



TOWN OF GRAFTON PLANNED UNIT DEVELOPMENT (PUD) REQUIREMENTS

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In order for an application to be complete, the following items are required at the time of submittal:

(Please note that if any one element is not included, the application is considered incomplete. Incomplete applications are subject to all application deadlines and may be postponed to the next agenda if submittal deadlines are not met.)

INITIAL APPLICATION (or any time the item appears on a meeting agenda):

- Pre-Application meeting minutes, with all applicable submittal requirements
- Signed, completed Planned Unit Development (PUD) Application Form
- Signed, completed Planned Unit Development (PUD) Requirements Checklist
- Thirty (30) copies of the submittal package, submittal requirements include, but are not limited to:
 - Site narrative including information from the list below specifically stating the requested use
 - Plan set for existing and proposed conditions, as described below (thirty (30) 11x17 copies and three (3) full-sized plan sets)
 - If the application includes a land division:
 - Submittal of the land division in the proper vehicle for recordation: State Subdivision, Town Plat or Certified Survey Map
 - Wetland Delineation, Wetland Determination, or request to waive the requirement (please see Staff)
 - Soil Borings, or request to waive the requirement (please see Staff)
 - If the application includes the construction of a new building(s):
 - Architectural Drawings
 - Color Renderings
 - If the application includes public improvements:
 - Construction Drawing plan set for existing and proposed conditions (thirty (30) 11x17 copies and three (3) full-sized plan sets)
 - If the site plan includes land disturbing activity:
 - Storm water management plan or proof that no storm water management plan is required
 - Erosion Control Permit application (for land disturbance in excess of one (1) acre)
- Electronic copy of entire submittal package
- Formal letter requesting a Plan Commission waiver of any and all requirements not met (as applicable)

SUBSEQUENT APPLICATION (Staff review of punch-list items):

- Signed, completed Planned Unit Development (PUD) Application Form
- Signed, completed Planned Unit Development (PUD) Requirements Checklist
- Five (5) copies of the submittal package, submittal requirements include, but are not limited to:
 - Site narrative including information from the list below specifically stating the requested use
 - Plan set for existing and proposed conditions, as described below (thirty (30) 11x17 copies and three (3) full-sized plan sets)
 - If the application includes a land division:
 - Submittal of the land division in the proper vehicle for recordation: State Subdivision, Town Plat or Certified Survey Map
 - Wetland Delineation or Wetland Determination
 - Soil Borings
 - If the application includes the construction of a new building(s):
 - Architectural Drawings
 - Color Renderings

- If the application includes public improvements:
 - Construction Drawing plan set for existing and proposed conditions (thirty (30) 11x17 copies and three (3) full-sized plan sets)
 - If the site plan includes land disturbing activity:
 - Storm water management plan or proof that no storm water management plan is required
 - Erosion Control Permit application (for land disturbance in excess of one (1) acre)
 - Electronic copy of entire submittal package
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Planned Unit Development (PUD) Requirements can be found in Section 9.1.3.17 of the Town of Grafton Code of Ordinances.

Please note that a PUD overlay is not a guaranteed right for any property. The applicant assumes all risk for invoices and fees associated with the cost to review a PUD application. By signing this application, the applicant acknowledges that all fees will be paid in full with the understanding that the Plan Commission may deny the application.

Prior to making an application to appear before the Plan Commission, the applicant must hold a pre-petition conference with the Town Planner, Town Engineer or designee to discuss the requirements and site layout. The meeting must be held prior to appearance before the Town. Applicants seeking advice from the Plan Commission prior to submittal for a Planned Unit Development should apply for an Advisory Discussion.

A narrative, site plan or alternate presentation must be provided to show that the site meets one of the following intents of the Planned Unit Development (PUD) Overlay District (please check all that apply):

- To provide a safe and efficient system for pedestrian and vehicular traffic;
- To provide attractive recreation and open spaces as integral parts of the developments;
- To enable effective design for the location of public and private utilities and community facilities;
- To ensure adequate standards for construction and planning, and
- To allow for flexibility of overall development design, while at the same time maintaining the intentions, but not the detailed standards or use requirements, as set forth in the underlying base zoning district. Both the developer and the community are intended to benefit from such design.

A Planned Unit Development (PUD) Overlay District may only be considered for those areas and zoning districts the Town considers appropriate for consideration of unique development issues. Please indicate which applies:

- Areas within ½ mile of freeway interchanges
- Areas with unique environmental constraints or opportunities
EXAMPLE: Significant cultural features, natural areas, identified environmental corridors, etc.
- Areas in which there are significant issues regarding the relationship of Town development to surrounding municipalities.

Following the pre-petition conference, the owner or his agent may file a petition with the Town for an amendment to the Town's existing zoning district map designating and adding a Planned Unit Development (PUD) Overlay District to the underlying base use zoning district thereby permitting the application of the provisions of this section to the designated area. Such petition shall be accompanied by the appropriate fee as well as the following information:

- A statement which sets forth the relationship of the proposed Planned Unit Development (PUD) Overlay District to the Town's adopted comprehensive plan or any adopted component thereof (including the Town's Future Land Use Map) and the general character of and the uses to be included in the proposed PUD, including the following information:
 - Total area to be included in the Planned Unit Development (PUD) Overlay District, area of open space, residential density computations, proposed number of dwelling units, population analysis, availability of or requirements for municipal services and any other similar data pertinent to a comprehensive evaluation of the proposed development.
 - A general summary of the estimated value of structures and site improvement costs, including landscaping and special features.

- A yield plan that documents, in the form of a site plan, the size and character of development that would be allowed if there was no Planned Unit Development (PUD) Overlay District and the existing site constraints and underlying zoning regulations were met, including the determination of buildable area, all setbacks, environmental restrictions, easements, rights-of-way, access points, parking, and all other conditions that impact the potential development of the site. If the proposed PUD includes residential development the yield plan shall determine the maximum number of allowable residential units. If the proposed PUD includes commercial development the yield plan shall determine the maximum area of occupied building that could be constructed.
- A general outline of the organizational structure of a property owner's or management's association, which may be proposed to be established for the purpose of providing any necessary private services.
- 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 universal guidelines.
- The expected date of commencement of physical development as set forth in the proposal and also an outline of any development staging which is planned.
- If the proposed PUD is within a ¼ mile of the Town's border, the PUD shall include an analysis of any impact the PUD may have on annexations and other issues regarding the Town's boundaries.
- A general development plan which shall include, in addition to those site plan and architectural review requirements set forth in this chapter, the following:
 - A preliminary plat illustrating plan of development of the Planned Unit Development (PUD) Overlay District. The preliminary plat shall include all additional information as required in this chapter.
 - A legal description of the boundaries of lands included in the proposed Planned Unit Development (PUD) Overlay District.
 - A description of the relationship between the lands included in the proposed Planned Unit Development (PUD) Overlay District and the surrounding properties.
 - The location of public and private roads, driveways and parking facilities.
 - The size, arrangement and location of any individual building sites and proposed building groups on each individual lot.
 - The location of institutional, recreational and open space areas and areas reserved or dedicated for public uses, including schools, parks and drainage ways.
 - The type, size and location of all structures.
 - General landscaping treatment.
 - Architectural plans, elevations and perspective drawings and sketches illustrating the design and character of proposed structures.
 - The existing and proposed location of public sanitary sewer, water supply facilities and stormwater drainage facilities.
 - The existing and proposed location of all private utilities or other easements.
 - Characteristics of soils related to contemplated specific uses.
 - Existing topography on-site with contours at no greater than two foot (2') intervals national geodetic vertical elevation.
 - Anticipated uses of adjoining lands in regard to roads, surface water drainage and compatibility with existing adjacent land uses.
 - If the development is to be phased, a phasing plan.

A PUD Overlay allows for deviation from the Town of Grafton Land Division Code, specifically:

- The lot area requirements of the underlying base district may be modified. However, in no case shall the development project density exceed a gross density of six (6) dwelling units per acre.
- Individual lot widths required by the underlying base district may be modified.
- The building height and area requirements of the underlying base district may be modified.
- Setbacks required by the underlying base use district may be modified in planned unit development.
- No principal structures in planned developments shall be located closer than twenty (20) feet to another structure.
- Structures in planned residential development structures shall have a rear yard of not less than twenty-five (25) feet.

The Town Plan Commission and the Town Board shall not give their respective recommendations or approvals unless it is found that:

- The proposed site shall be provided with adequate drainage facilities for surface and stormwater.
- The proposed site shall be accessible from public 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 public services and facilities, such as fire and police protection, street maintenance and maintenance of public areas by the proposed development.
- The streets and driveways on the site of the proposed development shall be adequate to serve the residents of the proposed development and shall meet the minimum standards of all applicable ordinances and administrative regulations of the Town.
- Adequate water and sewer facilities shall be provided.
- Adequate guarantee is provided for permanent preservation of open space areas as shown on the approved site plan either by private reservations and maintenance or by dedication to the public.
- Changes or additions. Any subsequent change or addition to the plans or uses shall first be submitted for approval to the Town Plan Commission and if in the opinion of the Town Plan Commission, such change or addition constitutes a substantial alteration of the original plan, a public hearing before the Town Board shall be required and notice thereof be given pursuant to the provisions of this chapter.
- Termination. If a building permit is not issued within one (1) year of receiving the Planned Unit Development (PUD) Overlay District zoning, the PUD and underlying district zoning for the property shall be automatically discontinued and replaced with the zoning designation that existed prior to the PUD rezoning.
- The Town reserves the right to reject any Planned Unit Development (PUD) proposal which, in the opinion of the Town, is not in the best interests of the community. A PUD shall be in conformity with the Town's plans and shall not be contrary to the general welfare and economic prosperity of the community.

ALL Planned Unit Development (PUD) applications shall be based upon a survey by a registered land surveyor and the plat shall be prepared on tracing cloth, reproducible drafting film, or paper of good quality at a map scale of not more than one hundred (100) feet to the inch and shall show correctly on its face the following information:

- Title or name under which the proposed subdivision or major land division is to be recorded. For major land divisions, the title of the plat shall include the words "Town Plat."
- Proper Location of the proposed subdivision or major land division by Government lot, quarter-section, township, range, county and state.
- Preliminary construction drawings including the following information:
 - Existing Conditions
 - Exact Length and Bearing of the exterior boundaries of the proposed subdivision or major land division referenced to a corner established in U.S. Public Land Survey, and the total acreage encompassed thereby.
 - Existing and Proposed Contours at vertical intervals of not more than two (2) feet where the slope of the ground surface is less than ten (10) percent, and if not more than four (4) feet where the slope of the ground surface is ten (10) percent or more. Elevations shall be marked on such contours based on National Geodetic Datum of 1929 (mean sea level).
 - Water Elevations of adjoining lakes and streams at the date of the survey and approximate high and low water elevations, all referred to mean sea level (1929 datum).
 - Floodplain Limits and the contour line lying a vertical distance of two (2) feet above the elevation of the 100-year recurrence interval flood, or where such data is not available, five (5) feet above the elevation of the maximum flood of record.
 - Location, Right-of-Way Width and Names of all existing streets, alleys or other public ways, easements, railroad and utility rights-of-way and all section and quarter section lines within the exterior boundaries of the subject site or immediately adjacent thereto.
 - Type, Width and Elevation of any existing street pavements within the exterior boundaries of the plat or immediately adjacent thereto together with any legally established centerline elevations, all to mean sea level (1929 datum).

- Location and Names of Any Adjacent Subdivisions, parks and cemeteries, and owners of record of abutting unplatted lands.
- Location Size and Invert Elevation of any existing sanitary or storm sewers, culverts and drain pipes, including farm drain tile, the location of manholes, catch basins, hydrants, power and telephone poles, and the location and size of any existing water and gas mains within the exterior boundaries of the plat or immediately adjacent thereto. If no sanitary or storm sewers or water mains are located on or immediately adjacent to the lands being platted, the nearest such sewers or water mains which might be extended to serve such lands shall be indicated by their direction and distance from the nearest exterior boundary of the plat and their size, and invert elevations.
- Locations of All Existing Property Boundary Lines, structures, drives, streams and watercourses, marshes, rocks, outcrops, wooded areas, railroad tracks and other similar significant natural or man-made features within the tract being divided or immediately adjacent thereto.
- Proposed Conditions
 - Location, Width and Names of all proposed streets and public rights-of-way such as alleys and easements.
 - Approximate Dimensions of All Lots together with proposed lot and block numbers.
 - Location and Approximate Dimensions and Size of any sites to be reserved or dedicated for parks, playgrounds, drainageways, schools, or other public use or which are to be used for group housing, shopping centers, church sites, or other private uses not requiring lotting;
 - Approximate Radii of All Curves.
 - Existing Zoning on and adjacent to the proposed subdivision or major land division.
 - Any Proposed Lake and Stream Access with a small drawing clearly indicating the location of the proposed subdivision or major land division in relation to the access.
 - Any Proposed Lake and Stream improvement or relocation.
- Soil Type, Slope, and Boundaries as shown on the detailed operational soil survey maps prepared by the U.S. Soil Conservation Service.
- Location of Soil Boring Tests, where required by Section COMM 85 of the Wisconsin Administrative Code, made to a depth of six (6) feet, unless bedrock is at a lesser depth. The number of such tests shall be adequate to portray the character of the soil and the depths of bedrock and groundwater from the natural undisturbed surface. To accomplish this purpose, a minimum of one test per three (3) acres shall be made initially. Two (2) copies of all test results shall accompany the Preliminary Plat.
- Location of Soil Percolation Tests where required by Section COMM 85 of the Wisconsin Administrative Code, conducted in accordance with Section COMM 85 of the Wisconsin Administrative Code, taken at the location and depth in which soil absorption waste disposal systems are to be installed. The number of such tests initially made shall not be less one (1) test per three (3) acres or one (1) test per lot, whichever is greater. Two (2) copies of all test results shall accompany the Preliminary Plat.
- Location of wetlands, conducted in accordance with Chapter NR103 of the Wisconsin Administrative Code. Two (2) copies of the wetland delineation report shall accompany the Preliminary Plat. If there are no wetlands, two (2) copies of a certified wetland determination must be provided. All wetland delineations and determinations must be approved by the Town Board of Supervisors.
- At the time of preliminary plat submittal, the Town Engineer will require that the subdivider provide street plans and profiles showing existing ground surface, proposed and established street grades, including extensions for a reasonable distance beyond the limits of the proposed subdivision, minor land division, major land division or replat when requested. All elevations shall be based upon mean sea level (1929) datum, and plans and profiles must be approved by the Town Engineer.
- At the time of final plat submittal, the subdivider shall prepare final construction plans and specifications for the road, storm sewer, storm water management facilities installations and other public land improvements, and provide the same to the Town Engineer for approval.

- All required land improvements shall be subject to inspection and approval by the Town Engineer during the course of construction.
- The Town Engineer may require that borings and soundings be made in specified areas to ascertain subsurface soil, rock and water conditions, including depth to bedrock and depth to ground water table. Where the subdivision or major land division will not be served by public sanitary sewer service, the provisions of COMM 85 of the Wisconsin Administration Code shall be complied with, and the appropriate data submitted with the preliminary plat.
- The subdivider shall provide all soil erosion and sedimentation control plans and specifications for each site, as applicable and/or as required under the Town's Erosion Control Ordinance. See Title 7, Ch. 15. Such plans and specifications shall be subject to approval by the Town Engineer, and shall generally follow the guidelines and standards set forth in the publication, Minimizing Erosion In Urbanizing Areas, as prepared by the U.S. Department of Agriculture, Soil Conservation Service, 1972, and shall be in accordance with standards set forth in Sections 9.2.8.08 and 9.2.9.05 of this Chapter, and the Town's Erosion Control Ordinance, Title 7, Ch. 15.
- Stormwater management plan or evidence that no stormwater management plan is required (Town's Erosion Control Ordinance, Title 7, Ch. 15).
- The Town Plan Commission may require submission of a draft of protective covenants whereby the subdivider intends to regulate land use in the proposed subdivision or major land division and otherwise protect the proposed development.
- Road Access to be Depicted. Every preliminary or final subdivision plat, town plat and certified survey map, whether preliminary or final, shall depict the road or street access pertaining to each lot therein shown. Such road or street access shall be so located as to be conducive to public safety in regard to vehicular and pedestrian traffic and it shall be so situated so as to promote the orderly platting and development of surrounding areas. If any lot abuts more than one road or street, each road or street access intended by the owner shall be depicted. It shall be the duty of the Town Plan Commission and the Town Board to evaluate each proposed lot access to determine whether it presents a safety hazard in regard to vehicular and pedestrian traffic and whether or not it promotes the orderly platting and development of the surrounding areas. The Town Plan Commission or the Town Board may reject any proposed plat or proposed certified survey map because of its disapproval of any road or street access for any lot. In the alternative, the Town Plan Commission or the Town Board may approve any plat or certified survey map on condition that it be changed to show the access in a manner satisfactory to the Town Plan Commission and the Town Board. Any action by the Town Plan Commission or the Town Board pursuant to this section shall be presumed to be based upon facts indicating that the proposed access poses a hazard to vehicular or pedestrian traffic or fails to promote the orderly platting or development of surrounding areas.
- The Surveyor preparing the preliminary plat shall certify on the face of the Plat that a correct representation of all existing land divisions and features and that he has fully complied with the provisions of this Chapter.
- All land divisions must follow the outlined requirements for a minor or major land division as outlined in the Town of Grafton Land Division Code and shall comply in all respects with the requirements of Sections 236.15, 236.16, and 236.20 of the Wisconsin Statutes.

For Staff review of the PUD application, include the following information:

- Lot width and area.
- Building height and area.
- All setbacks including front, rear and side yards.

Once the PUD has been approved by the Town and staff punch-lists have been completed, limited construction activities may begin. However, prior to the start of construction, the following items must be submitted, reviewed and approved by the Town:

- Developer's Agreement
- Letter of Credit
- A pre-construction meeting will be held a minimum of 7-10 days prior to the start of construction to allow for contacting other utilities and agencies.

Upon recordation at the County, a copy of the following documents shall be submitted to the Town:

- Developer's Agreement
- Land division documents

The following Sections of the Zoning Code may also need to be reviewed as a part of the Town Plat application:

- Section 9.1.5 Parking, Loading, Driveways and Access
- Section 7.6 Signs
- Section 9.1.7 Modifications

Review of the PUD application and appearance before the Plan Commission or Board of Supervisors is subject to the payment of all fees.

The petition for a Planned Unit Development (PUD) Overlay District shall be referred to the Plan Commission for its review and recommendation. The Plan Commission may add any additional conditions or restrictions which it may deem necessary or appropriate to promote the spirit and intent of this chapter and the purpose of this section.

In addition to the Town of Grafton, extraterritorial reviews include, but are not limited to, the following agencies:

- Village of Grafton
- Village of Saukville
- City of Port Washington
- City of Mequon
- Wisconsin Department of Natural Resources
- Ozaukee County Land, Planning, Resources and Land Management (shoreland zoning)
- Ozaukee County Highway Department (access off of a County road)

REVIEW TIMELINE

Initial Application

Staff reports for the initial review will be available to the applicant on the Friday before the Plan Commission meeting. Staff reports will be emailed or faxed to the applicant. Please specify the preferred method of delivery.

Subsequent Application

Depending on the level of effort required for a subsequent review, Staff Reports or Staff Approval Reports will be available two (2) weeks after receipt of the complete application.

SUBSEQUENT REVIEW

Staff will complete a review of the initial application and generate a Staff Report. If all Town Code, Ordinance and Standard requirements have been met, Staff will issue an approval report. If there are outstanding items that need to be addressed, Staff will generate a punch-list of items that must be addressed prior to approval and issuance of a conditional use permit.

Please note that a review of punch-list items is a subsequent application and requires a formal submittal to the Town. The applicant should fill out a new Planned Unit Development (PUD) Application form, with the Nature of Request marked as Staff review of punch-list items. On the back side of the application form, the applicant should check the Planned Unit Development (PUD) Review under Subsequent Application and submit the form to the Town Clerk with the required fee, as well as payment of all outstanding fees.

Once the revised submittal package, application form and fee are submitted to the Town Clerk, she will forward the package to Staff for review. If all punch-list items are addressed, Staff will issue an Approval Report. If the punch-list items have not been addressed, another punch-list will be generated and an additional subsequent application required.

A Staff Approval Report is required prior to approval. All remaining escrow will be refunded with the Town's receipt of final billing after the Approval Report has been generated.

ESCROW, FEES AND SPECIAL CHARGE

The Town of Grafton employs staff who aid in the review of each application. Staff members include (but are not limited to) the Town Clerk, Building Inspector, Administrative Assistants, Engineers, Planners and Lawyers. Professional Service Staff members bill on an hourly basis, and range from \$55/hour for a staff level technician to \$125/hour for senior staff. Each application requires review by several staff members. It is the responsibility of the applicant to pay for the time spent reviewing his/her application. It is at the discretion of the Town what level of effort is required by each individual staff member in order to conduct a complete review. The Town, at its sole discretion, shall be empowered to impose a special charge for the amount of said review cost, payable with the next succeeding tax roll.

Signature of Applicant: _____

Date: _____