

# PLANNED UNIT DEVELOPMENT APPLICATION

Chapter 170, Section K 8., Town of Troy Zoning Ordinance

File #: \_\_\_\_\_

Office Use Only

## APPLICANT INFORMATION

Applicant Name: \_\_\_\_\_ Owner (if not applicant): \_\_\_\_\_

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

Daytime Phone: (\_\_\_\_) \_\_\_\_\_ Daytime Phone: (\_\_\_\_) \_\_\_\_\_

E-mail \_\_\_\_\_ E-mail: \_\_\_\_\_

## SITE INFORMATION

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


Property Location: \_\_\_\_\_ 1/4, \_\_\_\_\_ 1/4, Sec. \_\_\_\_\_, T. \_\_\_\_\_ N., R. \_\_\_\_\_ W., Town of Troy (Complete legal description must be attached.)

Parcel Identification Number(s): \_\_\_\_\_

## LAND USE INFORMATION

Zoning Designation: \_\_\_\_\_

State the nature of your request: \_\_\_\_\_

 See attached application narrative and application procedures form.

## FEES

Application Fee: \_\_\_\_\_ \$ \_\_\_\_\_ (plus professional

Supplemental Application Fees: \$ \_\_\_\_\_ x \_\_\_\_\_ (# of additional \$ \_\_\_\_\_ fees/expenses)

**Total Fees:** \_\_\_\_\_ requests) \$ \_\_\_\_\_

- All application fees must be submitted with application and are non-refundable.
- Additional fees paid as directed by the Town Clerk.
- Fees will be doubled for applications submitted after construction project initiated, and/or written enforcement action has commenced.

*I attest that the information contained in this application is true and correct to the best of my knowledge.*

Applicant Signature: \_\_\_\_\_ Date \_\_\_\_\_

Owner (if not applicant) Signature: \_\_\_\_\_ Date \_\_\_\_\_

## OFFICE USE ONLY

Pre-application Meeting: \_\_\_/\_\_\_/\_\_\_ With: \_\_\_\_\_

Complete Application Accepted: \_\_\_/\_\_\_/\_\_\_ By: \_\_\_\_\_

Fee Received: \_\_\_/\_\_\_/\_\_\_ \$ \_\_\_\_\_ Receipt #: \_\_\_\_\_ Scheduled Hearing Date: \_\_\_/\_\_\_/\_\_\_

Phone: (715) 425-2665

**Town of Troy**

FAX: (715) 425-2551

<http://townoftroy.org>

654 Glover Road, Hudson, WI 54016

Please answer the following questions and provide any additional information that supports your request (attach additional pages if necessary):

- 1) Describe the details of your request.
  
- 2) Describe the details of project location, including existing use(s) of property; area in square feet or acres of the site; frontage and depth of property; existing use(s) of adjacent property; proposed use(s) of property.
  
- 3) Describe how your request may impact public health, safety, and general welfare. What measures will you take to minimize any negative impacts?
  
- 4) It is requested that this planned unit development include the following permit requests:
  - Rezoning: From \_\_\_\_\_ to \_\_\_\_\_
  - Conditional Use: For \_\_\_\_\_
  - Preliminary Plat: Name \_\_\_\_\_
  - Single Phase Project: Submit Final Development Plan
  - Multiple Phased Project: Submit General Development Plan
  - Other Discretionary Permits: \_\_\_\_\_

*Separate applications may be required.*

5) This is an application and petition to the Town Board to amend the Zoning Ordinance and to change the zoning map of the Town of Troy as requested herein. Please provide any other information to support this application, and any important facts concerning the area proposed for the planned development and the immediate vicinity of the subject site.

6) Additional comments:

## APPLICATION:

The deadline for application submittals is the 1<sup>st</sup> Monday of the month. The Plan Commission generally meets on the first Thursday of the month.

Applications will not be accepted until the applicant has:

- Satisfactorily completed the pre-application conference with Town staff regarding legal, planning, and engineering aspects of the project.
- Filed a completed application with all submittals required by Town staff.
- Resolved any land use violations and paid any outstanding fees owed to the Town of Troy;
- Signed the application form (*the signatures of the property owners and agents acting on their behalf are required*); and
- Submitted the appropriate application fee (*nonrefundable*) payable to the Town of Troy.

## REVIEW AND ACTION:

- After the Zoning Administrator, Building Inspector and Town Engineer have completed review of the proposed development plan with town staff, recommendations are prepared for the Plan Commission.
- Town Clerk will then schedule and give public notice of a public hearing before the Plan Commission under the same procedure for the consideration of a conditional use permit in Chapter 170, Section V, of the Town of Troy Zoning Ordinance. The Applicant may appear in person or through an agent or attorney at the public hearing. The Applicant/ agent/attorney may present testimony, evidence and arguments in support of the application.
- Following the public hearing, the Plan Commission then provides recommendation to the Town Board for approval, approval with conditions or denial of the application.
- The application is then scheduled for final action before the Town Board. Upon the Board making a decision on the application, the Town Clerk shall notify applicant of the decision in writing. All site plans and all other documents submitted with the application become the property of the Town of Troy and will remain in the file at the discretion of the Town.

- 📄 Completed and signed application form with fee.
- 📄 **Original plus 10 copies** needed of the entire packet including all supporting information, maps & diagrams.
- 📄 Addendum for additional requests and/or supplemental information sheet (*if required*).
- 📄 Recorded Warranty Deed (*may be obtained at the Register of Deed's office*).
- 📄 Letters to adjacent landowners with stamped envelopes, includes properties across roadways. (please leave unsealed)
- 📄 A complete site plan prepared by a registered land surveyor showing, among other things:
  - project location in the town;
  - lot/parcel dimensions with property lines and all applicable setbacks;
  - minimum of 10-foot contours as determined appropriate by the Zoning Administrator or his/her designee;
  - location of all existing and proposed structures and their square footage and distance from setbacks;
  - location of existing and proposed POWTS, wells, driveways, parking areas, access, signs, and other features; and location of navigable waterways with accurate OHWM, delineated wetlands, bluff lines, slopes in excess of 12%, wooded areas, and any other unique limiting conditions of the property.
- 📄 Other submittals required by Town staff: \_\_\_\_\_

*This is a summary of planned unit development procedures and is subject to the specific requirements and procedures in Chapter 170, Section Y, Town of Troy Zoning Ordinance.*