

ZONING

98 Attachment 15

Procedural Checklist for Precise Implementation Plan Review and Approval

CITY OF LAKE GENEVA PROCEDURAL CHECKLIST FOR: PRECISE IMPLEMENTATION PLAN REVIEW AND APPROVAL - Requirements per Section 98-914(8)

This form should be used by the Applicant as a guide to submitting a complete application for precise implementation plan and by the City to process said application. Parts II and III should be used by the Applicant to submit a complete application; Parts I - IV should be used by the City as a guide when processing said application.

I. RECORDATION OF ADMINISTRATIVE PROCEDURES

Pre-submittal staff meeting scheduled:

Date of Meeting: Time of Meeting: Date: by:

Follow-up pre-submittal staff meetings scheduled for:

Date of Meeting: Time of Meeting: Date: by:

Date of Meeting: Time of Meeting: Date: by:

Date of Meeting: Time of Meeting: Date: by:

Date of Meeting: Time of Meeting: Date: by:

Application form filed with Zoning Administrator: Date: by:

Application fee of \$ received by Zoning Administrator Date: by:

Reimburse professional consultant costs agreement executed: Date: by:

II. APPLICATION SUBMITTAL PACKET REQUIREMENTS

Prior to submitting the 8 final complete applications as certified by the Zoning Administrator, the Applicant shall submit 1 initial draft application packet and 1 digital copy for staff review, followed by one revised draft final application packet upon staff review and comments.

Initial Packet (1 Copy and 1 Digital Copy to Zoning Administrator) Date: by:

Draft Final Packet (8 Copies and 1 Digital Copy to Zoning Administrator) Date: by:

- (a) A map of the proposed precise implementation plan: Showing all lands for which the precise implementation plan is proposed; Clearly indicating the current zoning of the subject property and its environs, and The jurisdiction(s) which maintains that control; Map and all its parts are clearly reproducible with a photocopier; All lot dimensions of the subject property provided; Graphic scale and north arrow provided.

- (b) A map, such as the Land Use Plan Map, of the generalized location of the subject property in relation to the City as a whole:

- (c) A written description of the proposed precise implementation plan describing the type of activities, building, and structures proposed for the subject property and their general locations;

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- \_\_\_\_\_ (d) A site plan (conforming to the requirements of Section 98-908(3) of the subject property as proposed for development OR if the proposed precise implementation plan is a group development (per Section 98-208) a proposed preliminary plat or conceptual plat may be substituted for the required site plan, provided said plat contains all information required on said site plan, provided said plat contains all information required on said site plan per Section 98-908.
- \_\_\_\_\_ (e) Written justification for the proposed precise implementation plan:
  - \_\_\_\_\_ Indicating reasons why the Applicant believes the proposed precise implementation plan is appropriate with the recommendations of the City of Lake Geneva Comprehensive Master Plan, particularly as evidenced by compliance with the standards set out in Section 98-905(4)(b) 1.-6. (See below)

III. JUSTIFICATION OF THE PROPOSED PRECISE IMPLEMENTATION PLAN

1. How is the proposed precise implementation plan (the use in general, independent of its location) in harmony with the purposes, goals, objectives, policies and standards of the City of Lake Geneva Comprehensive Plan, the Zoning Ordinance, and any other plan, program, or ordinance adopted, or under consideration pursuant to official notice by the City?
   
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2. How is the proposed precise implementation plan, in its specific location, in harmony with the proposed goals, objectives, policies and standards of the City of Lake Geneva Comprehensive Plan, the Zoning Ordinance, and any other plan, program, or ordinance adopted, or under consideration pursuant to official notice by the City?
   
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3. Does the proposed precise implementation plan, in its proposed location and as depicted on the required site plan (see Section 98-905(3)(d)), result in any substantial or undue adverse impact on nearby property, the character of the neighborhood, environmental factors, traffic factors, parking, public improvements, public property or rights-of-way, or other matters affecting the public health, safety, or general welfare, either as they now exist or as they may in the future be developed as a result of the implementation of the provisions of the Zoning Ordinance, the Comprehensive Plan, or any other plan, program, map ordinance adopted or under consideration pursuant to official notice by the City or other governmental agency having jurisdiction to guide development?
   
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4. How does the proposed precise implementation plan maintain the desired consistency of land uses, land use intensities, and land use impacts as related to the environs of the subject property?
   
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- 5. Is the proposed precise implementation plan located in an area that will be adequately served by, and will not impose an undue burden on, any of the improvements, facilities, utilities or services provided by public agencies serving the subject property?

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- 6. Do the potential public benefits of the proposed precise implementation plan outweigh all potential adverse impacts of the proposed precise implementation (as identified in Subsections 98-905(4)(b) 1.-5.), after taking into consideration the Applicant's proposal and any requirements recommended by the Applicant to ameliorate such impacts?

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**IV. FINAL APPLICATION PACKET INFORMATION**

- \_\_\_\_ Receipt of 1 full-scale copy in blue line or black line of complete Final Application Packet by Zoning Administrator: Date: \_\_\_\_\_ by: \_\_\_\_\_
- \_\_\_\_ Receipt of 8 reduced (8.5" by 11" text and 11" x 17" graphics) copies of complete Final Application Packet by Zoning Administrator: Date: \_\_\_\_\_ by: \_\_\_\_\_
- \_\_\_\_ A digital copy of Final Application Packet shall be emailed to the Building and Zoning Department upon submittal deadline. Date: \_\_\_\_\_ by: \_\_\_\_\_
- \_\_\_\_ Certification of complete Final Application Packet and required copies to the Zoning Administrator by City Clerk: Date: \_\_\_\_\_ by: \_\_\_\_\_
- \_\_\_\_ Class 2 Legal Notice sent to official newspaper by City Clerk: Date: \_\_\_\_\_ by: \_\_\_\_\_
- \_\_\_\_ Class 2 Legal Notice published on \_\_\_\_\_ and \_\_\_\_\_ by: \_\_\_\_\_
- \_\_\_\_ Conditional Use recorded with County Register of Deeds Office: Date: \_\_\_\_\_ by: \_\_\_\_\_