

**APPLICATION FOR GENERAL DEVELOPMENT PLAN OR AMENDMENT**

*City of Lake Geneva*

Site Address/Parcel No. and full Legal Description required (attach separate sheet if necessary):

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Name and Address of Current Owner: \_\_\_\_\_

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Telephone No. with area code & Email of Current Owner: \_\_\_\_\_

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Owner Signature: \_\_\_\_\_

Name and Address of Applicant:

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Telephone No. with area code & Email of Applicant: \_\_\_\_\_

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Proposed Use: \_\_\_\_\_

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Zoning District in which land is located: \_\_\_\_\_

Names and Addresses of architect, professional engineer and contractor of project:

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Short statement describing activities to take place on site:

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GDP fee \$400.00, payable upon filing application

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_ Cost Recovery # \_\_\_\_\_

Petitioner Name

Project Address

OFFICE USE ONLY

Description of Request \_\_\_\_\_

**Agreement for Services**

REIMBURSABLE BY THE PETITIONER / APPLICANT. The city may retain the services of the professional consultants (including planners, engineers, architects, attorneys, environmental specialists, recreation specialists, and other experts) to assist in the City’s review of a proposals coming before the Plan commission and/or Common Council. The submittal of a development proposal application or petition by a Petitioner shall be construed as an agreement to pay for such professional review services applicable to the proposal including any financing charges that may accrue. The City applies the charges for these services to the Petitioner. The City Administrator at any time may require an applicant to submit an advance deposit of **\$500 to \$5,000 depending on the complexity and anticipated involvement of the City’s consultants** or continuing advance deposits against future billings by the City for recovery of costs provide by this ordinance 98-935(4). **An advanced deposit shall be required for the application related to Extraterritorial matters.** Surplus deposits shall be returned to the Applicant at the conclusion of the project.

\_\_\_\_\_, as applicant/petitioner for

Project: \_\_\_\_\_

Project Address: \_\_\_\_\_

Parcel No. \_\_\_\_\_

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

Address: \_\_\_\_\_

\_\_\_\_\_

Cell Phone: (\_\_\_\_) - \_\_\_\_\_ - \_\_\_\_\_

Phone: (\_\_\_\_) - \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_

Dated this \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_

Printed Name of Applicant / Petitioner

\_\_\_\_\_

Signature of Applicant/Petitioner

Applicant/Petitioner agrees that in addition to those normal costs payable by an applicant/petitioner (e.g., filing or permit fees, publication expenses, recording fees, etc.), that in the event the action applied or petitioned for requires the City of Lake Geneva, in the judgment of its staff, to obtain additional professional service(s), (e.g., engineering, surveying, planning, legal) than would be routinely available "in house" to enable the City to properly address, take appropriate action on, or determine the same, applicant/petitioner shall reimburse the City for the costs thereof

#### Section 98-935 Fees:

(1) Fees for Procedures or Permits Requested by a Private Party: The fees for the procedures and permits established by this Chapter shall be established by resolution of the Common Council of the City of Lake Geneva

(2) Fees for Procedures Requested by the City of Lake Geneva: There shall be no fee in the case of applications filed in the public interest by the Common Council or the Plan Commission, other agency, or official of the City of Lake Geneva.

(3) Payment of Fees: Fees shall be payable at the time applications are filed with the appropriate officer of the City (per the requirements of this Chapter), and are not refundable.

(4) Professional Consultant Review Services: The City may retain the services of professional consultants (including planners, engineers, architects, attorneys, environmental specialists, recreation specialists, and other experts) to assist in the City's review of a proposal coming before the Plan Commission. The City may apply the charges for these services to the Petitioner. The City will require the Petitioner to sign a professional consultant review services form. The City Administrator at any time may require an applicant to submit an advance deposit of **\$500 to \$5,000 depending on the complexity and anticipated involvement of the City's consultants** or continuing advance deposits against future billings by the City for recovery of costs provide by this ordinance 98-935(4). **An advanced deposit shall be required for the application related to Extraterritorial matters.** The City may delay acceptance of the application or petition as complete, or may delay final approval of the proposal, until such fees are paid by the Petitioner. The submittal of a development proposal application or petition by a Petitioner shall be construed as an agreement to pay for such professional review services applicable to the proposal. Review fees which are applied to a Petitioner, but which are not paid, may be assigned by the City as a special assessment to the subject property.

**APPLICATION SUBMITTAL REQUIREMENTS**  
**PD STEP 3: GENERAL DEVELOPMENT PLAN (GDP)**

Prior to submitting the 20 complete applications as certified by the Zoning Administrator, the Applicant shall submit 5 initial draft application packets for staff review, followed by one revised draft final application packet based upon staff review and comments.

*Initial Packet (5 Copies to Zoning Administrator)*

Date: \_\_\_\_\_ by: \_\_\_\_\_

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Draft Final Packet (1 Copy to Zoning Administrator)

Date: \_\_\_\_\_ by: \_\_\_\_\_

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\_\_\_\_\_ A. Provide Zoning Administrator with a draft GDP Submittal Packet for determination of completeness prior to placing the proposed PD on the Plan Commission agenda for GDP review. The submittal packet shall contain all of the following items:

\_\_\_\_\_ (1) **A location map of the subject property** and its vicinity at 11" x 17", as depicted on a copy of the City of Lake Geneva Land Use Plan Map;

\_\_\_\_\_ (2) **A map of the subject property** for which the PD is proposed:

\_\_\_\_\_ Showing all lands within 300 feet of the boundaries of the subject property;

\_\_\_\_\_ Referenced to a list of the names and addresses of the owners of all lands on said map as the same appear on the current records of the Register of Deeds of Walworth County (as provided by the City of Lake Geneva);

\_\_\_\_\_ Clearly indicating the current zoning of the subject property and its environs, and the jurisdiction(s) which maintains that control;

\_\_\_\_\_ Map and all its parts clearly reproducible with a photocopier;

\_\_\_\_\_ Map size of 11" x 17" and map scale not less than one inch equals 800 feet;

\_\_\_\_\_ All lot dimensions of the subject property provided;

\_\_\_\_\_ Graphic scale and north arrow provided.

\_\_\_\_\_ (3) **A general written description** of proposed PD including:

\_\_\_\_\_ General project themes and images;

\_\_\_\_\_ The general mix of dwelling unit types and/or land uses;

\_\_\_\_\_ Approximate residential densities and non-residential intensities as described by dwelling units per acre, floor area ratio and impervious surface area ratio;

\_\_\_\_\_ The general treatment of natural features;

\_\_\_\_\_ The general relationship to nearby properties and public streets;

\_\_\_\_\_ The general relationship of the project to the Master Plan,

\_\_\_\_\_ A statement of Rationale as to why PD zoning is proposed. This shall identify barriers that the Applicant perceives in the form of requirements of standard zoning districts and opportunities for community betterment the Applicant suggests are available through the proposed PD zoning.

- \_\_\_\_\_ A complete list of zoning standards which will not be met by the proposed PD and the location(s) in which they apply and a complete list of zoning standards which will be more than met by the proposed PD and the location(s) in which they apply shall be identified. Essentially, the purpose of this listing shall be to provide the Plan Commission with information necessary to determine the relative merits of the project in regard to private benefit versus public benefit, and in regard to the mitigation of potential adverse impacts created by design flexibility.
- \_\_\_\_\_ A written description of potentially requested exemption from the requirements of the underlying zoning district, in the following order:
  1. Land Use Exemptions;
  2. Density and Intensity Exemptions;
  3. Bulk Exemptions;
  4. Landscaping Exceptions;
  5. Parking and Loading Requirements Exceptions.
- \_\_\_\_\_ (4) **A General Development Plan Drawing** at a minimum scale of 1"=100' (11" x 17" reduction shall also be provided by Applicant) of the proposed project showing at least the following information in sufficient detail to make an evaluation against criteria for approval:
  - \_\_\_\_\_ A conceptual plan drawing (at 11" x 17") of the general land use layout and the general location of major public streets and/or private drives. The Applicant may submit copies of a larger version of the plan in addition to the 11" x 17" reduction;
  - \_\_\_\_\_ Location of recreational and open space areas and facilities and specifically describing those that are to be reserved or dedicated for public acquisition and use;
  - \_\_\_\_\_ Statistical data on minimum lot sizes in the development, the approximate areas of large development lots and pads, density/intensity of various parts of the development, floor area ratio, impervious surface area ratio and landscape surface area ratio of various land uses, expected staging, and any other plans required by the Plan Commission or City Council; and
  - \_\_\_\_\_ Notations relating the written information provided in (3), above to specific areas on the GDP Drawing.
- \_\_\_\_\_ (5) **General conceptual landscaping plan** for subject property, noting approximate locations of foundation, street, yard and paving, landscaping, and the compliance of development with all landscaping requirements of this Ordinance (except as noted in the listing of exceptions) and the use of extra landscaping and bufferyards;
- \_\_\_\_\_ (6) **A general signage plan** for the project, including all:
  - \_\_\_\_\_ Project identification signs;
  - \_\_\_\_\_ Concepts for public fixtures and signs (street light fixtures and/or poles or street sign faces and/or poles) which are proposed to vary from City standards or common practices;

\_\_\_\_\_ (7) **Written justification** for the proposed Planned Development. (*See Section 98-905 for requirements of the conditional use procedure.*)

**FINAL APPLICATION PACKET INFORMATION**  
**PD STEP 3: GENERAL DEVELOPMENT PLAN (GDP)**

The process for review and approval of the PD shall be identical to that for conditional use permits per Section 98-905 of the Zoning Ordinance and (if land is to be divided) to that for preliminary and final plats of subdivision per the Municipal Code. All portions of an approved PD/GDP not fully developed within five years of final City Council approval shall expire, and no additional PD-based development shall be permitted. The City Council may extend this five years period by up to five additional years via a majority vote following a public hearing.

- \_\_\_\_\_ **Receipt of 5 full scale copies in blueline or blackline of complete Final Application Packet by Zoning Administrator:**      **Date:** \_\_\_\_\_ **by:** \_\_\_\_\_
  
- \_\_\_\_\_ **Receipt of 20 reduced (8.5" by 11" text and 11" x 17" graphics) copies of complete Final Application Packet by Zoning Administrator:**      **Date:** \_\_\_\_\_ **by:** \_\_\_\_\_
  
- \_\_\_\_\_ **A digital copy of Final Application Packet shall be emailed to the Building and Zoning Department upon submittal deadline.**      **Date:** \_\_\_\_\_ **by:** \_\_\_\_\_
  
- \_\_\_\_\_ **Certification of complete Final Application Packet and required copies to the Zoning Administrator by City Clerk:**      **Date:** \_\_\_\_\_ **by:** \_\_\_\_\_
  
- \_\_\_\_\_ **Class 2 Legal Notice sent to official newspaper by City Clerk:**      **Date:** \_\_\_\_\_ **by:** \_\_\_\_\_
  
- \_\_\_\_\_ **Class 2 Legal Notice published on \_\_\_\_\_ and \_\_\_\_\_**      **by:** \_\_\_\_\_

## Development Review Committee (DRC) Application

Complete as much detailed information as possible to allow for a comprehensive departmental review prior to a Development Review Committee meeting. This application must be returned to the Building Inspector, with all conceptual plans, designs and other information prior to the scheduling a DRC meeting.

### Applicant Information

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Property Address \_\_\_\_\_

Applicant name \_\_\_\_\_

Applicant email \_\_\_\_\_ Phone Number \_\_\_\_\_

Architect/Contractor/Designer Name \_\_\_\_\_

Architect/Contractor/Designer Email \_\_\_\_\_ Phone Number \_\_\_\_\_

Type of Construction: New \_\_\_\_\_ Addition \_\_\_\_\_ Remodel \_\_\_\_\_

Type of Development: Single-family \_\_\_\_\_ Multi-family \_\_\_\_\_ Commercial \_\_\_\_\_ Industrial \_\_\_\_\_

Type of Business \_\_\_\_\_

### Engineering

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Site Plans should include the following: Project title and owner's/developer's name and address noted, architect's and/or engineer's name and address noted, property boundaries and dimensions, abutting property zoning classifications, general description of building materials, façade and roof detail, setback lines indicated, easements for access, if any, 100-year floodplain identification, existing and proposed topography shown at a contour interval of one foot, indicating proposed grade and location of improvements, signage and outdoor lighting, number of parking spaces provided, type, size and location of all structures with all building dimensions shown, location of existing and general location of proposed sanitary sewers, storm sewers, water-mains, and any proposed stormwater management facilities, location, extent and type of proposed landscaping and landscaping plantings and buffers to adjacent property, including fencing or other screening, location of pedestrian sidewalks and walkways, graphic outline of any development staging that is planned, driveway locations and sizes, handicap accessibility, environmental concerns (odor, smoke, noise, graphic scale and north arrow).

- Storm water management provisions provided? YES / NO
  - As-built/certification notification
- Erosion control plan provided? YES / NO
- Wetlands, floodplains, environmental corridors, groundwater Identified. YES / NO
- Utility Plans Provided
  - Watermain
  - Sanitary Sewer
  - Storm Water
- Is a Land Division required? YES / NO
- Access points and dimensions shown? YES / NO
  - WISDOT Right-of-way?
  - County Right-of-way?

- Estimated Traffic impacts \_\_\_\_\_
  - Traffic Study Required YES/NO
  - Traffic Control Plan Required YES/NO
  - Will construction affect street parking or intersections? YES / NO
  
- Paving Materials, Typical Sections? YES / NO
- WDNR Notice of Intent required? (Land disturbance more than 1 acre)? YES / NO
- Watermain extension required? YES / NO
- Sanitary sewer extension required? YES / NO
- SEWRPC Service Area Amendment needed? YES / NO
- Is a Chapter 30 Permit (wetland/waterway) required? YES / NO
- Proposed building/expansion dimensions \_\_\_\_\_
- Will there be signage? YES / NO type (mounted, freestanding) \_\_\_\_\_
- Exterior lighting plans? YES / NO
- What kind of noise or level of noise will the business have? \_\_\_\_\_
- Detailed property Site Plan? YES / NO Date of Plan: \_\_\_\_\_
- Green Space Calculations (Existing vs. Proposed) YES / NO
- Are landscape plans provided? YES / NO
- Is a Land Division required? YES / NO

**Water/Sewer Utilities**

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If an existing structure please circle the following:

- Will existing sewer & water connections be used? YES / NO
- Will your project require the installation of a grease interceptor? YES / NO

If the development is Commercial or Industrial, please provide the following:

- Water service size requirement \_\_\_\_\_
- Estimated daily water usage in gallons per day \_\_\_\_\_
- Estimated maximum water flow in gallons per minute \_\_\_\_\_
- Number of bathrooms \_\_\_\_\_
- Brief description of process (if Industrial) \_\_\_\_\_

If the development is a multi-family dwelling, please provide the following:

- Number of units \_\_\_\_\_
- Number of bedrooms in each unit \_\_\_\_\_
- Water service size requirement \_\_\_\_\_