



VILLAGE OF PLEASANT PRAIRIE RESIDENTIAL SUBDIVISION PROCESS GUIDELINES

**Developers should use this document as a guideline
for the development approval process**

1. **Pre-Application Staff Conference.** Prior to filing an application to the Village for the construction or addition of a new residential development, the Developer is required to have a pre-application staff conference to obtain Village policy information, procedures and fee schedules. The purpose of this meeting is to inform the Developer of the purposes, objectives and requirements for developing within the Village.
2. **Pre-Development Agreement.** This agreement shall be executed prior to any Village review of a project. This agreement specifies the billing rates for various departments to process, review and inspect the project beginning at the entitlement stage through and until a certificate of occupancy/compliance is issued by the Village for the development. If the developer does not own the land, then a minimum of \$5,000 cash deposit shall be provided to the Village with the Pre-Development Agreement.
3. **Environmental Investigations.**
 - **Wetland Delineation.** * If any wetlands are proposed to be filled then permits from the WI DNR and US ACOE are required. All wetlands to remain shall be shown correctly on the Land Use Plan Map and Zoning Map.
 - **Floodplain Delineation.** If a 100-year floodplain boundary adjustment is proposed, approval from the Village, WI DNR and FEMA is required. All 100-year floodplain amendments shall be shown correctly on the Land Use Plan Map and Zoning Map.
 - **Ordinary High Water Mark (OHWM) Determination.** WI DNR determines the location of the OHWM. Stipulated Shoreland Permit per Section 420-97 of the Village Zoning Ordinance.
 - **Historical and Archeological Phase 1 Evaluation check***
 - **Environmental Corridor Delineation.** All delineated environmental corridors shall be shown correctly on the Land Use Plan Map and Zoning Map (amendments may be required.)
 - A **Tree Survey** shall be prepared for wooded conservancy areas.

*required for WI DNR Notice of Intent for work that disturbs more than 1 acre of land.
4. **Traffic Impact Analysis (TIA).** A TIA is typically required for any development to determine access locations and required transportation improvements for the development by the Village, Kenosha County or the State of Wisconsin. Scope of TIA to be determined on a case by case basis.
5. **Comprehensive Plan Compliance.** Any development plans considered by the Village are evaluated based on the Village Comprehensive Plan's goals, objectives, recommendations and policies including the Land Use Plan Map and Neighborhood Plans.
 - **Land Use Plan Compliance or Amendment.** The land use plan is evaluated to ensure that the land use is consistent with the proposed land division. The land use plan and the zoning map shall also be consistent. If the main land use category is required to be changed this is done at the time of the Neighborhood Plan (i.e. Commercial to Residential land use). Detailed land use plan map amendments to reflect specific wetlands, 100-year floodplain, outlots and removal or an Urban Reserve land use designation are done at the time of Final Plat and Zoning Map Amendments are considered.
 - **Neighborhood Plan or Amendment (based on the Conceptual Plan)** There are 32 neighborhoods identified in the Village Comprehensive Plan. Neighborhood Plans provide for the review of existing and probable future development in and around the area proposed for development by evaluating access to the development and the feasibility of developing certain land uses and lot layouts, roadways and parkways, open green spaces

and preservation areas, schools, municipal facilities and municipal services to serve the neighborhood. The Neighborhood Plan sets forth a guide for future development when willing landowners wish to develop his/her land. As land continues to be developed, the Village evaluates proposals and amendments to Neighborhood Plans based on other elements of the Comprehensive Plans as well. For primarily residential neighborhoods, the Housing Element of the Village Comprehensive Plan is used for guidance as well. The Village's housing goal is to "provide a diverse housing supply that meets the Village's future population needs.

The Plan Commission holds a public hearing following the required 30 day notice and the Village Board makes the final decision on all Comprehensive Plan Amendments.

6. **Conceptual Plan.** A Conceptual Plan is required for all land divisions creating 4 or more lots and it is intended to provide the Village staff, the Village Plan Commission and the Village Board with an early opportunity to review policy issues relating to the proposed land division and its development or any development plan and its compatibility and possible adverse effects on adjacent properties of the Village. At a minimum, the following shall be included as part of the Conceptual Plan Application:

- Detailed and Dimensioned Site Plan.
- Conceptual Engineering Plans that includes a topography with all environmental features identified (wetlands, woodlands and floodplains) and utility system layout.
- Phasing Plan (if applicable).
- Floor Plans and Elevations (for all uses except single family, unless a condominium or twin house project is proposed).
- Proposed Zoning Map Amendments.
- Draft of Declarations, Covenants, Restrictions and any Easement Documents

The Village Plan Commission holds the public hearing and reviews the Conceptual Plan. The Village Board of Trustees considers and makes the final decision on the application. Conceptual Plan approval is valid for one (1) year. If the required Preliminary Plat is not considered within this time frame the Conceptual Plan is no longer valid.

7. **Draft Preliminary Plat.** A Preliminary Plat is required for creating more than 4 lots and outlots. Upon conditional approval of the Conceptual Plan at a minimum the following documents shall be submitted to the Village for staff review prior to the Village accepting the Preliminary Plat application and application fee:
- Draft of Preliminary Plat.
 - Revised Declaration of Restrictions, Covenants and Easements.
 - Preliminary Engineering Plans, Profiles and Specifications including sanitary sewer, water, grading, drainage, erosion control, storm water retention/detention basins, storm sewer and street tree plans, profiles and specification booklet
 - Building Plans and Elevations (for all uses except single family, unless a condominium or twin house project is proposed).
8. **Preliminary Plat.** Upon staff review of the draft Preliminary Plat and related plans and documents noted above, the Preliminary Plat application, application fee and items listed in the application shall be submitted for the Village to schedule the required public hearing for consideration of the Preliminary Plat.

The Plan Commission holds a public hearing following the required Class 2 notice and the Village Board makes a final decision by Resolution. The Preliminary Plat approval is valid for three (3) years. If the required Final Plat is not considered within this time frame the Preliminary Plat approval is no longer valid.

9. **Variance from Chapter 395, Land Division and Development Control Ordinance** (if applicable) shall be submitted when applicable. The Village Board of Trustees hold a public

hearing, following the required Class 1 notice and makes a final decision. This could be submitted with Conceptual Plan, Preliminary Plat or Final Plat.

10. **Draft Final Plat.** Upon conditional approval of the Preliminary Plat at a minimum the following documents shall be submitted to the Village for staff review prior to the Village accepting the Final Plat application and application fee:
 - Draft Final Plat.
 - A revised draft of the By-laws and Declarations of Restrictions, Covenants and Easements. These documents shall be in final form prior to consideration of the Final Plat by the Plan Commission.
 - Revised Engineering Plans, Profiles and Specifications including sanitary sewer, water, grading, drainage, erosion control, storm water retention/detention basins, storm sewer and street tree plans, profiles and specification booklet
 - Public Street Lighting Plan, including a copy of the We Energies electrical distribution system plan and contract.
 - Ownership verification documents.
 - Operating documents for the property owner.
11. **Public Utility Plan approval.** Upon Village staff approval of the Engineering Plans, Profiles and Specifications, the Village will request approval from the Kenosha Water Utility (KWU). Upon written public sanitary sewer and water approval from the KWU, the Developer shall obtain written 208 Water Quality approval from the Southeastern Wisconsin Regional Plan Commission (SEWRPC) and public sewer and water approvals Wisconsin Department of Natural Resources (WI DNR).
12. **Residential Development Plan.** An application for a residential development plan shall be submitted for any multi-family project pursuant to the requirements of Article IX,A of Chapter 420 of the Village Zoning Ordinance-see the Multi-family Development Approval Guidelines.
13. **Digital Security Imaging System (DSIS).** Most multi-family residential developments require approval a security system installed and operational prior to occupancy pursuant to Chapter 410 of the Village Municipal Code. The security cameras outside of the building shall cover each entrance and exit, all public areas, parking lots and the driveway entrance to the site. DSIS Agreement and required DSIS Access Easement shall be approved by the Plan Commission as part of the required Residential Development Plan application.
14. **Comprehensive Land Use Map Amendment.** As noted above, the land use plan and the zoning map shall be consistent, therefore at the time the Zoning Map Amendment application is submitted an amendment to the Land Use Plan is required. The Plan Commission holds a public hearing following the required 30 day notice and the Village Board makes the final decision.
15. **Zoning Map Amendment.** If a Zoning Map Amendment is required to rezone any outlots, wetlands, and lots, then the required application shall be submitted at the same time as the Final Plat. The Zoning Map Amendment and the Final Plat shall be considered at the same time. The Plan Commission holds a public hearing following the required Class 2 notice and the Village Board makes a final decision.
16. **Zoning Text Amendment.** If a Planned Unit Development (PUD) is proposed, then the required application shall be submitted at the same time that the Final Plat is considered by the Plan Commission and the Village Board. The Plan Commission holds a public hearing following the required Class 2 notice and the Village Board makes a final decision.
17. **Final Plat.** Upon staff review of the draft Final Plat, Development Agreement and related plans and documents noted above, the Final Plat application, application fee and items listed in the application shall be submitted for the Village to schedule the required public hearing for consideration of the Final Plat.

The Plan Commission holds a public hearing following the required Class 2 notice and the Village Board makes a final decision by Resolution. The Village Plan Commission holds a public hearing,

reviews the Final Plat, Development Agreement and related Exhibits. The Village Board of Trustees considers and makes the final decision on the application by Resolution. The Village Board will not consider the Final Plat, Development Agreement and related Exhibits until all approvals and conditions of the Preliminary Plat are satisfied.

Upon Village approval of the Final Engineering Plans and Specifications, Landscaping Plan and Street Lighting Plan and all required Exhibits to the Development Agreement (drafted by the Village and reviewed by the Developer). are submitted to the Village for final staff review, the Development Agreement can be finalized and considered by the Village Board with the Final Plat. At a minimum, Exhibits to the Development Agreement include:

- Memorandum of Development Agreement (drafted by the Village and reviewed by the Developer).
- Final Plat.
- Engineering Plans, Profiles and Specifications.
- Landscaping and Street Tree Planting Plan.
- Street Lighting Plan, including a copy of the We Energies electrical distribution system plan and cost estimates.
- Street Sign Plan and cost estimates (provided by Public Works Department).
- Construction Management, field staking and as-built cost estimates.
- Construction inspection cost estimates (provided by Public Works Department).
- Final Declaration of Restrictions, Covenants and Easements.
- Homeowner's Association By-Laws and draft Association budget.
- Recorded Articles of Incorporation for the Homeowner's Association.
- A copy of the public sanitary sewer and water approval letters from the KWU, WI DNR, and SEWRPC.
- A copy of the signed contracts, certificates of insurance, and performance and payment bonds for all public improvements (a performance and payment bond is not required from the public landscaping and street tree improvements). The contracts shall have the Developer's name as shown on the title of the property. The contractor certificates of insurance shall also list the Village of Pleasant Prairie as an insured party. All contractors shall be pre-qualified by the Village
- A Policy of Title Commitment equal to the cost of public improvements. The title policy shall indicate that the right-of-way is being dedicated free and clear of any encumbrances, liens or judgments. The Title Report Commitment shall be updated the day before closing and again within 7 days after closing and recording of the documents.
- WI DNR Notice of Intent.
- Erosion Control Permit application.
- Work in the Right-of-Way application.
- Verification of taxes and outstanding special assessments being paid. Any outstanding taxes, special assessments or invoices shall be paid prior to recording the Final Plat and Memorandum of Development Agreement.
- Financial Security is required for the public/private improvements, in the amount of 120% of the total cost of the private grading and storm water drainage activities and all public related improvements, including sanitary sewer, water, storm sewer, grading, street trees, street lights, street signs, field staking, inspections and construction related services (including sanitary sewer, and storm sewer cleaning and televising), shall be submitted to the Village. The Itemized Cost Breakdown Exhibit will be prepared by the Village staff to determine the amount of the required Financial Security (Letter of Credit,

Performance and Payment Bonds or cash). *IMPORTANT: If the financial security is a Letter of Credit, then a draft Letter of Credit equal to the cost breakdown analysis (need to verify proper format and dollar amount of Letter of Credit prior submitting the Original Letter of Credit).* The required financial security shall be provided prior to the Village at the closing.

18. **Closing.** After Village Board approval, the Village staff will host a closing with the Developer for all the documents to be executed, all cash payments made and acceptance of the required financial security. Within 72 hours of recording the Final Plat, Memorandum of Development Agreement, Declarations, Easements or any other required documents at the Kenosha County Register of Deeds Office, recorded copies shall be provided to the Village.
19. **Pre-Construction meeting.** After all approvals and the noted closing has been held a Pre-Construction meeting shall be scheduled with the Village. The Design Engineer of Record prepares the detailed agenda and runs the meeting. ALL CONTRACTORS INCLUDING THE GENERAL CONTRACT SHALL ATTEND THE PRE-CONSTRUCTION MEETING. Detailed ample agenda information required for the meeting will be provided by the Village. The Engineer of Record shall provide agenda, plans, logistics plan, emergency contact lists and other information.
20. **Building Permits.** Building/Zoning Permits for building construction shall not occur until all public improvements are completed, inspected and accepted by the Village unless otherwise expressly noted in the Development Agreement.