

**PLANNED UNIT DEVELOPMENT  
GENERAL DEVELOPMENT PLAN  
APPLICATION FORM  
Village of New Glarus**

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**Part A: Contact Information**

Tax Parcel Number: \_\_\_\_\_

1. *Property Owner's* Name and Address: \_\_\_\_\_

\_\_\_\_\_

*Owner's* Phone number: \_\_\_\_\_ E-mail: \_\_\_\_\_

2. *Applicant's* Name and Address (if different from *Property Owner*): \_\_\_\_\_

\_\_\_\_\_

*Applicant's* Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

3. *Engineer's* Name and Address: \_\_\_\_\_

\_\_\_\_\_

*Engineer's* Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

4. *Attorney's* Name and Address: \_\_\_\_\_

\_\_\_\_\_

*Attorney's* Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

5. Who from above is the primary contact for this application? (Who should receive correspondence/notices?)

\_\_\_\_\_

\_\_\_\_\_  
Property Owner's Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature (if different from Property Owner)

Date: \_\_\_\_\_

**Part B: Submission Requirements**

Submittal Due Date: **30 days prior to the meeting of the Plan Commission at which action is desired. The Plan Commission meets the 3<sup>rd</sup> Thursday of each month.**

Checklist—See attached sheet for all Planned Unit Development submission requirements.

# GENERAL DEVELOPMENT PLAN CHECKLIST

**NOTE: It is important to read the attached Code in its entirety to meet all requirements.**

**General Development Plan Applications Must Include the Following:**

- Completed “General Development Plan” Application Form
- Submit 3 copies of a General Development Plan to include the following information:
  - A statement describing the general character of the intended development.
  - An **accurate site plan** of the project area as required below under “*Submission Requirements – Site Plan*”, including its relationship to surrounding properties and existing topography, key features, and building location and height.
  - A plan of the proposed project showing sufficient details to make possible the evaluation of the criteria for approval as set forth below under “*Submission Requirements – Criteria for Approval*”.
  - The pattern of proposed land use, including shape, size and arrangement of proposed use areas, density, environmental character and their relationship to adjoining parcels of land within 600 feet of area boundaries.
  - The pattern of public and private streets.
  - The location, size and character of recreational and open space areas reserved or dedicated for public uses, such as schools, parks, greenways, etc.
  - A utility feasibility study.
  - Appropriate statistical data on the size of the development, ratio of various land uses, percentages of multifamily units by number of bedrooms, economic analysis of the development, expected staging, and any other plans or data pertinent to evaluation by the Village.
  - General outline of intended organizational structure related to property owners' association, deed restrictions and private provision for common services.
- This Checklist (or a copy of this check-list)
- Application fee: \$150 PLUS costs.
- Engineering and legal fees: Signed agreement with applicant for the billing of any engineering and legal fees that the Village incurs in reviewing the plans [§ 305-24(J)(1)].

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**For Village Staff Only:**

**Plan Commission**

Application Received: \_\_\_\_\_

Fees paid – Amount and Date: \_\_\_\_\_ Receipt #: \_\_\_\_\_

Forward General Development Plan and rezoning to a PUD classification to Plan Commission: \_\_\_\_\_

Plan Commission must complete review by (within 30 days of the date of filing):

Date due: \_\_\_\_\_

Date Completed: \_\_\_\_\_

Forward copy of General Development Plan to the following agencies on: \_\_\_\_\_

- |                                |                                |
|--------------------------------|--------------------------------|
| • New Glarus Fire Department   | Written review received: _____ |
| • New Glarus Police Department | Written review received: _____ |
| • New Glarus EMS               | Written review received: _____ |
| • Village Engineer             | Written review received: _____ |
| • Utility Office               | Written review received: _____ |
| • Zoning Administrator         | Written review received: _____ |

**Plan Commission Recommendation: (Date \_\_\_\_\_):**                      APPROVE                      DENY

*Conditions of Approval:* \_\_\_\_\_

\_\_\_\_\_

*If denied, reason:* \_\_\_\_\_

\_\_\_\_\_

**Village Board**

Forward General Development Plan and rezoning to a PUD classification to Village Board for Review: \_\_\_\_\_

Village Board must complete review by (within 60 days of the date of filing):

Date due: \_\_\_\_\_

Date Completed: \_\_\_\_\_

Set Public Hearing for rezoning to a PUD classification for: \_\_\_\_\_

Send Public Hearing Notice to property owners within 100 feet on: \_\_\_\_\_

Send Public Hearing Notice to clerk of any municipality within 1,000 feet of property: \_\_\_\_\_

Publication of Notice (Class 2): \_\_\_\_\_

**Village Board Determination: (Date \_\_\_\_\_):**                      APPROVE                      DENY

*Conditions of Approval:* \_\_\_\_\_

\_\_\_\_\_

*If denied, reason:* \_\_\_\_\_

\_\_\_\_\_

# Village of New Glarus

## Submission Requirements

### **Site Plan** [per Section 305-24(C)]

Site plan. The site plan component of the general development plan shall be drawn at a scale of not less than one inch equals 50 feet and shall include the following information:

1. Location and dimension of property boundaries.
2. Location, size and number of parking spaces.
3. Location, size, use, entrances and exits of all buildings.
4. Elevations and contours sufficient to show topographic features and drainage patterns.
5. Distances between buildings, between buildings and property lines, and between buildings and other improvements on the site, including walks, parking areas and site structures.
6. Location and width of all drives and roadways on the site.
7. Drainage of surface water within the site, including parking lots and street grades, and the size, slope, depth and location of drainage and erosion control pipes and structures.

### **Criteria for Approval** [per Section 305-24(H)]

Criteria for approval. As a basis for determining the acceptability of a PUD application, the following review criteria shall be applied to the specific implementation plan, with specific consideration as to whether or not it is consistent with the spirit and intent of the Zoning Code, has been prepared with competent professional advice and guidance and produces significant benefits in terms of environmental design:

1. Character and intensity of land use. The uses proposed and their intensity and arrangement on the site shall be of a visual and operational character which:
  - a. Is compatible with the physical nature of the site, with particular concern for the preservation of natural features, tree growth and open spaces.
  - b. Would produce an attractive environment of sustained aesthetic and ecological desirability, economic stability and functional practicality compatible with the general development plans for the area as established by the community.
  - c. Would not adversely affect the anticipated provision for school or other municipal services.
  - d. Would not create a traffic or parking demand incompatible with the existing or proposed facilities to serve it.
2. Economic feasibility and impact. The proponents of a PUD application shall provide the Village satisfactory evidence of its economic feasibility, proof by the proponents of available adequate financing, and that the PUD would not adversely affect the economic prosperity of the Village or the values of surrounding properties.
3. Engineering design standards. The width of street right-of-way, width and location of streets or other paving, outdoor lighting, location of sewer and water lines, provision for stormwater drainage or other similar environmental engineering considerations shall be based upon a determination of appropriate standards necessary to implement the specific function in the specific situation. In no case shall standards be less than those necessary to assure the public safety and welfare as determined by the Village.
4. Preservation and maintenance of open space. Adequate provision shall be made for the permanent preservation and maintenance of common open space by private reservation.

- a. The open area to be reserved shall be protected against building development by conveying to the Village, as part of the conditions for approval, an open space easement over such open areas restricting the area against any future building or use except as is consistent with that of providing landscaped open space for the aesthetic and recreational benefit of the PUD. Buildings or uses for noncommercial, recreational or cultural purposes compatible with the open space objectives may be permitted only where specifically authorized as part of the development plan or subsequently with the express approval of building, site and operational plans made by the Plan Commission.
  - b. The care and maintenance of such open space reservation shall be assured by establishment of appropriate management organization for the PUD.
5. Implementation schedule. The proponents of a PUD shall submit a reasonable schedule for the implementation of the plan to the satisfaction of the Village, including suitable provisions for assurance that each phase will be brought to completion in a manner which will not result in any adverse effect upon the community as a result of termination at that point.