

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

**CITY OF LAKE MILLS**

**APPLICATION FOR PLANNED DEVELOPMENT CONCEPT PLAN APPROVAL (Rev 2007)**

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*DO NOT WRITE IN THIS SPACE – FOR OFFICE USE ONLY*

Date Filed: \_\_\_\_\_ Fee Paid – Receipt No.: \_\_\_\_\_ Amount: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

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Determination of Completeness of Application by City Manager: \_\_\_\_\_

Action by & Date of Plan Commission: \_\_\_\_\_

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**NOTICE TO APPLICANTS**

1. There will be no refund of any application fee for approvals not granted or withdrawn.
2. No incomplete applications will be acted upon.
3. Complete applications must be received not less than 20 days before the next regular meeting of the Plan Commission to be placed on the agenda for that meeting. Late submittals may result in not being scheduled until a later monthly meeting of the Plan Commission.
4. The applicant is advised to include all attachments required as a part of the application, including any approvals by outside agencies.
5. Approval of the Concept Plan by the City does not create any vested rights and is not binding on either the applicant or the City when reviewing any subsequent General Development Plan.
6. Applicants are urged to coordinate their activities with City staff in advance of application deadlines.
7. The Plan Commission and Applicant are encouraged at this stage of the approval process for a Planned Development to have informal discussions and second or subsequent iterations of the concept plan may be reviewed without the need to file a new application or pay an additional filing fee.
8. Submission of incomplete documents on more than two separate occasions may result in payment of an additional plan review fee, as determined by the Plan Commission.
9. All reviews by the Engineering Consultant, Planning Consultant, and if necessary, the City Attorney will result in the costs as billed by the consultants, or as determined by the Council in the case of the City Attorney, being charged to the Applicant.
10. Please refer to Section 10-14-3-B to determine what items are necessary for inclusion with the Application for submission to the Plan Commission.
11. In general, your submission must include 1) a location map of the subject property and its vicinity within a radius of 1000 feet; 2) a general written description of the proposed Planned Development, including general project themes and images, the general mix of dwelling unit types and/or land uses; 3) approximate residential densities and non-residential intensities as described by dwelling units per acre, floor area ratio and impervious surface area ratio; 4) the general treatment of natural features; 5)

an initial draft list of zoning standards which will not be met by the proposed Planned Development and the location(s) in which they apply; 6) a complete list of zoning standards which will be more than met by the proposed Planned Development and the location(s) in which they apply; 7) a written description of any modifications to the requirements of the underlying zoning district that may be requested, including modifications regarding land use, density and intensity, bulk, landscaping, parking and loading requirements; 8) a conceptual plan drawing (11" x 17") or "bubble plan" of the general land use layout and the general relationship to nearby properties, public streets, and private drives.

**Case Name:** \_\_\_\_\_

**APPLICATION FOR PLANNED DEVELOPMENT CONCEPT PLAN APPROVAL**

1. Name of Development: \_\_\_\_\_
2. Name of Developer: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email address: \_\_\_\_\_
3. Name of Local Agent: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email address: \_\_\_\_\_
4. Owner of Record: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email address: \_\_\_\_\_
5. Engineer: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email address: \_\_\_\_\_
6. Land Surveyor: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_
7. Attorney: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_
8. Subdivision Location: \_\_\_\_\_  
\_\_\_\_\_
9. Present Land Use: \_\_\_\_\_  
Proposed Land Use: \_\_\_\_\_
10. Tax Parcel Number: \_\_\_\_\_
11. Short Legal Description (or attach legal description): \_\_\_\_\_  
\_\_\_\_\_
12. Present Zoning: \_\_\_\_\_  
Proposed Zoning: \_\_\_\_\_
13. Total Area (Acres): \_\_\_\_\_ Total Number of Lots: \_\_\_\_\_  
Does this development involve an annexation to the City? \_\_\_\_\_

- 14. Are there any parking and loading modifications? \_\_\_\_\_
- 15. Are there any landscaping modifications? \_\_\_\_\_
- 16. Are there any density and intensity modifications? \_\_\_\_\_
- 17. Is any open space being offered as part of this subdivision application? \_\_\_\_\_  
If so, what amount? \_\_\_\_\_
- 18. Has the Zoning Board of Appeals granted any variance, exception, or special permit concerning this property? \_\_\_\_\_  
  
If so, list Case Number/Name: \_\_\_\_\_
- 19. Are any waivers from the Subdivision Regulations Requested: \_\_\_\_\_
- 20. Attach twenty-two (22) copies of the Concept Plan.
- 21. List all contiguous holdings in the same ownership, if any: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**All reviews by the Engineering Consultant, Planning Consultant, and if necessary, the City Attorney will result in the costs as billed by the consultants, or as determined by the Council in the case of the City Attorney, to be charged to the Applicant.**

**I (We) certify that all of the above statements and the statements contained in any papers or plan submitted herewith are true to the best of my (our) knowledge and belief.**

\_\_\_\_\_  
(Signature of Applicant) (Date)

\_\_\_\_\_  
(Signature of Owner, if different) (Date)