



GROUP AND LARGE DEVELOPMENTS CITY OF MIDDLETON CHECKLIST

REQUIREMENTS PER [SECTION 10.06.02](#)

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

1. All group and large developments require a **conditional use permit**. Refer to the Conditional Use Permit Checklist for review and approval procedures. Also, see the Site Plan Checklist for all components of a required site plan.
2. Additional requirements for group and large developments are as follows:
 - Compatibility Report (if requested by the City). The report should cite adequate evidence that the proposed building and overall development project shall be compatible with the City's Comprehensive Plan and any detailed neighborhood or special area plan for the area. The Compatibility Report shall specifically address the following items:
 - Compatibility Report Narrative. A narrative describing how the proposed development meets the building placement and site layout requirements as stated above.
 - Traffic Impact Analysis. The City may require that a traffic impact analysis (TIA) be completed in accordance with [Section 10.06.03\(15\)\(c\)](#).
 - Small area plan. The City may require that a detailed small area plan be submitted and approved by the Plan Commission. The detailed small area plan shall be prepared for all areas within 1,000 feet of the subject property (as measured from the outer perimeter of the subject property or group of properties proposed for development), and any other nearby lands as determined by the Plan Commission to be part of the defined neighborhood or area. The detailed small area plan shall contain the following specific elements, drawn to scale:
 - Demonstration that the proposed small area plan is in harmony with the land use, multi-modal transportation, utility, stormwater management, community character provisions of the City's Comprehensive Plan.
 - Proposed land use with specific zoning districts and existing land uses, if present.
 - Complete transportation network, including pedestrian and bicycle facilities and transit routes and stops, where applicable.
 - Conceptual stormwater management facilities.
 - Proposed public facility sites, including parks, schools, conservation areas, public safety facilities and public utility facilities.
 - Proposed community character themes, including building materials, landscaping, streetscaping, and signage.
 - Transitional treatments such as berms and/or landscaping between areas with differing land uses or character.

FEES:	In accordance with the fee schedule in Sec. 3.12 Appendix A	
	APPLICATION FEE	ESCROW DEPOSIT FOR CITY CONSULTANT REVIEW
	\$500	\$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.
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- 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%.