



*Preserving Yesterday's Heritage for Tomorrow.*

Application Fee: **\$100**

Receipt No. \_\_\_\_\_

Date \_\_\_\_\_

Staff \_\_\_\_\_

## APPLICATION FOR TOWN CENTER OVERLAY DISTRICT PETITION

The Town Center Overlay District (TCOD) is intended to permit developments that will be enhanced by coordinated area site planning, diversified location of structures and/or mixing of compatible uses. Such developments are intended to maximize safety, focus on the creation of social pedestrian facilities, create economic development that serves the needs of Town residents, provide attractive recreation, green spaces, town squares and plazas, enable economical design of utilities and community facilities, and ensure adequate standards of construction and planning. The TCOD allows for flexibility of overall development design, while at the same time maintaining, where judged appropriate by the Town Board, other standards or use requirements as set forth in the underlying base zoning district. The TCOD shall be applicable only within the district as depicted in the accompanying map.

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

Address \_\_\_\_\_

Phone No. (\_\_\_\_) \_\_\_\_\_ Fax No.(\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

Cell No.: (\_\_\_\_) \_\_\_\_\_

Landowner of Record (if different than applicant):

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone No. (\_\_\_\_) \_\_\_\_\_ Fax No.(\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

Cell No.: (\_\_\_\_) \_\_\_\_\_

Engineer / Consultant: \_\_\_\_\_

Address \_\_\_\_\_

Phone No. (\_\_\_\_) \_\_\_\_\_ Fax No.(\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

Gross Land Acreage \_\_\_\_\_ Location \_\_\_\_\_ 1/4 Sec. \_\_\_\_\_

Current Zoning: \_\_\_\_\_

Zoning change requested?: \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, does this rezoning also involve a proposed or pending land division? \_\_\_\_\_ Yes \_\_\_\_\_ No

Existing buildings on Property: \_\_\_\_\_ Yes \_\_\_\_\_ No If Yes, please describe:

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

**Refer to the remainder of the packet for a listing of the required materials that must accompany an application for Town Center Overlay District Petition, as well as a description of the petition process.**

Applicant's Signature

Date

Town Initials (Office Use)

## The Town Center Overlay District Petition process and requirements are as follows:

Please note:

- ✓ Materials must be submitted at least **two weeks** before the desired meeting date; see the attached meeting schedule for submission deadlines.
- ✓ Incomplete applications will not be accepted and/or processed.
- ✓ **The petition process may take 2 months** because of the meeting schedules and the required public hearing and associated notices. **Every effort will be made to expedite the review of your petition.**

Step 1: The first step for a TCOD petition is a **Pre-Petition Conference**. The owner or agent shall meet with Town staff to discuss the scope and nature of the contemplated development. There is no charge for this meeting. If directed by staff, proceed to step 2.

Note: Following this meeting, all costs for Town staff and consultants associated with the proposed project shall be borne by the owner or his agent by agreement with the Town.

Step 2: Following the Pre-Petition Conference, the owner or his agent may file a petition with the Town Plan Commission for approval of a TCOD proposal. Due **two weeks** before this meeting are the following:

- ✓ A completed application
- ✓ A General Development Plan (GDP)
- ✓ A fee of \$100

Step 3: The third step in the petition process is the Plan Commission meeting. During this meeting, the Plan Commission will review the GDP and other TOCD petition application materials, and make a recommendation on how to proceed. The Plan Commission may add additional conditions or restrictions which it may deem necessary or appropriate to promote the spirit and intent of the TCOD. It may also reject or recommend denial of the application by the Town Board if they find it inconsistent with the goals, intentions, or details of the Five Corners Master Plan or Town of Cedarburg Comprehensive Plan: 2035.

Step 4: Following a recommendation by the Plan Commission, the petition would proceed with a Town Board meeting, at which a public hearing would be held to take public comment on the petition; the Board may act on the petition at this meeting.

**NOTE:** Any subsequent changes or additions to the plans or uses must first be submitted to the Plan Commission, which will decide if the change or addition is considered substantial. If the Plan Commission determines the change or addition is substantial, a public hearing before the Town Board shall be required.

**NOTE:** The terms and conditions of the TCOD shall be set forth in a Developer's Agreement and restrictive covenants as deemed necessary by the Town.

**NOTE:** The Plan Commission and Town Board will consider the following:

- ✓ The proposed site shall be provided with adequate drainage facilities for surface and storm waters.
- ✓ The proposed project shall be accessible from roads that are adequate to carry the traffic that can be expected to be generated by the proposed development.
- ✓ No undue constraint or burden will be imposed on Town services and facilities.
- ✓ Adequate utilities shall be provided.
- ✓ Adequate guarantee is provided for permanent preservation of open space areas, town squares and plazas, green spaces, and other open spaces as shown on the approved site plan either by private reservations and maintenance or by dedication to the public.

## The General Development Plan (GDP) Checklist:

At least **two weeks prior to the Plan Commission meeting** at which the applicant will appear, the applicant shall submit a General Development Plan (GDP). This plan will describe the relationship of the proposed project to the Town Center Overlay District, Five Corners Master Plan and Town of Cedarburg Comprehensive Plan: 2035. During the pre-petition conference, staff will direct the applicant those items that will need to be completed as part of the GDP. The applicant should work with Town staff on an appropriate format for the GDP. If the Town requires a specific item, the box will be checked off. Possible items include but may not be limited to the following:

- Description: a description of how the project will blend with the existing neighborhood, including all other areas within the boundary of the Five Corners Master Plan. This can include existing and anticipated uses of adjoining lands in regard to roads, surface water drainage and overall compatibility.
- Land Use: explain the different types of residential and/or commercial land uses contained within the proposed development. These could include but are not limited to: single-family, duplex, town home, condominium, apartment, mixed-use residential/commercial etc and should include sample pictures.
- Site & Building area: provide total acreage of the project, square footage of all buildings by type (commercial or residential), number of units per building by type. If residential, provide an expected permanent population.
- Architectural plans: provide architectural plans, elevations and perspective drawings and sketches illustrating the design and character of proposed structures and streetscape.
- Existing conditions: explain the existing conditions of the site and surrounding areas.
- Maps/drawings: possible maps include:
  - a preliminary plat or certified survey map depicting the plan of the development
  - the type, size, arrangement and location of each building on individual lots
  - a topographical map showing contours at no greater than two-foot intervals.
  - a soils map showing the characteristics of soils related to proposed uses
  - parking and traffic map
  - landscaping drawings
- Open space: provide total area to be preserved as open space in acres or square feet. Discuss the proposed features and amenities (i.e. parks, square or plazas, fountain, drainage ways) and describe who will be responsible for long-term maintenance; show these features on plan maps.
- Parking & traffic: provide the estimated number of parking spaces needed by the development. Also, show the location of roads, driveways, parking facilities, sidewalks, trails, bicycle facilities and related vehicular and pedestrian traffic circulation on a parking and traffic map, or incorporate into other maps and diagrams.

- Landscaping: show specific landscaping treatments, including detailed street cross sections showing roadside landscaping standards; map will be required.
- Signage: discuss the use of signage and their location; provide samples.
- Infrastructure: list any municipal improvements that will be required as a result of the proposed project. Also, show on a map the existing and proposed location of sanitary sewer, water supply, stormwater drainage facilities as well as private utilities and other easements.
- Estimated value: provide a general summary of the estimated value of structures and site improvement costs, including landscaping and special features.
- Ownership: describe if the proposed development will be owned by a single owner, or consortium of owners.
- Management: provide a general outline of the organizational structure of a property owner or management association, which may be proposed to be established for the purpose of providing any necessary private services.
- Code deviations: list any proposed departures from the standards of development as set forth in the Town zoning regulations, land division ordinance, sign ordinance, other Town regulations or administrative rules or other guidelines, and the justification for doing so.
- Schedule: list the expected date of commencement of physical development as set forth in the proposal and an outline of any development staging which is planned.
- Legal description: provide a legal description of the boundaries of lands included in the proposed project.





## 2012 TCOD PLAN COMMISSION MEETINGS & DEADLINES

Town Center Overlay District petition applications require submittal of materials at least **two weeks** prior to the desired meeting on the Plan Commission Agenda:

Plan Commission Meeting Dates	Submittal Deadlines
January 18	January 4
February 15	February 1
March 21	March 7
April 18	April 4
May 16	May 2
June 20	June 6
July 18	July 4
August 15	August 1
September 19	September 5
October 17	October 3
November 21	November 7
December 19	December 5

- ✓ These dates are subject to the discretion of Town officials.
- ✓ The applicant shall be required to pay a fee to the Town equal to the actual cost for Town staff and consultants incurred by the Town in connection with the TCOD application following the pre-petition conference whether or not the petition is approved.

Please be advised that if you want your matter to appear on the Town Plan Commission agenda, a complete application and all required materials must be submitted to the Town Hall by the dates noted above. This schedule allows time for the staff (and engineering consultant if necessary) to review submissions, obtain additional information and prepare memorandums to the Plan Commission.

**It is the applicant's responsibility to submit eighteen (18) copies or more of the materials** for Town staff, Plan Commission, and Town Board distribution. One copy is made available for public review.