



VILLAGE OF PLEASANT PRAIRIE
DEVELOPER CHECKLIST
FOR LAND DIVISIONS AND DEVELOPMENTS

Prior to filing an application to the Village for any development or land division requiring public or private improvements, 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. The following checklist provides a summary of the items to be completed or actions to be taken for the development of a subdivision, land division or development with public or private infrastructure improvements in the Village.

DEVELOPERS SHOULD USE THIS CHECKLIST AS A GUIDELINE FOR THE DEVELOPMENT APPROVAL PROCESS – REFER TO THE LAND DIVISION AND DEVELOPMENT CONTROL ORDINANCE FOR THE DETAILED REQUIREMENTS

1. ___ **Pre-Application Staff Conference.**
2. ___ **Comprehensive Land Use Plan Compliance** or Amendment Fees and Pre-Development Agreement shall be submitted by the Developer, if applicable. The Village Plan Commission, at a public hearing, considers the Comprehensive Plan. The Village Board of Trustees considers endorsement of the Plan.
3. ___ **A Neighborhood Sketch Plan or Amendment to the Neighborhood Sketch Plan** shall be submitted by the Developer, if applicable. The Village Plan Commission, at a public informational meeting, considers the Neighborhood Plan. The Village Board of Trustees considers endorsement of the Plan.
4. ___ **A Detailed Wetland Field Staking** shall be required by the Developer for all lands proposed to be developed that are located within and adjacent to wetlands. See additional information in the wetland staking application form.
5. ___ **A Detailed Topographic Survey** of the site, at 2 foot contours and if applicable the location of the 100-Year Floodplain shall be prepared by the Developer.
6. ___ The Village will identify for the Developer **Lands to be Dedicated for Public Park Purposes** .
7. ___ The **Storm Water Management Impact Fees** shall be identified by the Village for the Developer's payment, along with any applicable credits.
8. ___ **A Tree Survey** shall be prepared by the Developer for wooded conservancy areas.
9. ___ The **Transportation Improvement Fees** shall be identified by the Village for the Developer's payment.

10. ___ A complete Application, Fees and Pre-Development Agreement for a **Conceptual Plan** shall be submitted for all lands proposed to be developed. The Village Plan Commission, at a public hearing, reviews the Conceptual Plan. The Village Board of Trustees considers and makes the final decision on the application.
11. ___ A **Transportation Impact Analysis** shall be prepared by the Developer for all lands proposed to be developed which abut a Local Arterial, or County or State Trunk Highway.
12. ___ A complete Application, Fees and Pre-Development Agreement for a **Zoning Map or Zoning Ordinance Amendment** shall be submitted by the Developer. The Village Plan Commission at a public hearing reviews the Zoning Map or Ordinance Amendment. The Village Board of Trustees makes the final decision on the application.
13. ___ A complete Application, Fees and Pre-Development Agreement for a **Conditional Use Permit** shall be submitted by the Developer, when applicable. The Village Plan Commission considers the Conditional Use Permit.
14. ___ Three (3) **draft copies of the Preliminary Plat** shall be submitted by the Developer for the Village's review.
15. ___ A complete Application for a **Land Division Ordinance Variance** shall be submitted by the Developer, when applicable. The Village Board of Trustees considers the Variance and makes the final decision on the request.
16. ___ The **Preliminary Engineering Plans**, including sanitary sewer, water, grading, drainage, erosion control, storm water retention/detention basins, storm sewer and street plans, profiles and specification booklet shall be submitted by the Developer with the Preliminary Plat for the Village staff's review and processing.
17. ___ A complete Application, Fees and Pre-Development Agreement for the **Preliminary Plat**, including the required copies, shall be submitted by the Developer, when applicable. The Village Plan Commission at a public hearing reviews the Plat. The Village Board of Trustees makes final consideration of the application.
18. ___ The **Preliminary Plat** shall be submitted by the Developer to the State of Wisconsin Department of Administration. The Village Clerk shall provide, at the Developer's request, a letter for the Developer to submit with the Preliminary Plat, which indicates that the Development is served by municipal sanitary sewer and water services.
19. ___ A **Chapter #30 Permit** shall be submitted to the Wisconsin DNR by the Developer, when applicable, for grading adjacent to a navigable waterway, bridge crossings, etc. A copy of the Chapter #30 Permit and any conditions shall be provided to the Village.

20. ___ A **Notice of Intent (NOI)** shall be submitted to the Wisconsin DNR by the Developer for grading on the Development site. A copy of the NOI shall be provided to the Village.
21. ___ Upon the Village's approval of the Engineering Plans, the Village Engineer will provide a **Letter of Engineering Plan approval** to the Developer.
22. ___ After receiving the Village's Engineering Plan approval, three copies of the Engineering Plans, DNR Submittal Forms and Specifications shall be provided by the Developer to the Village so that copies can be forwarded to the **Kenosha Water Utility (KWU) for a system level approval letter**. A copy of the letter shall be provided to the Village.
23. ___ After receiving the KWU approval letter, the Developer shall forward a copy of the Engineering Plans, Specifications and Profiles to the **SEWRPC for a Regional Water Quality approval letter (per NR 110.08(4) of the Wisconsin Administrative Code)**. A copy of the compliance letter shall be provided to the Village.
24. ___ After receiving the KWU and SEWRPC approval letters, the Developer shall forward the Engineering Plans, Specifications and applications to the **Wisconsin DNR for an approval letter**. A copy of the letter shall be provided to the Village.
25. ___ Three (3) **draft copies of the Final Plat**, Fees and Pre-Development Agreement which includes the Dedications and Easement Language shall be submitted by the Developer for Village's review.
26. ___ A **draft copy of the Declaration of Covenants, Restrictions, and Easements** for the development/subdivision shall be submitted by the Developer for Village's review.
27. ___ A draft copy of the Subdivision or Condominium **Association Articles of Incorporation** shall be submitted by the Developer for the Village's review.
28. ___ A draft copy of the **By-Laws for the Neighborhood Association** shall be submitted by the Developer for Village's review.
29. ___ The draft **Development Agreement** shall be prepared by the Village for the Developer's review.
30. ___ The draft of the **Memorandum of Development Agreement** shall be prepared by the Village for the Developer's review.
31. ___ A **Street Lighting Plan, Contractor's Estimate and Contractor's Insurance Certificate** shall be submitted by the Developer for the Village's review.
32. ___ A **Street Signage Plan and Estimate** shall be prepared by the Village.

33. ___ A **Landscaping, Street Tree, Boulevard and Cul-de-sac island Planting Plan, Contractor's Estimate and Contractor's Insurance Certificate** shall be submitted by the Developer for Village's review.
34. ___ Copies of the **Contract Documents for Public Improvements, Contractor Performance and Payment Bonds and Certificates of Contractor's Insurance** shall be submitted by the Developer for the Village's review.
35. ___ The Village's Engineer will send a **Request for Proposal (RFP) to Village Qualified Engineering Firms to obtain engineering cost estimates for construction field staking, inspection and administration of the public improvements** for the Developer.
36. ___ A complete application for an **Erosion Control Permit** shall be submitted by the Developer for the Village's review.
37. ___ A complete application for a **Village Work in the Right-of-Way Permit**, if applicable, shall be submitted by the Developer for the Village's review.
38. ___ An estimate for **Sanitary Sewer Cleaning and Televising** shall be prepared by the Village for the Developer.
39. ___ An estimate for **Storm Catch Basin Cleaning and Storm Sewer Televising** shall be prepared by the Village for the Developer.
40. ___ A complete application for the **Kenosha County Highway Work in the Right-of-Way Permit**, if applicable, shall be submitted to Kenosha County. A copy of the permit and permit conditions shall be provided to the Village.
41. ___ A complete application for the **Wisconsin Department of Transportation (DOT) Work in the Right-of-Way Permit**, if applicable, shall be submitted to the Wisconsin DOT. A copy of the permit and permit conditions shall be provided to the Village.
42. ___ Off-site **Easements** shall be submitted by the Developer for the Village' review.
43. ___ A complete Application for the **Final Plat**, including the required copies shall be submitted. The Village Plan Commission, at a public hearing, reviews the Plat. The Village Board of Trustees makes the final decision of the request.
44. ___ The original **Final Plat shall be submitted by the Developer to the State of Wisconsin Department of Administration**, along with the State application and State fee. The Village Clerk shall provide, when requested by the developer, a letter for the Developer to submit with the Final Plat, which indicates that the Development or Subdivision is served by municipal sanitary sewer and water services.

45. ___ A **3-Year Letter of Credit and Cash Payment Breakdown** Exhibit shall be prepared by the Village and provided to the Developer.
46. ___ A **three-year Irrevocable Letter of Credit for 125% of the public improvements** and all related development costs shall be provided by the Developer to the Village in the Village's format. A draft of this letter shall be provided for review prior to submitting the original. This letter shall be on official bank letterhead.
47. ___ **Cash payments** for outstanding taxes, assessments, rights-of-recovery, oversizing fees, administrative processing fees, transportation fees, storm water management fees, right-of-way inspector's fees, etc. shall be paid by the Developer by check to the Village.
48. ___ A **Commitment of Title Policy** shall be provided by the Developer to the Village for review (current as of the recording of the Final Plat which indicates the land ownership and that any dedicated right-of-ways or park areas are free and clear of any encumbrances, liens, mortgages, or judgments).
49. ___ A **Closing and Pre-Construction Meeting** shall be scheduled by the Developer with the Village within 7 days of the Village Board's approval.

For the Village Board's approval- All related documents as noted above and approval letters from all agencies shall be in a final form one week prior to the Village Board's consideration of the Final Plat.

For the Closing:

1. **The Developer shall submit 10 copies of each of the following:**
 - a. Final plat (plus the original plat and State approval Letter)
 - b. Engineering Plans, Specifications and Profiles, one mylar, reproducible copy and a computer disk of the approved engineering plans Data shall be delivered in vector format. The preferred format is ESRI Shape files. Other acceptable formats include AutoCAD DXF, Microstation DGN, Intergraph IGDS, MapInfo MIF, ESRI Arc/Info Coverages, and ESRI Interchange files.

Scanned images and raster files will not be accepted for this type of data. The coordinates in the data set shall be projected to the Wisconsin State Plane South Coordinate System based on the NAD27 Datum .Exceptions will be considered to these rules on a case-by-case basis. Written approval for any exceptions must be obtained from the Village of Pleasant Prairie at the start of the project.

- c. Public Improvement Contracts, Performance and Payment Bonds and Contractor Insurance Certificates
- d. Engineering Approval letters from Village, Kenosha Water Utility, SEWRPC and WI/DNR/WI Dept. of Commerce.
- e. Landscaping Plans, Contracts and Contractor Insurance Certificates
- f. Street Lighting Plans, Contracts and Contractor Insurance Certificates

- g. Erosion Control Plan, Application/Permit
- h. Declaration of Restrictions, Covenants and Easements (plus the original for recording)
- i. Recorded Incorporation Documents for the Association
- j. By-Laws for the Association (plus the original for recording)
- k. Ownership Operating Documents for the Developer's LLC, Partnership, etc.
- l. The Letter of Credit (plus the original)
- m. Title Insurance Commitment (plus the original for recording)
- n. Required Off-site easements, if required (plus the original for recording)
- o. Work in the Right-Of-Way Application/Permit

2. The Village will provide 10 copies of the following:

- a. Development Agreement
- b. Memorandum of Development Agreement
- c. Memorandum of Understanding Agreement, if applicable
- d. 3 Year Letter of Credit and Cash Payment Breakdown
- e. Construction Field Staking, Inspection and Administrative Cost Estimate
- f. Sanitary sewer cleaning and televising and storm basin cleaning and storm sewer televising estimate
- g. Street Signage estimate

3. The Developer is required to have the following documents recorded at the Kenosha County Register of Deeds Office after the closing with the Village:

- a. Final Plat or CSM
- b. Declaration of Covenants, Restrictions and Easements
- c. Association By-Laws
- d. Off-site Easements
- e. Memorandum of Development Agreement
- f. Memorandum of Understanding, if applicable

No building permits for construction shall be submitted for review and approval until first phase of the public improvements has been constructed, inspected, dedicated to and accepted by the Village.

Developer's Signature

Date

Village Staff Signature

Date