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Village of
Ashwaubenon
*2155 Holmgren Wy • Ashwaubenon, WI 54304*
*P: 920.492.2309 F: 920.492.2311*
*www.ashwaubenon.com*

# PLANNED UNIT DEVELOPMENT (PUD)
# Procedure, Application, and Checklist

## PLANNED UNIT DEVELOPMENT (PUD) REVIEW PROCEDURE

### OVERVIEW:

A Planned Unit Development (PUD) is an alternative to standard zoning which allows for a development to address unique dimensional or land use requirements of a proposed development that may not be consistent with standard zoning requirements. This may include such dimensional requirements as setbacks, heights, floor area, and lot sizes. A PUD may also be utilized to permit a mix of land uses not typically allowed by a standard zoning ordinance and/or to ensure an entire proposed development continues to meet the initial standards, if the project is to be done in phases.

A PUD is typically done with two major steps, including the development of a preliminary and final PUD. Prior to preparing a preliminary PUD, a developer should hold a pre-submittal meeting with Village staff to review the project and obtain details regarding review time frames, the general information necessary for the PUD reviews, and to identify any potential issues that could arise through the process. The intent of the pre-submittal meeting is to develop a good working relationship between the developer and the Village of Ashwaubenon and expedite the approval process.

The Preliminary PUD should identify the basic framework of the proposed development, including but not limited to, mixture of uses, dimensional standards, and a basic site plan depicting such components of the development as building footprints, parking, storm-water management facilities, driveways, fire lanes, public areas, and non-starred Preliminary PUD components indicated on the PUD / Site Plan Review Checklist (*starred items are only required for Final PUD approval*.) The preliminary PUD is then reviewed by Village staff and provided to the Village Site Plan Review Committee for information, and Village Planning Commission and Village Board for review and action.

Following Preliminary PUD approval, the developer may move on to the Final PUD review process. Final PUD review will include detailed site plans, including architectural renderings, material samples, and a final listing of proposed uses and dimensional standards. The Final PUD submittal must include all the listed requirements listed on the PUD / Site Plan Review Checklist, as it will be reviewed by Village staff, Village Site Plan Review Committee, Village Planning Commission, and Village Board, including a public hearing prior to Village Board action. The entire PUD process is summarized in the two flowcharts depicted on the following page.

### APPLICATION FORM:

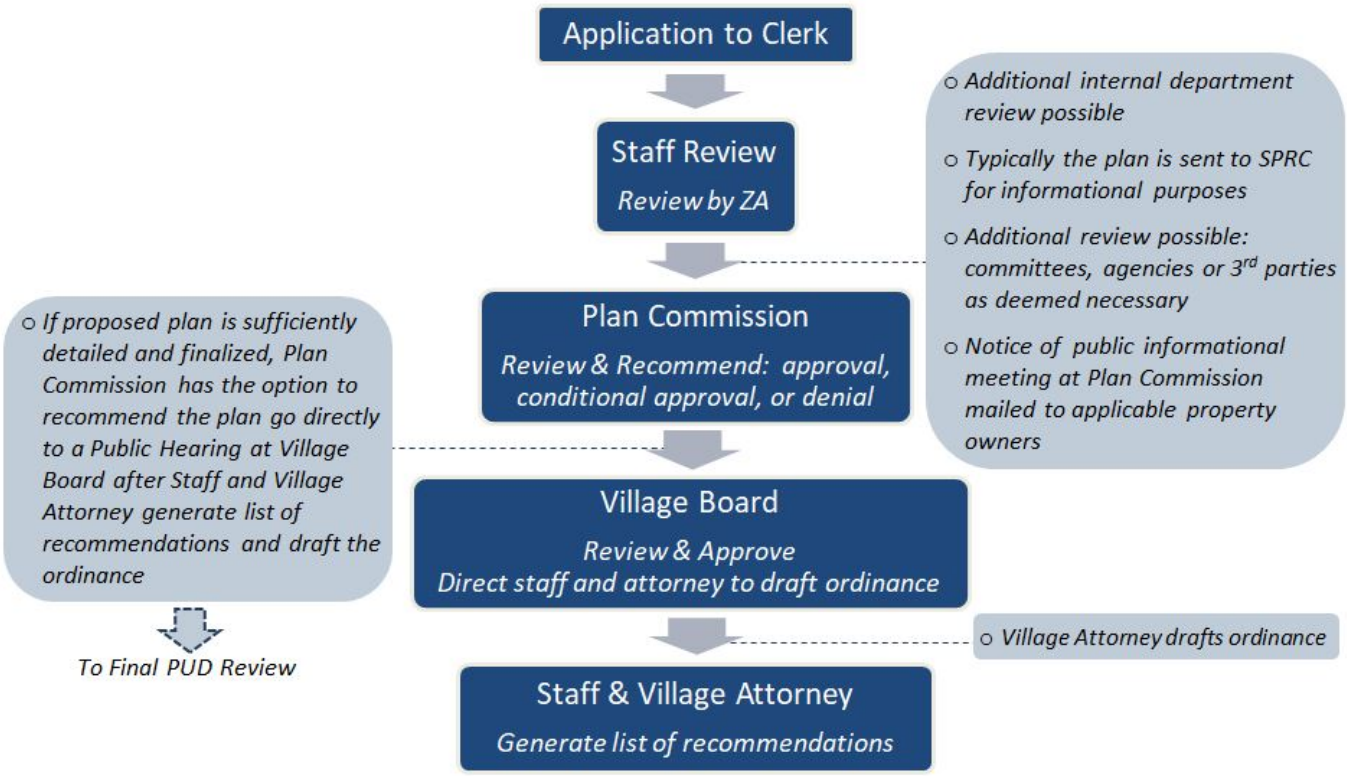
A PUD Review application can be filed by the property owners, a person having lawful power of attorney, or a representative of the owner such as an architect, engineer, or other agent designated by the property owner. In any case, no application will be accepted without an original signature of the property owner(s) or his/her agent. All blanks on the application form must be filled in. The Parcel ID number(s) of all parcels involved with the plan proposal must be noted on the application form.

### DEVELOPER CHECKLIST:

The checklist has been prepared to provide the Applicant with a clear understanding of what is needed to complete a PUD Review. It is our hope that by providing a very detailed list of information to be shown on the SITE PLAN SET and a specific format for its presentation, review time will be kept to a minimum and you will avoid costly time delays caused by incomplete plans. Your courtesy in following the checklist carefully will insure prompt review and approval at the earliest possible date. **Starred checklist items are only required for FINAL PUD submittal; all non-starred items are required for both the Preliminary AND Final PUD submittal**.

THE ENTIRE PUD PROCESS IS SUMMARIZED IN THE FOLLOWING TWO FLOWCHARTS:

## PUD: PRELIMINARY FLOWCHART




## PUD: FINAL FLOWCHART

THE APPLICATION MUST INCLUDE:

-A completed Application Form and Checklist
-**1** 24" x 36" Site Plan Set **AND** **10** 11" X 17" Site Plan Sets **AND** Electronic submittal of all sheets in PDF format
All sets to include:
Sheet 1 – Title, Site Plan Layout, and Streets
Sheet 2 – Utility Plan
Sheet 3 – Grading, Drainage, Storm Water Management and Erosion Control Plan
Sheet 4 – Landscape Plan
Sheet 5 – Lighting Plan
Sheet 6 – Architectural & Construction Plan & Colored Renderings
-Any other plans or information deemed necessary by the Community Development Director.
-**1 separately packaged** stormwater management report including engineering calculations, all supporting documentation and maintenance agreement

ASHWAUBENON MUNICIPAL CODE REFERENCES:

5-9-770: Construction Site Erosion Control
5-9-771: Post-Construction Storm Water Management
13-3-78(Q): Fire Lanes
13-78(R): Address and Tenant Numbers
13-78(S): Key (Knox) Box
13-78(T): Fire Protection Water Supply and Fire Hydrants
17-2-200: Site Plan Approval Requirements
17-2-600: PUD Review Procedure
17-4-300: Use Specific Standards
17-6-200: Signs
17-6-300: Outdoor Lighting
17-6-500: Off-Street Parking
17-6-600: District-Specific Site Design Standards

SUBMITTAL

Site Plan Review Committee meetings are held on the 1st and 3rd Tuesdays of every month at 3:00 P.M. Meetings are held at the Ashwaubenon Village Hall on 2155 Holmgren Way. To submit a plan for review, all information **MUST** be in our office no later than 14 calendar days prior to the meeting you wish to attend.

Planning Commission meetings are held on the 1st Tuesday of every month at 5:30 P.M. Meetings are held at the Ashwaubenon Village Hall on 2155 Holmgren Way. To submit a plan for review, all information **MUST** be in our office no later than 14 calendar days prior to the meeting you wish to attend.

Village Board meetings are held on the 4th Tuesday of every month at 6:30 P.M. Meetings are held at the Ashwaubenon Village Hall on 2155 Holmgren Way. To submit a plan for review, all information **MUST** be in our office no later than 14 calendar days prior to the meeting you wish to attend.

**An incomplete application, or a Site Plan Set lacking complete information, will not be accepted.**

The completed PUD review application, checklist, fee, **1** 24"x36"plan set, **10** 11"x17" plan sets, & supporting documentation can be sent to:

Mail: Community Development Department
Village of Ashwaubenon
2155 Holmgren Way, Ashwaubenon, WI 54304

PDF Email: jbroich@ashwaubenon.com **AND**
aschuette@ashwaubenon.com

***Please call (920) 593-4405 to schedule an appointment for a PUD presubmittal meeting***

*Questions, please contact:*

*Aaron Schuette – Community Development Director*
*(920) 593-4405 / aschuette@ashwaubenon.com*

*Jennifer Broich – Utility Clerk*
*(920) 593-4506 / jbroich@ashwaubenon.com*

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# PUD Plan Review Application

**Submittal is for:** ☐ **Preliminary Planned Unit Development** ☐ **Final Planned Unit Development**

**Site Information**

Address _____

Parcel ID #(s) _____

**Property Owner(s)**

Name _____

Address _____

Phone _____ Fax _____ Email _____

**Applicant (If not Property Owner)**

☐ Architect ☐ Engineer ☐ Surveyor ☐ Builder ☐ Agent ☐ Other (_____)

Name _____

Address _____

Phone _____ Fax _____ Email _____

**Describe in Detail the Proposed Project along with the Current and Proposed Use(s) and Density(s) of the Property**

_____

_____

_____

_____

Ground Floor Elevation: _____ Lot Size: _____ Area Added by Expansion: _____

Number of stories in Bldg: _____ Basement: ☐ yes / ☐ no Bldg Height from Grade: _____

Total Current Employees: _____ Total Proposed Employees: _____

**Fees**

-New PUD Project **OR** Boundary expansion/Boundary change of existing PUD Project - $1000

-Amendment of existing PUD Project **not** involving boundary modification - DO NOT USE THIS FORM (Use regular Site Plan Review application & fee schedule)

**Notes**

-Site plan approval does not constitute approval of a building or curb cut permit.

-No new, enlarged, extended, or altered building shall be used or occupied in whole or in part until the certificate of occupancy has been issued by the building inspector verifying compliance with all approved and/or conditionally approved site plans.

-Other documents and supporting information deemed necessary by administrative staff maybe required

**I CERTIFY THAT THE ATTACHED DRAWINGS ARE TO THE BEST OF MY KNOWLEDGE COMPLETE AND DRAWN IN ACCORDANCE WITH ALL VILLAGE OF ASHWAUBENON CODES.**

Applicant Signature: _____ Date: _____

*FOR OFFICE USE ONLY*

FEE: _____ RECEIPT #: _____ RECEIPT DATE: _____ APPLICATION #: _____

DATE RECEIVED COMPLETE: _____ RECEIVED BY: _____ ZONING DISTRICT: _____

REFERRED TO: ☐ PUBLIC WORKS ☐ INSPECTION ☐ FIRE ☐ ENGINEERING ☐ FORESTRY

SITE PLAN IS: ☐ APPROVED ☐ APPROVED W/CONDITIONS ☐ DENIED DATE: _____

COMMENTS:

_____

_____

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✱ ***Starred items are only required for FINAL PUD's***
***All other items are required for Preliminary & Final PUD's***

# PUD Review Developer Checklist

**This checklist must be completed and returned with your PUD/Site Plan Review application and plan sets.**

**Address of project:** _____

- **Site Plan Set**

☐ 1. Submit **1** 24" x 36" Site Plan Set, **10** 11" X 17" Site Plan Sets **and 1** Electronic submittal of all sheets in PDF format.

☐ 2. All plans must be drawn to scale.

☐ 3. All sheets shall be numbered.

☐ 4. The signature of the surveyor, engineer, or architect who is responsible for plan preparation (unless waived by the Site Plan Review Coordinator.)

☐ 5. For development in stages; a map to scale showing the phases & time schedule within which applications of all parts of the development are intended to be filled.

*COMMENTS:*

- **Sheet No. 1 - Title, Site Plan Layout, and Streets**

☐ 1. Name of project, address, legal description of property, description of proposed use and zoning description.

☐ 2. Location map.

☐ 3. North arrow, date of preparation, revision dates, and scale.

☐ 4. Show and name adjacent and surrounding streets.

☐ 5. Recorded property lines and their dimensions.

✱ ☐ 6. Show all existing and proposed public and private easements for utility, drainage, sewer, parking, access, and other purposes, and all easements on surrounding properties benefiting the subject property.

☐ 7. Fundamental aspects of all existing and proposed buildings, including use of each structure, dimensions, number of stories, and their locations on the parcel.

☐ 8. If buildings are to be removed, the site plan shall so indicate.

☐ 9. Dimension all yard setbacks for buildings and off-street parking.

✱ ☐ 10. Show a table that details total land area within the development and percentages relative to buildings, hard surfaces, impervious surface areas (existing and proposed), and green space. Do NOT include street Right-of-Way areas in calculations.

✱ ☐ 11. Details and cross section of all traffic areas (parking, drive lanes, driveway aprons, loading zones, fire lanes, etc.)

✱ ☐ 12. Gross area, useable floor area, and current uses for existing buildings and proposed additions listed separately. For parking calculations, useable floor area will be determined as the area to be used for a particular use. (e.g.: sale of merchandise, servicing of customers, manufacture, or warehouse) Number of existing and future employees is required for parking calculations.

☐ 13. When abutting or within a project, any existing or proposed right-of-way needs to be identified with accurate street names/locations/dimensions to also include existing and proposed facilities such as streets, curbs,sidewalks, project driveways, and driveways on opposite street frontage.

☐ 14. Traffic aspects of existing and proposed driveways and parking lot including: arrows to show traffic flow; stacking (drive thru), parking stall sizes (162 square feet minimum) and layout; accessible stalls and ramps; loading zones; driveway widths and radii or flares on driveway aprons to public streets.

✱ ☐ 15. Show barriers, curbing, or wheel stops located to prevent any portion of a vehicle from projecting beyond property lines. Also, indicate barriers constructed and anchored to prevent dislocation.

✱ ☐ 16. A note shall appear on the face of the site plan that indicates the calculations for parking and loading requirements. Plans for any joint use of parking must be in writing, attached and approved by the Village Administration.

☐ 17. The location of sidewalks, other pedestrian-type walkways, traffic control dividers, and tree islands.

✱ ☐ 18. Show proposed sidewalks and handicap accessible access with grade elevations listed at driveways.

☐ 19. Location of existing and proposed signage. Sign elevation showing the height from bottom of sign to grade, overall height, and face dimensions.

☐ 20. Location, height, elevations, and materials of all fences or retaining walls.

☐ 21. Location, type, height, and size of all outside storage including required screening.

☐ 22. Location and identification of all designated fire lanes with method of signage and markings.

✱ ☐ 23. Identify whether existing or proposed buildings will contain a fire protection system. Show and identify on-site fire hydrants and Fire Department Sprinkler connection point.

✱ ☐ 24. Show and identify location of required Knox Box for Public Safety access.

✱ ☐ 25. State what type of product(s) will be manufactured, sold and/or stored site. on

✱ ☐ 26. State all types of hazardous materials to be stored on-site. If none, state "no hazardous materials will be stored on-site.

☐ 27. Show location of all ground mounted mechanical equipment and indicate the type of screening and materials (walls, plantings, etc.).

☐ 28. Locate the refuse and recycling containers and provide details of construction, materials, height, and dimensions of the enclosure.

☐ 29. Any open space that will remain undisturbed and undeveloped.

✱ ☐ 30. Proposed covenants, easements, or other restrictions to be imposed upon the use of land or structure.

☐ 31. All existing & proposed bridges, railroads, etc. within the project boundaries.

*COMMENTS:*

✱ ***Starred items are only required for FINAL PUD's***
***All other items are required for Preliminary & Final PUD's***

## • Sheet No. 2. Utility Plan

✱ ☐ 1. Show existing and proposed water, sanitary sewer, and storm sewer utilities including: locations, sizes, materials, slope, rim elevations, invert elevations, manholes, laterals, clean outs, catch basins, and valves. (Note: minimum of 8" water lateral required to serve private fire hydrants).

✱ ☐ 2. Show existing water and sewer mains and other utilities (electric, gas, etc).

✱ ☐ 3. Roof drain connections (if connected to storm sewer system).

✱ ☐ 4. Existing and proposed public and private easements for all utilities.

✱ ☐ 5. Statement placed on plan: "VILLAGE OF ASHWAUBENON WILL PERFORM ALL WORK IN THE ROAD RIGHT-OF-WAY AND BRING ANY REQUESTED WATER, SANITARY, AND STORM SEWER UTILITIES TO THE PROPERTY LINE WITH THE ASSOCIATED COSTS BEING THE PROPERTY OWNER'S RESPONSIBILITY. PLEASE CONTACT THE UTILITY OPERATIONS SUPERVISOR AT 920-492-2335 FOR ESTIMATES."

✱ ☐ 6. Show 2 (two) municipal fire hydrants nearest to permanent site access point(s)

☐ 7. Show existing & proposed storm-water managment features

*COMMENTS:*

## • Sheet No. 3. Grading, Drainage, Storm Water Management and Erosion Control Plan

☐ 1. Identify existing topography (by dashed lines) at one foot intervals and proposed grade elevations for the building, parking lot, drives, surrounding open areas, and including all property within 50 feet (using contour lines and spot elevations and drainage flow arrows as needed to define drainage patterns).

☐ 2. Indicate 100 year flood delineation (if applicable).

✱ ☐ 3. List all existing and proposed grades for first floor.

✱ ☐ 4. Show details of all existing and proposed retaining walls and the location of swales and inlets.

✱ ☐ 5. Complete 'IMPERVIOUS SURFACES–ADDITIONS & REMOVALS CHART' (below)

☐ 6. Show proposed sidewalk(s) abutting all street frontages at all driveways.

✱ ☐ 7. Storm water management plan to include; lot size, building location, location of impervious areas, size & location of drainage basin (s), proposed flow direction arrows, depth of detention pond discharge location, size & overflow location.

✱ ☐ 9. Show & list sidewalk elevations at property line according to Village standards.

✱ ☐ 9. Show proposed erosion control measures following WDNR Standards.

☐ 10. Detention pond footprint.

IMPERVIOUS SURFACES – ADDITIONS & REMOVALS CHART - ALL AREAS ARE IN **SQUARE FEET** (*SQ FT*) (Mark 0 in each box that has no change)

| | Airport Surface | Buildings | In-Ground Pool | Concrete Pad/Patio | Non-Concrete Pad/Patio | Paved Driveway | Paved Parking | Paved Road | Paved Sidewalk | Paved Trail | Recreation Area | Tank | TOTAL CHANGES |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| ADDED | | | | | | | | | | | | | 0 |
| REMOVED | | | | | | | | | | | | | 0 |

*COMMENTS:*

## • Sheet No. 4. Landscape Plan

✱ ☐ 1. Locate all existing trees and indicate whether they will remain, be relocated, or be removed. Identify any other significant vegetation, which is to remain. (Note: Existing, healthy, mature trees are recommended and preferred to remain and be incorporated into the development whenever possible.)

✱ ☐ 2. Identify the location, size, species, and variety of proposed trees, shrubs, ground cover, and other landscape features that will be used to control erosion or screen parking, truck loading, refuse disposal, mechanical equipment, and outdoor storage from adjacent residential districts or public Right-of-Way.

✱ ☐ 3. Show the location of existing and proposed buildings, parking lots, walks, driveways, fences, water features, retaining walls, signs, mechanical equipment, bike racks and benches

✱ ☐ 4. Show all property lines, street names, and overhead utilities.

✱ ☐ 5. Identify type of finishing materials, including seeded grass, sod, and type of mulch in planting beds, pavers, concrete, and asphalt.

✱ ☐ 6. Identify percentage of green space (Do NOT include street Right-of-Way)

✱ ☐ 7. Include table of "Planting and Landscape Schedule" (see example below)

PLANTING AND LANDSCAPE SCHEDULE (example)

| Key | Symbol | Botanical Name | Common Name | Quantity | Size @ Planting |
|---|---|---|---|---|---|
| AR | | *Acer rubrum* | Red Maple | 5 | 2" Caliper |
| EA | | *Euonymus alatus* | Burning Bush | 20 | 24" B & B |
| TA | | *Pinus strobus* | White Pine | 50 | 5" height |

*COMMENTS:*

## • Sheet No. 5. Lighting Plan

✱ ☐ 1. Identify all exterior lighting fixtures, either mounted on the building or free-standing light along with photometric plan, intensity of light and cut off shielding that reflects light downward and which prevents the light source from being visible from adjacent properties. Provide lighting ratio information.

✱ ☐ 2. Identify mounting height for all building and free standing lighting fixtures.

✱ ☐ 3. Provide manufacturer light fixture specification sheets.

*COMMENTS:*

## • Sheet No. 6. Architectural & Construction Plan & Colored Drawings/Renderings

☐ 1. Dimensioned elevations of all exterior walls and roof deck height (photographs may be substituted for existing elevations to remain unchanged).

☐ 2. Type of roof, wall and trim materials, colors, and textures.

☐ 3. Changes or additions to existing buildings or materials clearly identified.

✱ ☐ 4. Location and presence of all fire rated wall assemblies.

☐ 5. Show location of all building mounted and roof top mechanical equipment and vents over 8" in diameter or square dimension. Indicate type and materials for screening (walls, parapets, etc).

☐ 6. Colored exterior elevation drawings/renderings.

☐ 7. Dumpster enclosure colored rendering and location sketch

*COMMENTS:*