

Planned Development District Application



Contact Type	Contact Information
Village Hall Phone Number	(920)-434-4640
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**Village of Howard
2456 Glendale Avenue
Green Bay, WI 54313**



2456 Glendale Ave
Green Bay, WI 54313

PDD APPLICATION

See Next Page
for Materials to be Submitted
with This Application

Application Fee: \$200.00

Date: _____

Initials: _____

Application #: _____

Applicant

Name: _____

Address: _____

Phone: () - - Email: _____

Business Name: _____

PDD Site Address: _____

Landowner of Record: _____

Address: _____

Phone: () - - Email: _____

Consultant(s)

Architect

Name: _____

Address: _____

Phone: () - - Email: _____

Contractor/Engineer

Name: _____

Address: _____

Phone: () - - Email: _____

Parcel/Building Information

Lot Size: ___ Acres/Sq. Ft Current Zoning: _____ Parcel #: VH - _____

Lot Dimensions: _____ Does Current Zoning Permit Intended Use: _____

Bldg. Sq. Footage: _____ Street Frontage: _____

Describe Specifically the Nature of the Request:



2009 PLAN COMMISSION MEETING DATES & APPLICATION DEADLINES

Plan Commission agenda items require submission of materials at least three weeks prior to the desired meeting date. Refer to the schedule below for Plan Commission submittal deadlines. All materials must be submitted by 12 p.m. on the date of the submittal deadline.

Type of Submittal	Fee
Rezoning Application	\$50
Planned Development District (PDD)	\$200
Conditional Use Permit (CUP)	\$50
Preliminary Plat	\$100+\$15/lot
Final Plat	\$75

Plan Commission Meeting Date	Submittal Deadline
January 19	December 30, 2008
February 16	January 27
March 16	February 24
April 20	March 31
May 18	April 28
June 15	May 26
July 20	June 30
August 17	July 28
September 21	August 31
October 19	September 28
November 16	October 26
December 21	November 30

* All meetings dates are subject to change at the discretion of Village officials

Please be advised that all required materials associated with the application must be submitted to Village Hall by 12 p.m. on the date specified above for the respective meeting date. This time schedule allows for required public notice and provides adequate time for Village staff to review the applications for potential problems.

It is the applicant's responsibility to submit one electronic and ten hard copies of all materials (excluding construction material).

Please Note the Following

- Incomplete applications will not be accepted and/or processed.
- All applications and required materials must be submitted on or prior to the deadline on the schedule displayed on page three (3) of this application.
- Processing an application may take up to sixty (60) days due to legal notices mandated by State law
- The Plan Commission meets on the third Monday of every month at 6:30 p.m. at 2456 Glendale Avenue
- The Plan Commission will make a recommendation to the Village Board (often with conditions) to approve or deny the planned development district request. The Village Board will take action on the recommendation from the Plan Commission at the next scheduled Board meeting (typically the fourth Monday of the month).

Approval Criteria Used by Plan Commission When Ruling on a Planned Development District Request

- Neighborhood environment, characteristics and use.
- Physical, natural and topographical features of the building site.
- Nature, operational character, organizational structure and use of buildings and structures.
- Architectural design, visual appeal and building materials.
- Building arrangement, density and floor area ratio.
- Building heights.
- Building setbacks.
- Screening and fencing.
- Landscaping.
- Exterior lighting.
- Site drainage.
- Open space needs.
- Design and capacity of parking and loading areas.
- Design and location of roadways, driveways and walks.
- Traffic generation and rate of vehicle turnover.
- Street or highway access and traffic patterns.
- Number and location of street openings or curb cuts.
- Street and highway dedication.
- Availability and capacity of sewer, water and other utilities.
- Snow removal, garbage collection, fire protection and other municipal services.
- Methods and hours of operation.
- Operational control.
- Capacity of local schools and educational institutions.
- Economic impacts, inducements, attractions and detractions.
- Implementation schedule and proposed commencement and completion dates.

REQUIRED

(Check the Box to Signify Your Submittal of Listed Items)

- Statement describing the general character of the proposed development.
- A plat of survey or the equivalent thereof depicting the location, dimensions, boundaries, uses and size of the site.
- Legal description of the proposed development site.
- A site plan including the following:
 - Density and floor area ratio
 - Building heights and setbacks
 - Size & location of lots
 - Screening and fencing
 - Location of sanitary and storm sewer lines
 - Location of water mains
 - Site drainage
 - Location of roads, driveways and walks
 - Existing and proposed structures, parking, loading areas, ingress/egress points
 - Location of recreational and open space areas reserved or dedicated for public uses
 - Percentage of green space & impervious surface
- An accurate topographical map showing elevation and contour data at two (2) foot intervals and extending one hundred (100) feet beyond exterior boundaries of site and also the following
 - Topographical map showing all public right-of-ways & existing buildings within the project area.
 - Size and capacities of all available utilities and high water elevations along rivers and bodies of water.
- Easements to the Village for common open space areas, roadways and other right-of-ways not dedicated to the public.
- Landscape plan including table depicting quantity, size and name of species.
- Lighting plan showing photometrics and a spec sheet of all fixtures used.
- Sign plan with dimensions of sign.
- An attachment stating the methods and hours of operation (if applicable).
- Full-color rendering of building facades and large samples of colors and building materials to be used on the project.
- Table showing square footage of proposed buildings along with proportions of buildings devoted to office, production, manufacturing, warehousing, etc. and proposed number of employees in each area.
- Evidence showing proposed project is economically feasible.
- Table showing the approximate costs of individual buildings and dates of construction.
- Copies of deed restrictions, sureties, performance bonds, conditions, provisions, requirements and/or limitations to ensure public safety, health and welfare.
- Ownership and tax liability of private open space reservations and right-of-ways.
- Implementation schedule with proposed commencement and completion dates.

Please refer to Section 17.18 of the *Howard Municipal Code of Ordinances* for additional information on Planned Development District requirements.

Submit 10 color copies of all documents. If possible, provide electronic copies (pdf, word, excel, etc) of plans.

With this signature, I certify all required materials above have been submitted. Furthermore, I understand any required materials not submitted will result in an incomplete application. Incomplete applications will be returned to the applicant until all required materials are submitted.

X

Applicant Signature

Date

Please direct all questions to Dave Wiese at 434-4640 or dwiese@villageofhoward.com