

**CITY OF SAUK CENTRE
SHORELAND PLANNED UNIT DEVELOPMENT CHECKLIST**

This checklist must be completed by the Applicant and submitted along with the ‘Conditional Use Permit Application’. The following items should be included as part of the PUD/Conditional Use Permit Review. If any of the following items are not included please provide written reason for the omission. Please contact the Planning & Zoning Office with questions.

- _____ Completed Conditional Use Permit Application
- _____ \$100.00 Fee paid
- _____ Five full size copies and 1 reproducible 11”x 17” copy of the proposed project which includes the items noted below
- _____ Listing of all known property owners within 350 feet of the proposed project

Review of Ordinance Requirements & Required Information:

- 8.2 _____ PUD’s must be processed as a conditional use
 - _____ Approval cannot occur until the environmental review process (EAW/EIS) is complete
- 8.3 _____ The following documents must be provided along with the application:
 - 1. Certificate of survey prepared by a registered land surveyor which includes: (the use of overlays is recommended to distinguish existing and proposed conditions for clear reference)

Present status:

- (a) Date and North Point
- (b) Bar scale not less than 1:200
- (c) Name, address and license number of registered surveyor
- (d) Monuments placed at all major corners of the boundary of the property, unless already marked or referenced by an existing monument
- (e) Topographic contours at 10-foot intervals
- (f) Ordinary High Water Mark (OHWM)
- (g) Easements
- (h) 100-year and 500-year flood zones based upon FIRM
- (i) Wetlands
- (j) Location and dimensions of all existing driveways, entrances, curb cuts, parking spaces and all other circulation elements
- (k) Stormwater drainage patterns
- (l) Location, type and extent of tree cover

- (m) Location of all existing buildings upon the parcel shown with their locations defined by measurements perpendicular to the property boundaries and OHWM
- (n) Square footage of exterior footprint of all buildings existing at ground level

Proposed Status:

Include Items (a) – (i) and:

- (o) Proposed location of buildings upon the parcel shown with their locations defined by measurements perpendicular to the property boundaries and OHWM
- (p) Square footage of exterior footprint of all proposed buildings at ground level
- (q) Proposed stormwater drainage patterns
- (r) Proposed location, type and extend of tree cover
- (s) Site Suitable area tiers

2. Site plan showing the location of all utilities existing and proposed, illustrated through observed evidence together with plans and markings provided by utility companies or other appropriate source. Include manholes, catch basins, valve vaults or other subsurface indications of subterranean uses, sewer & water facilities, wires and cables (including their function) and all other utility company installations on the surveyed property.

- 8.2 _____ A property owners association agreement or other equally effective alternative community framework for the maintenance and administration requirements must be established before final approval of the PUD. The owners association must have the following features:
- (a) Membership must be mandatory for each dwelling unit or site purchaser and any successive purchasers
 - (b) Each member must pay a pro rata share of the association's expense, and unpaid assessments can become liens on units or sites
 - (c) Assessments must be adjustable to accommodate changing conditions
 - (d) The association must be responsible for insurance, taxes, and maintenance of all commonly owned property and facilities

- 8.61 _____ Deed restrictions, covenants, permanent easements, public dedication and acceptance or other equally effective and permanent means must be provided to ensure long-term preservation and maintenance of open space. The instruments must include all of the following protections:
- (a) Commercial uses prohibited (for residential PUD's)
 - (b) Vegetation and topographic alterations other than routine maintenance is prohibited
 - (c) Construction of additional buildings or storage of vehicles and other materials prohibited
 - (d) Uncontrolled beaching of watercraft prohibited

- 8.62 _____ At least 50% of the total project area must be preserved as open space. Structures, roads, road surfaces or parking areas may not be included in the

computation of minimum open space. Open space must include areas within the shore impact zone (SIZ) and at least 70% of the SIZ must be preserved in its natural or existing state

- 8.63_____ Impervious surface coverage within any tier must not exceed 25% of the tier area
- 8.63_____ Erosion control and stormwater management plans must be developed and approved by the city and/or other entity prior to approval of the PUD
- 8.64_____ PUD's must be connected to a public water supply and sewer system
- 8.64_____ The number of spaces provided for continuous beaching, mooring or docking of watercrafts must not exceed one for each allowable dwelling unit or site in the first tier
- 5.2 _____ Structures with public sewer must be set 50 feet from the OHWM of the lake and 50 feet from the right of way line of state highway
- 5.22_____ Structures must be placed in accordance with floodplain regulations
- 5.23_____ All structures in residential districts must not exceed 25 feet in height
- 5.42_____ Roads, driveways and parking areas must meet structure setbacks and not be placed within the SIZ
- 8.4 _____ Site Suitable Area Evaluation: The project must be divided into tiers by locating one or more lines approximately parallel to a line that identifies the ordinary high water level at the following intervals:

1 st Tier	200 feet
2 nd Additional Tiers	200 feet

The suitable area within each tier is then calculated by excluding from the tier area all wetlands and land below the ordinary high water mark. To arrive at the number of allowable dwelling units, divide the site suitable area by the single residential lot size standard (15,000)

- 8.53_____ Increases to the dwelling unit base are allowable if the dimensional standards (lot area & width) in Section 5.0 of the Ordinance are met or exceeded, the design criteria in Section 8.6 of the Ordinance are satisfied and if structure setbacks from the OHWM are increased to at least 50% or greater than the minimum setback or the impact on the waterbody is reduced an equivalent amount through vegetative management, topography, or additional means acceptable to the city and the setback is at least 25% greater than the minimum setback.

The aforementioned items may not include all Ordinance provisions as it relates to this project. Applicant has received copies of the Ordinance as it pertains to this project. This document shall become a part of the permanent record relating to the proposed project. If application is deemed incomplete the City shall notify the applicant of said incomplete item(s) within 10 days of receiving the initial application.