphic scale and a north arrow.
- Generalized site plan showing the pattern or proposed land uses, including:
 - General size, shape, and arrangement of lots and specific use areas.
 - Basic street pattern and pattern of internal drives.
 - General site grading plan showing preliminary road grades.
 - Basic storm drainage pattern, including proposed on-site stormwater detention.
 - General location of recreational and open space areas, including designation of any such areas to be classified as common open space.
- Statistical data, including:
 - Minimum lot sizes in the development.
 - Approximate areas of all lots.
 - Density/intensity of various parts of the development.
 - Building coverage.
 - Landscaping surface area ratio of all land uses.
 - Expected staging.
- Conceptual landscaping plan, noting approximate locations of foundation, street, yard, and paving landscaping, and comparing the proposed landscaping plan to the standard landscaping requirements in Article VIII.
- General signage plan, including all project identification signs and concepts for public fixtures and signs (such as street light fixtures and/or poles or street sign faces and/or poles) which are proposed to vary from City standards or common practices.
- General outline of property owners' association, covenants, easements, and deed restrictions.
- A written description of the proposed Planned Unit Development, including:
 - General project themes and images.
 - The general mix of dwelling unit types and/or land uses.
 - Approximate residential densities and nonresidential intensities as described by dwelling units per acre, landscaping surface area ratio, and/or other appropriate measures of density and intensity.
 - General treatment of natural features.
 - General relationship to nearby properties and public streets.
 - General relationship of the project to the Comprehensive Plan.
 - Proposed exceptions from the requirements of this Chapter.

- A Traffic Impact Analysis. The City may require that a traffic impact analysis (TIA) be completed in accordance with the City of Middleton Traffic Impact Analysis Guidelines and Access Management Policy. The Wisconsin Department of Transportation (WisDOT) has TIA requirements that shall be followed if the lot has direct access to the State Trunk Highway System.
- All CAD files converted to PDF with SHX text set to 0 or 3.
- Maximum file size of 30 MB.

D. Specific Implementation Plan (SIP):

Upon completion of the GDP review process, described above, the applicant shall submit a Specific Implementation Plan to the Zoning Administrator for determination of completeness. The SIP may be placed on the Plan Commission agenda once the Zoning Administrator determines the SIP to be complete.

The Zoning Administrator, or by majority vote of the Plan Commission may waive submittal information listed below, and/or may likewise require additional information beyond that listed below. Note that the area included in a SIP may be only a portion of the area included in a previously approved GDP. The SIP submittal shall include the following items:

- Completed and signed Plan Commission Application.
- An existing conditions map of the subject site depicting the following:
 - All lands for which the Planned Development is proposed and all other lands within 100 feet of the boundaries of the subject site.
 - Current zoning of the subject property and all abutting properties, and the jurisdiction(s) that maintains that control.
 - Existing utilities and recorded easements.
 - All lot dimensions of the subject site.
 - A graphic scale and a north arrow.
- A SIP map of the proposed site showing at least the following:
 - Lot layout and the arrangements of buildings.
 - Public and private roads, driveways, walkways, and parking facilities.
 - Specific treatment and location of recreational and open space areas, including designation of any such areas to be classified as common open space.
- Proposed grading plan.
- Specific landscaping plan for the subject site, specifying the location, species, and installation size of all plantings. The landscaping plans shall include a table summarizing all proposed species.
- Architectural plans for any nonresidential buildings, multifamily structures, or building clusters, other than conventional single-family homes or individual lots, in sufficient detail to indicate the floor area, bulk, and visual character of such buildings.
- Engineering plans for all water and sewer systems, stormwater systems, roads, parking areas, and walkways.
- 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 that are proposed to vary from City standards or common practices.
- Specific written description of the proposed SIP including:
 - Specific project themes and images.
 - Specific mix of dwelling unit types and/or land uses.
 - Specific residential densities and nonresidential intensities as described by dwelling units per acre, and landscaping surface area ratio and/or other appropriate measures of density and intensity.
 - Specific treatment of natural features, including parkland.

- Specific relationship to nearby properties and public streets.
- 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; building coverage, and landscaping surface area ratio of all land uses; proposed staging; and any other plans required by the Plan Commission.
- A statement of rationale as to why PUD zoning is proposed. This statement shall list the standard zoning requirements that, in the applicant's opinion, would inhibit the development project and the opportunities for community betterment that are available through the proposed PUD project.
- A complete list of zoning standards that would not be met by the proposed SIP and the location(s) in which such exceptions would occur.
- Phasing schedule, if more than one development phase is intended.
- Agreements, bylaws, covenants, and other documents relative to the operational regulations of the development and particularly providing for the permanent preservation and maintenance of common open areas and amenities.
- A written description that demonstrates how the SIP is consistent with the approved GDP and any and all differences between the requirements of the approved GDP and the proposed SIP.
- All CAD files converted to PDF with SHX text set to 0 or 3.
- Maximum file size of 30 MB.

CRITERIA USED TO EVALUATE THE PLANNED DEVELOPMENT APPLICATION

See [Section 10.10.45\(e\)](#) for criteria used by the Zoning Administrator to evaluate the application. The Plan Commission shall make findings with respect to the following criteria:

1. The proposed Planned Unit Development project is consistent with the overall purpose and intent of the Middleton Zoning Code.
2. The proposed Planned Unit Development project is consistent with the City's Comprehensive Plan and other area plans.
3. The proposed Planned Unit Development project would maintain the desired relationships between land uses, land use densities and intensities, and land use impacts in the environs of the subject site.
4. Adequate public infrastructure is or will be available to accommodate the range of uses being proposed for the Planned Unit Development project, including but not limited to public sewer and water and public roads.
5. The proposed Planned Unit Development project will incorporate appropriate and adequate buffers and transitions between areas of difference land uses and development densities/intensities.
6. The proposed Planned Unit Development project design does not detract from areas of natural beauty surrounding the site.
7. The proposed architecture and character of the proposed Planned Unit Development project is compatible with adjacent/nearby development.
8. The proposed Planned Unit Development project will positively contribute to and not detract from the physical appearance and functional arrangement of development in the area.
9. The proposed Planned Unit Development project will produce significant benefits in terms of environmental design and significant alternative approaches to addressing development performance that relate to and more than compensate for any requested exceptions modifications variation of any standard or regulation of the Zoning Code.
10. For Planned Unit Development projects that are proposed to be developed in phases, the applicant can provide a timeline for development and can demonstrate that the project would be successful even if all phases were not or could not be completed.

FEES:	
In accordance with the fee schedule in Sec. 3.12 Appendix A	
Concept Review	\$100
General Implementation Plan	\$2,000
Specific Implementation Plan (SIP)	\$500
SIP Major Modification	\$500
SIP Minor Modification	\$300
SIP Revisions— Project cost of revisions is less than \$10K	\$50
Escrow	\$5,000

SECTION 10.10.61(2) ESCROW DEPOSITS:

ESCROW DEPOSIT	An Escrow Deposit of \$5,000 is required per Sec. 10.10.61 to cover project review costs by outside consultants when necessary. Staff will notify you if/when an escrow deposit is needed.
-----------------------	--

- a) Applicants for all Zoning Amendments, Conditional Use Permits, Planned Unit Developments, and modifications shall be responsible to pay the actual cost of review of the application charged to the City by other agencies, or by outside consultants hired by the City including but not limited to Federal, State, or County Departments and Madison Metropolitan Sewerage District, Attorneys, Engineers, or Planners. Upon application, the applicant shall deposit an amount set forth in the Fee Schedule under Chapter 3.12 of the Municipal Code to be held in escrow upon which the City shall draw to pay for said costs as they are incurred during the course of reviewing the application. Itemized statements reflecting the amounts drawn from the deposit shall be sent to the applicant each month. In the event that the escrow deposit has been drawn down to twenty-five percent (25%) of the required amount, the applicant shall replenish the escrow deposit to its original amount. If any funds remain in the escrow deposit following final determination of the application, such remaining funds shall be returned to the applicant within sixty (60) days of the determination together with an accounting of the deposits and draws on the escrow.
- b) Applicants may obtain a pre-application waiver of the required escrow deposit from the City Administrator if in the City Administrator’s sole discretion, he or she determines that no consultant review will be required. Said waiver shall not preclude the City Administrator from employing an outside consultant, charging the costs of any consultant review to the applicant, or requiring an escrow deposit at any time after application.

Section 26.10(6) – Warranty and Financial Guarantee of the City of Middleton Code of Ordinances requires the submittal of financial guarantee in every instance where the estimated cost of stormwater practices exceeds \$5,000. The financial guarantee must be provided prior to stormwater management permit approval. The amount of the Installation Financial Guarantee shall be determined by the City Engineer and shall not exceed the total estimated construction costs of the approved storm water management practices, plus 25%.