



PLANNING APPLICATION – NEW DEVELOPMENT FEES & PROCEDURES

All Development within the City of Prescott need approvals from the Planning Commission. The following information will guide you through the procedures that are necessary for the approval of a development to occur.

Step 1: Contact the City to discuss your Proposal

The Developer meets with City Planner regarding zoning regulations (setbacks, parking requirements, building design, site layout, etc.) and use requirements. **A pre-submittal meeting is not required but is highly recommended.**

Step 2: Rezoning and/or CUP/SUP Requested (If needed)

If the proposed project requires a Rezoning or Conditional/Special Use Permit, corresponding procedures must also be followed. A Rezoning or Conditional/Special Use Permit must be approved along with the Development Plan.

Step 3: Formal Submittal of Development

Developer submits detailed plans of the proposal drawn to scale and with all detail described in the attached checklist. Rough sketches or plans not drawn to scale will not be accepted for review. (See following submittal check list for required items)

Fees: **\$300.00** New Development (Site Plan Review, Preliminary Plat Review and Final Plat Review)

OR

\$50.00 Amendment/Review to an Approved Development

Deadlines: Please see the Plan Commission meeting schedule for specific meeting dates. Deadline for meetings is thirty days before the next scheduled meeting, by 4:30 pm.

It is highly recommended that the petitioner be present at the Planning Commission and City Council Meeting to answer any questions the Commissioners or affected residents may have.

Step 4: Submittal of Building Permit after Planning Commission Approval is Received

The Developer may apply for a Building Permit from City after the Plan Commission and City Council approves the plans. If a Developers Agreement, Surety, or other financial guarantee is required, the City must be in receipt of signed original documents prior to release of building permits.

NOTE: THE PLANNING COMMISSION MAY MAKE CHANGES TO THE PLANS THAT ARE SUBMITTED. PLEASE KEEP THIS IN MIND BEFORE FINALIZING YOUR BUILDING PLANS AND CONTRACTING FOR MATERIALS AND LABOR

Expiration: Plan Commission approvals granted for development in which the developer has not commenced construction activity or preparation of the land or has not submitted a Certified Survey Map or Preliminary Plat within the past 24 months of the date of approval, said approval will expire and reapplication will be required. A reapplication shall be limited solely to reasonable compliance with current design, locational, and operational requirements. A reapplication shall not involve the basic permissibility of the use where such use is permitted by right at the time of reapplication. The Plan Commission may grant one six-month extension if requested 30 days prior to the pending expiration date provided that the applicant demonstrates a valid cause.



DEVELOPER DEPOSIT POLICY

ADOPTED FEBRUARY 2022

INTRODUCTION

The Developer's Deposit is used by the City for costs associated with plan checking and other reviews by our consulting engineers, attorneys, planners, etc. The fee may also be used to offset the cost of construction inspections. Upon final acceptance of the improvements, any remaining portion of the Developer's Deposit will be returned to the developer.

PROCEDURE TO ESTABLISH

1. The developer submits Improvement Plans and/or Construction Plans along with the appropriate review fees. The amount of the Developer Deposit is then determined by the Zoning Administrator, or their designee based upon the size and type of development, as follows:

RESIDENTIAL DEVELOPMENTS (INCLUDES MULTI-FAMILY)

1 TO 4 UNITS w/no new infrastructure	\$ 300
1 to 4 UNITS w/ new infrastructure	\$ 1,000
5 TO 10 UNITS	\$ 2,000
11 TO 25 UNITS	\$ 4,000
26 TO 50 UNITS	\$ 8,000
MORE THAN 51 UNITS	\$ 16,000

COMMERCIAL DEVELOPMENTS

UP TO 10,000 SQUARE FEET OF (GBA)	\$ 1,500
FROM 10,001 UP TO 50,000 SQUARE FEET OF (GBA)	\$ 3,000
FROM 50,001 UP TO 100,000 SQUARE FEET OF (GBA)	\$ 6,000
GREATER THAN 100,000 SQUARE FEET OF (GBA)	\$ 12,000

WIRELESS COMMUNICATIONS FACILITIES

New Towers	\$ 5,000
Co Locations	\$ 2,000

SPECIAL PROJECTS

Extraterritorial Certified Survey Maps:	\$ 100
Tax Increment Financing	\$ 5,000

Deposits for other projects are as determined by the Zoning Administrator on a case-by-case basis, with a minimum of \$100.00.

2. The Planning Division will not route plans to the City Engineer or any Commission for review unless the Developers Deposit has been received or (replenished to its required level).
3. The Planning Division will check the status of the Developers Deposit at the time of building permit application. The Developers Deposit may be required to be replenished to its original balance prior to release of building permits for the project. The Zoning Administrator or their designee will have this discretion based on the balance of the account.
4. The moneys are deposited into a segregated account for each project. The Zoning Administrator or his/her designee may require a separate Developer Deposit for each phase of a multiple-phase project.

PROCEDURE TO USE FUNDS

1. As charges pertaining to the development accrue, the City Finance Department codes the bills so that review costs come out of the Developer Deposit.
2. A copy of all accrued charges will be sent to the developer at their request. The City pays the charges from the Developer Deposit. The Finance Department maintains spreadsheets for each individual project account and updates as bills are paid from the Developers Deposit.

PROCEDURE TO CLOSE ACCOUNT

1. Sixty days after acceptance of improvements, all charges should be received and processed through the account. At this time the account holder may file a written request for account closure with the Planning Division.
2. Planning Division verifies with Finance Department that there are no outstanding invoices or unpaid charges.
3. If there are no outstanding invoices or charges, the Planning Division provides Finance Department with authorization to close account.
4. Finance Department prepares voucher for City Council approval.
5. Upon approval Finance Department issues check for the account balance.



PLANNING APPLICATION – NEW DEVELOPMENT SUBMITTAL CHECKLIST

The Zoning Ordinance of the City of Prescott requires that to promote the public health, safety, convenience and general welfare of the community that new development must follow regulations as related to but not limited to Chapter 510 and 635.

Each submittal shall consist of two (2) folded hardcopies of all documents listed below relating to the development request. Also, a PDF file of all of the documents must be submitted meeting the following criteria: To scale, 300 dpi min. resolution, color (where applicable). At the time of submittal, application fees and a DEVELOPERS DEPOSIT must also be submitted. If a Developers Agreement, Surety, or other financial guarantee is required, the Planning Division will advise the petitioner.

Application Requirements: A complete application shall be comprised of all of the following (if applicable to the project):

1. Written Description of the intended use describing in reasonable detail the:

- Full name and contact information of the developer and / or agent, and property owner, if different;
- Full name and contact information of petitioner's engineers / surveyors / architects, and other design professionals used in development plan preparation.
- Existing zoning district(s) and proposed zoning district(s) if different;
- Current land uses present on the subject property;
- Proposed land uses for the subject property;
- Land use designation(s) as depicted on the adopted Comprehensive Plan;
- Description of existing environmental features;
- Projected number of residents, employees, and / or daily customers;
- Proposed amount of dwelling units, floor area, Open Space area, and landscape surface area, expressed in square feet and acreage to the nearest one-hundredth of an acre;
- Operational considerations relating to hours of operation, projected normal and peak water usage, sanitary sewer or septic loadings;
- Traffic generation;
- Operational considerations relating to potential nuisance creation pertaining to the appropriate design of street access, traffic visibility, parking, loading, exterior storage, exterior lighting, vibration, noise, air pollution, odor, electromagnetic radiation, glare and heat, fire and explosion, toxic or noxious materials, waste materials, drainage, and hazardous materials;
- Material Safety Data Sheets (MSDS) for all materials anticipated to be used or stored on site;
- Exterior building and fencing materials;
- Possible future expansion and related implications, and;
- Any other information pertinent to adequate understanding by the Plan Commission of the intended use and its relation to nearby properties;

2. Property Site Plan drawing which includes:

- A title block which provides all contact information for the developer and / or agent, and property owner if different;
- Full name and contact information of petitioner's engineers / surveyors / architects, and other design professionals used in development preparation;
- The date of the original plan and the latest date of revision to the plan;
- A north arrow and a graphic scale. Said scale shall not be smaller than one inch equals 100 feet unless otherwise approved by the Zoning Administrator or his/her designee prior to submittal;
- A legal description of the subject property;
- All property lines and existing and proposed right-of-way lines with bearings and dimensions clearly labeled;
- All existing and proposed easement lines and dimensions with a key provided and explained on the margins of the plan as to ownership and purpose;
- All required building setback and offset lines;
- All existing and proposed buildings, structures, and paved areas, including building entrances, walks, drives, decks, patios, fences, walls;
- All existing and proposed utility and drainage systems, connections, and fixtures;
- The location and dimension of all access points onto public streets including cross-section drawings of the entry throat;
- The location and dimension of all on-site parking (and off-site parking provisions if they are to be employed), including a summary of the number of parking stalls provided versus required by 635-56 of the Zoning Code;
- The location and dimension of all loading and service areas on the subject property and labels indicating the dimension of such areas;
- The location of all outdoor storage and refuse disposal areas and the design of all screening devices;
- The location, type, height, size and lighting of all signage on the subject property;
- The location, height, design/type, illumination power and orientation of all exterior lighting on the subject property -- including the clear demonstration of compliance with a limit of 0.5 footcandles for industrial properties as listed in 635-76 of the Zoning Code;
- The location and type of any permanently protected green space areas;
- The location of existing and proposed drainage facilities; and
- In the legend, data for the subject property:
 - a) Lot Area measured in square feet and acres to the nearest one-hundredth of an acre;
 - b) Floor Area measured in square feet for each floor and overall gross area combined
 - c) Building Height as measured in feet

3. A Detailed Landscaping Plan of the subject property, at the same scale as the main plan showing:

- The location, caliper (size), and common name of all existing deciduous trees six (6) inches or larger in diameter at breast height (d.b.h.), all existing coniferous trees 10 feet or greater in height, and the boundaries of any existing woodlots.
- A plat of survey, or a sketch drawn to scale approved by the Zoning Administrator or his/her designee.
- A legal description of the property.
- A graphic scale and a north arrow.
- The plan preparation date and the date of any revisions thereto.
- The name of the proposed project.
- The name and address of the property owner, the landscape architect or designer who prepared the plan.
- The location of all proposed plantings.
- Identification of all trees inventoried which are proposed to be moved or destroyed.
- Typical Sections of landscape islands and planter beds identifying materials to be used.
- Typical Sections and details of fences, tie walls, planting boxes, retaining walls, berms, and other landscape improvements.
- A planting schedule showing all symbols intended to represent plantings, quantities of plant materials, and common and botanical names of plant materials, size and caliper of plant materials, root specifications, and special planting instructions.
- Details of planting beds and foundation plantings.
- Where landscape or man-made materials are used to provide required screening or buffers from adjacent properties or public rights-of-way, a cross-section shall be provided drawn to a recognized engineering or architectural scale illustrating the perspective of the site from the neighboring property and property line elevation.
- Delineation of sodded areas, seeded areas, and wilderness areas indicating square footage, materials to be used, and seed mixtures.

4. A Grading and Erosion Control Plan to be approved by the Engineering Consultant and/or the Public Works Committee pursuant to Chapters 500 and 510 of the City Code. Said plans are not subject to Plan Commission review but are required to be submitted concurrent with the development applications in order for the submittal to be complete.

5. Elevation Drawings of proposed buildings or proposed remodeling of existing buildings showing finished exterior treatment, with adequate labels provided to clearly depict exterior materials, texture, color and overall appearance.

6. Color Renderings and Perspective Renderings One hardcopy, no smaller than 24" x 36", and the required digital file noted above of the color renderings of the proposed project and/or photos of similar structures shall be submitted, unless waived by the Zoning Administrator, or his/her designee. The Plan Commission reserves the right to require perspective renderings, but not in lieu of adequate drawings showing the actual intended appearance of the buildings. All renderings shall be produced in CAD, acrylic, tempera, or watercolor. Marker or colored pencil produced renderings generally are not acceptable unless the Planning Division determines that sufficient detail is conveyed. All renderings shall become the property of the City and will not be returned.

7. A Plat of Survey shall be required for all projects. The survey shall be prepared by a Registered Land Surveyor and shall depict property lines, and existing and proposed buildings, structures, and paved areas. The Zoning Administrator may waive this requirement where the application includes a Certified Survey Map or Preliminary Plat prepared in accordance with Chapter 236 of Wisconsin Statutes, or where otherwise authorized by the policies of the Public Works Committee.

8. A Detailed Site Analysis per the following:

When required: A detailed site analysis shall be performed in conjunction with required land division documents or Development Plan for any and all properties containing:

- a) Permanently protected natural resource areas defined as required protected areas under State or Federal regulations,
- b) Environmental features identified in the adopted Conservation Plan.

The detailed site analysis shall be shown on a map of the subject property which depicts the location of all protected natural resource areas and environmental corridor components, as defined by the provisions of this Section, and as located by an on-site property survey. The detailed site analysis shall meet the following requirements:

- Scale: A minimum scale of one-inch equals 200 feet shall be used unless otherwise approved by the Zoning Administrator or his/her designee prior to submittal;
- Topography: Topographic information is not required for any property that does not contain steep slopes. For such properties, topographic information with a minimum contour interval of two feet is required.
- All site disruption (including selective cutting) proposed to occur within permanently protected natural resource areas shall be limited to development pads. Development pads shall be depicted on the detailed site analysis map, submitted plans, and Preliminary Plat of Subdivision (if applicable) or Certified Survey Map (if applicable). Site disruption activities shall not compact soil covering tree roots, or otherwise damage trees beyond the area from which trees are to be removed. The use of snow fences and other barriers to outline development pads during disruption activity is strongly recommended to limit the extent of inadvertent compaction or other disturbance of earth, and collision damage to vegetation intended for protection. Such barriers should be placed no closer to protected trees than a point on the ground directly under their outer canopy edge.
- All mitigation areas shall be depicted on the detailed site analysis map with notations provided which describe the mitigation techniques employed.
- Information contained on the detailed site analysis map relating to the boundaries of permanently protected green space areas (including natural resource protection areas, other permanently protected green space areas, and required mitigation areas) shall be recorded as a deed restriction which permanently runs with the land. Said areas shall be clearly depicted on any and all site plans required as a precondition for application for any development permit which occurs subsequent to plan approval (such as a Building Permit) and on any proposed Final Plat of Subdivision or Certified Survey Map.

9. A Developers Deposit in an amount required by adopted policies of the Finance Committee, as may be amended from time to time, and attached hereto. The purpose of the Developers Deposit is to provide a surety to address all changes required to be paid by a petitioner under Section 3.085 of the Municipal Code. The requirement for submittal of a Developers Deposit for specific projects may be modified waived by action of the Finance Committee.