

SUBMITTAL REQUIREMENT CHECKLIST

APPENDIX C Planned Development (PD)

This Form should be used by the Developer as a Guide to Preparing a Complete PD Submittal

APPLICATION REQUIREMENTS	INCLUDED IN APPLICATION (YES) (NO) (N/A)	DATE	WAIVED BY PLANNER
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PD CONCEPTUAL PLAN (11" X 17" COPIES)			
1. Prepared on Reproducible Drafting Film or Good Quality Paper			
2. General Location Map showing Location within the U.S. Public Land Survey Section			
3. Name/Address/Phone No's - Owner/Subdivider/Surveyor			
4. North Arrow			
5. Graphic Scale . . . not smaller than 1" = 100'			
6. Show Lands Contiguous Owned by Subdivider			
7. Date of the Plat			
8. Title or Name of Development			
9. Location of Development by U.S. Public Land Survey Quarter-Section, Township, Range, County, State			
10. Exact Length of Exterior Boundaries of Plat			
11. Existing and Proposed Contours (2-Foot Intervals)			
12. Water Elevations of Lakes and Streams			
13. Location, Right-of-Way Width, Names of Existing Streets, Easements, Railroad & Utility Rights-of-Way Within or abutting the CSM			
14. Type, Width and Elevation of Existing Pavements			
15. Location and Names of Adjacent Subdivisions, Parks, Cemetery and Owners of Adjacent Unplatted Lands			
16. Location, Size and Inverts of Existing Adjacent Utilities			
17. Locations of Existing Structures, Driveways, Water-courses, Wetlands, Wooded Areas, Wetlands, Rock Outcrops, Railroad Track and other Significant Features			
18. Location and Widths of Proposed Streets & Easements			
19. Approximate Dimensions of Lots w/Lot & Block Numbers			
20. Location and Approximate Locations of Parks, Drainage-ways, Outlots for Multi-Family, Churches, Shopping Centers and other Non-Residential Uses			
21. Approximate Radii of All Curves			
22. Existing Zoning On and Adjacent to the Development			
23. Existing or Proposed Lake or Stream Access			
24. Proposed Lake or Stream Improvement or Relocation			
25. Surveyor Affidavit that Maps Correctly all Existing Land Division and Natural Features			
26. Design Principles			
a. Side Lot Lines should be at Right Angles to Straight Streets or Radial to Curved Streets			
b. Double Frontage Lots should be Avoided except where Necessary to provide Separation of Residential Development from Arterial Highways			
c. Lots Abutting Arterial Highways should Prohibit Access to the Arterial Highway by means of a "No Access" Easement			
d. The Shape of Lots should be generally Rectangular. A Lot Width to Lot Depth Ratio of 1:2 is desirable			

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e. Streets should Intersect at Right Angles and Street Intersections should be a Minimum of 250 feet apart. Blocks within the Development should be between 600 feet and 1,500 feet in Length			
f. The Use of Cul-de-sac Streets should be Minimized. When Cul-de-sacs are Required, they should not Exceed 750 feet in Length			
g. Streets should Extend to the Limits of the Development. No "Reserve Strips" should be allowed Between Street, Lots and Adjacent Subdivisions			
SMALL LOCATION MAP (11" x 17") - Show Subject Property and Lands within 200 ft. of Subject Property			
WRITTEN DESCRIPTION			
1. Existing Zoning			
2. Land Use Plan Designation			
3. Natural Resources Site Evaluation Worksheet			
4. Current Land Uses on Property			
5. Proposed Land Uses on Property			
6. Plan of Operation:			
a. Project Themes and Images			
b. General Mix of Land Uses			
c. Residential Densities			
d. General Treatment of Natural Resources			
e. Relationship to Streets and Neighbors			
f. Relationship to Adopted City Comprehensive Mstr Plan			
g. Draft of Zoning Standards to be Applied - Modifications and/or Exemptions to:			
+ Permitted Land Uses			
+ Density Requirements			
+ Bulk Standards			
+ Landscape Requirements			
+ Parking and Loading Requirements			
EXISTING PROPERTY SITE MAP (24" x 36" & 11" x 17" Copies)			
1. Title Block with Name/Address/Phone/Cell/Fax/Email of Owner, Developer, Architect, Engineer, Planner			
2. Date of Original Plan and Current Revision			
3. North Arrow and Graphic Scale (not more than 1" = 100' on 24" x 36" Plans)			
4. Legal Description			
5. Property line and Street Right-of-Way			
6. All Existing Buildings, Parking Areas (with Dimensions), Dumpster Locations, Outdoor Storage Areas, Building Entrances, Walks, Drives, Patios, Fences (with Height), And Walls			
7. Location and Dimension of Customer and Employee Parking (Per Zoning Ordinance Requirements)			
8. Location of Loading and Service Areas			
9. Location of Protected Green Space			
10. Location of Drainage Areas			

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PROPOSED PROPERTY SITE MAP (24" x 36" & 11" x 17" Copies)			
1. Title Block with Name/Address/Phone/Cell/Fax/Email of Owner, Developer, Architect, Engineer, Planner			
2. Date of Original Plan and Current Revision			
3. North Arrow and Graphic Scale (not more than 1" = 100' on 24" x 36" Plans)			
4. Legal Description			
5. Property Line and Street Right-of-Way Dimensions and Bearings			
6. Easement with Dimensions, Ownership and Purpose			
7. All Required Building Setback Lines			
8. All Proposed Structures, Watercourses, Drainage Ditches, Parking Areas (with Dimensions), Dumpster Locations, Outdoor Storage Areas, Building Entrances, Walks, Drives, Patios, Fences (with Height) & Walls			
9. Location and Dimension (Cross-Section & Entry Throat) of all Access Points on Public Streets			
10. Location and Dimension of all On-Site Parking (and Off-Site Parking, if applicable). Compare Parking to Zoning Ordinance Requirements			
11. Location and Dimension of Loading and Service Areas			
12. Location of all Outdoor Storage Areas and the Design of all Screening Devices			
13. Location, Type, Height, Size and Lighting of all Signs			
14. Location of Protected Green Space			
15. Location of Drainage Areas			
16. Map Legend listing Site Data, including:			
a. Lot Area			
b. Floor Area			
c. Floor Area Ratio			
d. Impervious Surface Area			
e. Impervious Surface Ratio			
f. Building Height(s)			

GENERAL DEVELOPMENT PLAN (11" X 17" COPIES)			
1. Prepared on Reproducible Drafting Film or Good Quality Paper			
2. General Location Map showing Location within the U.S. Public Land Survey Section			
3. Name/Address/Phone No's - Owner/Subdivider/Surveyor			
4. North Arrow			
5. Graphic Scale . . . not smaller than 1" = 100'			
6. Show Lands Contiguous Owned by Subdivider			
7. Date of the Plat			
8. Title or Name of Development			
9. Location of Development by U.S. Public Land Survey Quarter-Section, Township, Range, County, State			
10. Exact Length of Exterior Boundaries of Plat			
11. Existing and Proposed Contours (2-Foot Intervals)			

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12. Water Elevations of Lakes and Streams			
13. Location, Right-of-Way Width, Names of Existing Streets, Easements, Railroad & Utility Rights-of-Way Within or abutting the CSM			
14. Type, Width and Elevation of Existing Pavements			
15. Location and Names of Adjacent Subdivisions, Parks, Cemetery and Owners of Adjacent Unplatted Lands			
16. Location, Size and Inverts of Existing Adjacent Utilities			
17. Locations of Existing Structures, Driveways, Water-courses, Wetlands, Wooded Areas, Wetlands, Rock Outcrops, Railroad Track and other Significant Features			
18. Location and Widths of Proposed Streets & Easements			
19. Approximate Dimensions of Lots w/Lot & Block Numbers			
20. Location and Approximate Locations of Parks, Drainage-ways, Outlots for Multi-Family, Churches, Shopping Centers and other Non-Residential Uses			
21. Approximate Radii of All Curves			
22. Existing Zoning On and Adjacent to the Development			
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24. Proposed Lake or Stream Improvement or Relocation			
25. Surveyor Affidavit that Maps Correctly all Existing Land Division and Natural Features			
26. Design Principles			
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b. Double Frontage Lots should be Avoided except where Necessary to provide Separation of Residential Development from Arterial Highways			
c. Lots Abutting Arterial Highways should Prohibit Access to the Arterial Highway by means of a "No Access" Easement			
d. The Shape of Lots should be generally Rectangular. A Lot Width to Lot Depth Ratio of 1:2 is desirable			
e. Streets should Intersect at Right Angles and Street Intersections should be a Minimum of 250 feet apart. Blocks within the Development should be between 600 feet and 1,500 feet in Length			
f. The Use of Cul-de-sac Streets should be Minimized. When Cul-de-sacs are Required, they should not Exceed 750 feet in Length			
g. Streets should Extend to the Limits of the Development. No "Reserve Strips" should be allowed Between Street, Lots and Adjacent Subdivisions			
IMPROVEMENT PLANS			
1. Street Plans and Profiles, including Street Names			
2. Sanitary Sewer Plans and Profiles			
3. Watermain Plans and Profiles			
4. Grading Plans			
5. Stormwater Management Plans			
6. Electric Plans			

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WRITTEN DESCRIPTION			
1. Existing Zoning			
2. Land Use Plan Designation			
3. Natural Resources Site Evaluation Worksheet			
4. Current Land Uses on Property			
5. Proposed Land Uses on Property			
6. Plan of Operation:			
a. Projected Number of Residents, Employees per Shift and/or Daily Customers			
b. Area Information:			
+ Number of Dwelling Units			
+ Floor Area of Building			
+ Impervious Surface Area			
+ Floor Area Ratio (FAR)			
+ Landscape Surface Ratio (LSR)			
c. Operational Information:			
+ Hours of Operation			
+ Number of Full-Time Equivalent Employees			
+ Normal and Peak Water Usage			
+ Sanitary Sewer Loadings			
+ Traffic Generation			
d. Performance Standards:			
+ Street Access			
+ Traffic Visibility			
+ Parking			
+ Loading Areas			
+ Outdoor Storage Areas			
+ Outdoor Lighting			
+ Vibration			
+ Noise			
+ Air Pollution			
+ Odor			
+ Electromagnetic Radiation			
+ Glare and Heat			
+ Fire, Explosion and Hazards			
+ Waste Materials			
+ Drainage			
+ Hazardous Materials - Type and Quantity			
7. Building and Fencing Materials			
8. Future Building Expansion			
9. Other Information to Help the Plan Commission Understand the Impact of the Project			
SMALL LOCATION MAP (11" x 17") - Show Subject Property and Lands within 200 ft. of Subject Property			
EXISTING PROPERTY SITE MAP (24" x 36" and 11" x 17" Copies)			
1. Title Block with Name/Address/Phone/Cell/Fax/Email of Owner, Developer, Architect, Engineer, Planner			
2. Date of Original Plan and Current Revision			
3. North Arrow and Graphic Scale (not more than 1" = 100' on 24" x 36" Plans)			

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4. Legal Description			
5. Property line and Street Right-of-Way Dimensions and Bearings			
6. Easement with Dimensions, Ownership and Purpose			
7. All Required Building Setback Lines			
8. All Existing Buildings, Parking Areas (with Dimensions), Dumpster Locations, Outdoor Storage Areas, Building Entrances, Walks, Drives, Patios, Fences (with Height), and Walls			
9. Location and Dimension of Customer and Employee Parking (Per Zoning Ordinance Requirements)			
10. Location and Dimension of Loading and Service Areas			
11. Location, Type, Height, Size and Lighting of all Signs			
12. Location of Protected Green Space			
13. Location of Drainage Areas			
14. Map Legend listing Site Data, including:			
a. Lot Area			
b. Floor Area			
c. Floor Area Ratio			
d. Impervious Surface Area			
e. Impervious Surface Ratio			
f. Building Height(s) and Number of Floors			
PROPOSED PROPERTY SITE MAP (24" x 36" and 11" x 17" Copies)			
1. Title Block with Name/Address/Phone/Cell/Fax/Email of Owner, Developer, Architect, Engineer, Planner			
2. Date of Original Plan and Current Revision			
3. North Arrow and Graphic Scale (not more than 1" = 100' on 24" x 36" Plans)			
4. Legal Description			
5. Property Line and Street Right-of-Way Dimensions and Bearings			
6. Easement with Dimensions, Ownership and Purpose			
7. All Required Building Setback Lines			
8. All Proposed Structures, Watercourses, Drainage Ditches, Parking Areas (with Dimensions), Dumpster Locations, Outdoor Storage Areas, Building Entrances, Walks, Drives, Patios, Fences (with Height) & Walls			
9. Location and Dimension (Cross-Section & Entry Throat) of all Access Points on Public Streets			
10. Location and Dimension of all On-Site Parking (and Off-Site Parking, if applicable). Compare Parking to Zoning Ordinance Requirements			
11. Location and Dimension of Loading and Service Areas			
12. Location of all Outdoor Storage Areas and the Design of all Screening Devices			
13. Location, Type, Height, Size and Lighting of all Signs			
14. Location of Protected Green Space			
15. Location of Drainage Areas			
16. Map Legend listing Site Data, including:			
a. Lot Area			

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b. Floor Area			
c. Floor Area Ratio			
d. Impervious Surface Area			
e. Impervious Surface Ratio			
f. Building Height(s)			
UTILITY PLAN (24" x 36" and 11" x 17" Copies)			
1. Location, Height, Design, Type of Illumination and Orientation of all Outdoor Lighting Showing Compliance Lighting Standards			
2. Location of Pre-Existing Underground Electric			
3. Electrical Requirements			
4. Location & Design of all Customer Owned Electrical Equip.			
5. Location and Design of Existing and Proposed Water Supply System			
6. Location and Design of Existing and Proposed Wastewater System			
GRADING, SURFACE DRAINAGE & EROSION CONTROL PLAN(S) (24" x 36" and 11" x 17" Copies)			
1. Show Existing Contours, w/Spot Elevations, Extending 50 - 100 ft. into the Abutting Properties, including any other Impacting Information (possible Watersheds)			
2. Show Proposed Contours, w/Spot Elevations including Retention Walls and Related Devices (Pond)			
3. Provide Storm Water Calculations Certified by a Professional Engineer (PE) to meet Current City Ordinances			
DETAILED LANDSCAPING PLAN (24" X 36" & 11" x 17" Copies) showing Plant Quantities, Species and Other Landscaping Features such as Berms, Walls and Fences			
BUILDING ELEVATIONS showing Building Exteriors, Building Materials and Colors			

PRECISE IMPLEMENTATION PLAN (11" X 17" COPIES)			
1. Plat Prepared in accord with Section 236.20, Wis. Stat.			
2. General Location Map showing Location within the U.S. Public Land Survey Section			
3. Name/Address/Phone No's - Owner/Subdivider/Surveyor			
4. North Arrow			
5. Graphic Scale . . . not smaller than 1" = 100'			
6. Date of the Plat			
7. Title or Name of Development			
8. Location of Development by U.S. Public Land Survey Quarter-Section, Township, Range, County, State			
9. Survey Accuracy . . . National Map Accuracy Standards			
10. Location, Width & Names of all Streets & Easements			
11. Exact Dimensions & Bearings of the Centerline of Streets			
12. Exact Street Width along Line of any Obliquely Intersecting Street			

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13. Railroad Rights-of-way within and Abutting the Plat			
14. Setback and Building Lines as required by Zoning District			
15. Utility and/or Drainage Easements			
16. All Lands Dedicated or Reserved for Parks or other Public Purpose			
17. Special Restriction for Access Control or Planting Strips			
18. Deed Restrictions or Covenants			
19. Required Certificates			
a. Surveyor's Certificate			
b. Owner's Certificate of Dedication (Notarized)			
c. Mortgagor's Certificate (Notarized)			
d. Municipal Treasurer's Certificate			
e. Plan Commission Approval Certificate			
f. Common Council Approval Certificate			

WRITTEN DESCRIPTION

1. Existing Zoning			
2. Land Use Plan Designation			
3. Natural Resources Site Evaluation Worksheet			
4. Current Land Uses on Property			
5. Proposed Land Uses on Property			
6. Plan of Operation:			
a. Projected Number of Residents, Employees per Shift and/or Daily Customers			
b. Area Information:			
+ Number of Dwelling Units			
+ Floor Area of Building			
+ Impervious Surface Area			
+ Floor Area Ratio (FAR)			
+ Landscape Surface Ratio (LSR)			
c. Operational Information:			
+ Hours of Operation			
+ Number of Full-Time Equivalent Employees			
+ Normal and Peak Water Usage			
+ Sanitary Sewer Loadings			
+ Traffic Generation			
d. Performance Standards:			
+ Street Access			
+ Traffic Visibility			
+ Parking			
+ Loading Areas			
+ Outdoor Storage Areas			
+ Outdoor Lighting			
+ Vibration			
+ Noise			
+ Air Pollution			
+ Odor			
+ Electromagnetic Radiation			
+ Glare and Heat			
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+ Waste Materials			
+ Drainage			
+ Hazardous Materials - Type and Quantity			
7. Building and Fencing Materials			
8. Future Building Expansion			
9. Other Information to Help the Plan Commission Understand the Impact of the Project			
SMALL LOCATION MAP (11" x 17") - Show Subject Property and Lands within 200 ft. of Subject Property			
EXISTING PROPERTY SITE MAP (24" x 36" and 11" x 17" Copies)			
1. Title Block with Name/Address/Phone/Cell/Fax/Email of Owner, Developer, Architect, Engineer, Planner			
2. Date of Original Plan and Current Revision			
3. North Arrow and Graphic Scale (not more than 1" = 100' on 24" x 36" Plans)			
4. Legal Description			
5. Property line and Street Right-of-Way Dimensions and Bearings			
6. Easement with Dimensions, Ownership and Purpose			
7. All Required Building Setback Lines			
8. All Existing Buildings, Parking Areas (with Dimensions), Dumpster Locations, Outdoor Storage Areas, Building Entrances, Walks, Drives, Patios, Fences (with Height), and Walls			
9. Location and Dimension of Customer and Employee Parking (Per Zoning Ordinance Requirements)			
10. Location and Dimension of Loading and Service Areas			
11. Location, Type, Height, Size and Lighting of all Signs			
12. Location of Protected Green Space			
13. Location of Drainage Areas			
14. Map Legend listing Site Data, including:			
a. Lot Area			
b. Floor Area			
c. Floor Area Ratio			
d. Impervious Surface Area			
e. Impervious Surface Ratio			
f. Building Height(s) and Number of Floors			
PROPOSED PROPERTY SITE MAP (24" x 36" and 11" x 17" Copies)			
1. Title Block with Name/Address/Phone/Cell/Fax/Email of Owner, Developer, Architect, Engineer, Planner			
2. Date of Original Plan and Current Revision			
3. North Arrow and Graphic Scale (not more than 1" = 100' on 24" x 36" Plans)			
4. Legal Description			
5. Property Line and Street Right-of-Way Dimensions and Bearings			
6. Easement with Dimensions, Ownership and Purpose			
7. All Required Building Setback Lines			
8. All Proposed Structures, Watercourses, Drainage Ditches, Parking Areas (with Dimensions), Dumpster			

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Locations, Outdoor Storage Areas, Building Entrances, Walks, Drives, Patios, Fences (with Height) & Walls			
9. Location and Dimension (Cross-Section & Entry Throat) of all Access Points on Public Streets			
10. Location and Dimension of all On-Site Parking (and Off-Site Parking, if applicable). Compare Parking to Zoning Ordinance Requirements			
11. Location and Dimension of Loading and Service Areas			
12. Location of all Outdoor Storage Areas and the Design of all Screening Devices			
11. Location, Type, Height, Size and Lighting of all Signs			
12. Location of Protected Green Space			
13. Location of Drainage Areas			
14. Map Legend listing Site Data, including:			
a. Lot Area			
b. Floor Area			
c. Floor Area Ratio			
d. Impervious Surface Area			
e. Impervious Surface Ratio			
f. Building Height(s)			
UTILITY PLAN (24" x 36" and 11" x 17" Copies)			
1. Location, Height, Design, Type of Illumination and Orientation of all Outdoor Lighting Showing Compliance Lighting Standards			
2. Location of Pre-Existing Underground Electric			
3. Electrical Requirements			
4. Location and Design of all Customer Owned Electrical Equipment			
5. Location and Design of Existing and Proposed Water Supply System			
6. Location and Design of Existing and Proposed Wastewater System			
GRADING, SURFACE DRAINAGE & EROSION CONTROL PLAN(S) (24" x 36" and 11" x 17" Copies)			
1. Show Existing Contours, w/Spot Elevations, Extending 50 - 100 ft. into the Abutting Properties, including any other Impacting Information (possible Watersheds)			
2. Show Proposed Contours, w/Spot Elevations including Retention Walls and Related Devices (Pond)			
3. Provide Storm Water Calculations Certified by a Professional Engineer (PE) to meet Current City Ordinances			
DETAILED LANDSCAPING PLAN (24" X 36" & 11" x 17" Copies) showing Plant Quantities, Species and Other Landscaping Features such as Berms, Walls and Fences			
BUILDING ELEVATIONS showing Building Exteriors, Building Materials and Colors			

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GENERAL DEVELOPMENT PLAN REQUIREMENTS:

- Application Submitted with Applicable Filing Fee and Complete Packet for GDP Review: Date: _____ By: _____

- Receipt of 18 - 11" x 17" GDP Application Packets by Planner For Distribution to Staff: Date: _____ By: _____

- Receipt of 56 Conceptual Packets by Planner for Distribution to Plan Commission, Architectural Commission and Common Council Date: _____ By: _____

- Receipt of 31 - 11" x 17" GDP Application Packets by Planner For Distribution to Plan Commission: Date: _____ By: _____

- Receipt of 12 - 11" X 17" GDP Application Packets by Planner For Distribution to Common Council: Date: _____ By: _____

PRECISE IMPLEMENTATION PLAN REQUIREMENTS:

- Application Submitted with Applicable Filing Fee and Complete Packet for PIP Review: Date: _____ By: _____

- Receipt of 18 11" x 17" PIP Application Packets by Planner for Distribution to Staff: Date: _____ By: _____

- Receipt of 8 - 24" x 36" Final PIP Application Packets by Planner For Distribution to Pertinent Staff: Date: _____ By: _____

- Receipt of 13 - 11" x 17" Final PIP Application Packets By Planner For Distribution to Architectural Commission: Date: _____ By: _____

- Receipt of 31 - 11" x 17" Final PIP Application Packets by Planner For Distribution to Plan Commission: Date: _____ By: _____

- Receipt of 12 - 11" X 17" Final PIP Application Packets by Planner For Distribution to Common Council: Date: _____ By: _____