



Application Fee: **\$100**
 Receipt No. _____
 Date _____
 Staff _____

APPLICATION FOR TOWN CENTER OVERLAY DISTRICT PETITION

The Town Center Overlay District (TCOD) is intended to permit developments that will be enhanced by coordinated area site planning, diversified location of structures and/or mixing of compatible uses. Such developments are intended to maximize safety, focus on the creation of social pedestrian facilities, create economic development that serves the needs of Town residents, provide attractive recreation, green spaces, town squares and plazas, enable economical design of utilities and community facilities, and ensure adequate standards of construction and planning. The TCOD allows for flexibility of overall development design, while at the same time maintaining, where judged appropriate by the Town Board, other standards or use requirements as set forth in the underlying base zoning district. The TCOD shall be applicable only within the district as depicted in the accompanying map.

Applicant Name: _____
 Address _____
 Phone No. (____) _____ Fax No.(____) _____ E-mail: _____
 Cell No.: (____) _____.

Landowner of Record (if different than applicant):
 Name _____
 Address _____
 Phone No. (____) _____ Fax No.(____) _____ E-mail: _____
 Cell No.: (____) _____.

Engineer / Consultant: _____
 Address _____
 Phone No. (____) _____ Fax No.(____) _____ E-mail: _____

Gross Land Acreage _____ Location _____ 1/4 Sec. _____
 Current Zoning: _____
 Zoning change requested?: _____ Yes _____ No
 If yes, does this rezoning also involve a proposed or pending land division? _____ Yes _____ No

Existing buildings on Property: _____ Yes _____ No If Yes, please describe:

Refer to the remainder of the packet for a listing of the required materials that must accompany an application for Town Center Overlay District Petition, as well as a description of the petition process.

 Applicant's Signature Date Town Initials (Office Use)



**REIMBURSEMENT NOTICE &
PROFESSIONAL SERVICES REIMBURSEMENT AGREEMENT**

Pursuant to section 21-16 of the Town Code, the undersigned acknowledges receipt of this Notice and agrees to reimburse the Town of Cedarburg for costs, expenses and fees charged the Town of Cedarburg for legal, engineering, planning, and other required professional consultants as well as Town staff, and which services relate to the following project or matter (regardless of outcome):

PROJECT NAME: _____

PROJECT ADDRESS: _____

**SEND ALL INVOICES TO:
(NAME & ADDRESS)** _____

TAX KEY #(s): _____

I represent and warrant to the Town of Cedarburg that I am authorized to execute this Agreement on behalf of the Applicant and/or Property Owner, and in those cases where the Applicant and/or Property Owner is a corporation, limited liability company, partnership or other business entity (herein collectively "Business Entity"), I represent and warrant that the Business Entity is authorized to do business in the State of Wisconsin, is a Business Entity in good standing, and that I have been authorized to execute and bind the Business Entity to the terms and conditions of this Agreement.

RESPONSIBLE PARTIES OR PARTY NAME, MAILING ADDRESS, SIGNATURE & DATE:

Printed Name	Signature <i>(Required)</i>	Date
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Mailing Address	City	State & Zip
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Phone/Fax	E-mail
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PROPERTY OWNER NAME, MAILING ADDRESS, SIGNATURE & DATE (If different than that of the Applicant):

Printed Name	Signature <i>(Required)</i>	Date
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Mailing Address	City	State & Zip
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Phone	Fax	E-mail
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The Town Center Overlay District Petition process and requirements are as follows:

Please note:

- ✓ Materials must be submitted at least **three weeks** before the desired meeting date; see the meeting schedule for submission deadlines.
- ✓ Incomplete applications will not be accepted and/or processed.
- ✓ **The petition process may take 2-3 months** because of the meeting schedules and the required noticing.

Step 1: The first step for a TCOOD petition is a **Pre-Petition Conference**. The owner or agent shall meet with Town staff to discuss the scope and nature of the contemplated development. There is no charge for this meeting. If directed by staff, proceed to step 2.

Note: Following this meeting, a completed Reimbursement Agreement must be submitted to cover Town staff and consultant time associated with the proposed project.

Step 2: Following the Pre-Petition Conference, the owner or his agent may file a petition with the Town Plan Commission for approval of a TCOOD proposal. Due **three weeks** before this meeting are the following:

- ✓ A completed application
- ✓ A completed Reimbursement Agreement
- ✓ A statement/studies requested by the Town which sets forth the relationship of the proposed project to the TCOOD and TCP.
- ✓ A General Development Plan (GDP); see Town Code Section 320-34 for potentially required information.
- ✓ A fee of \$100

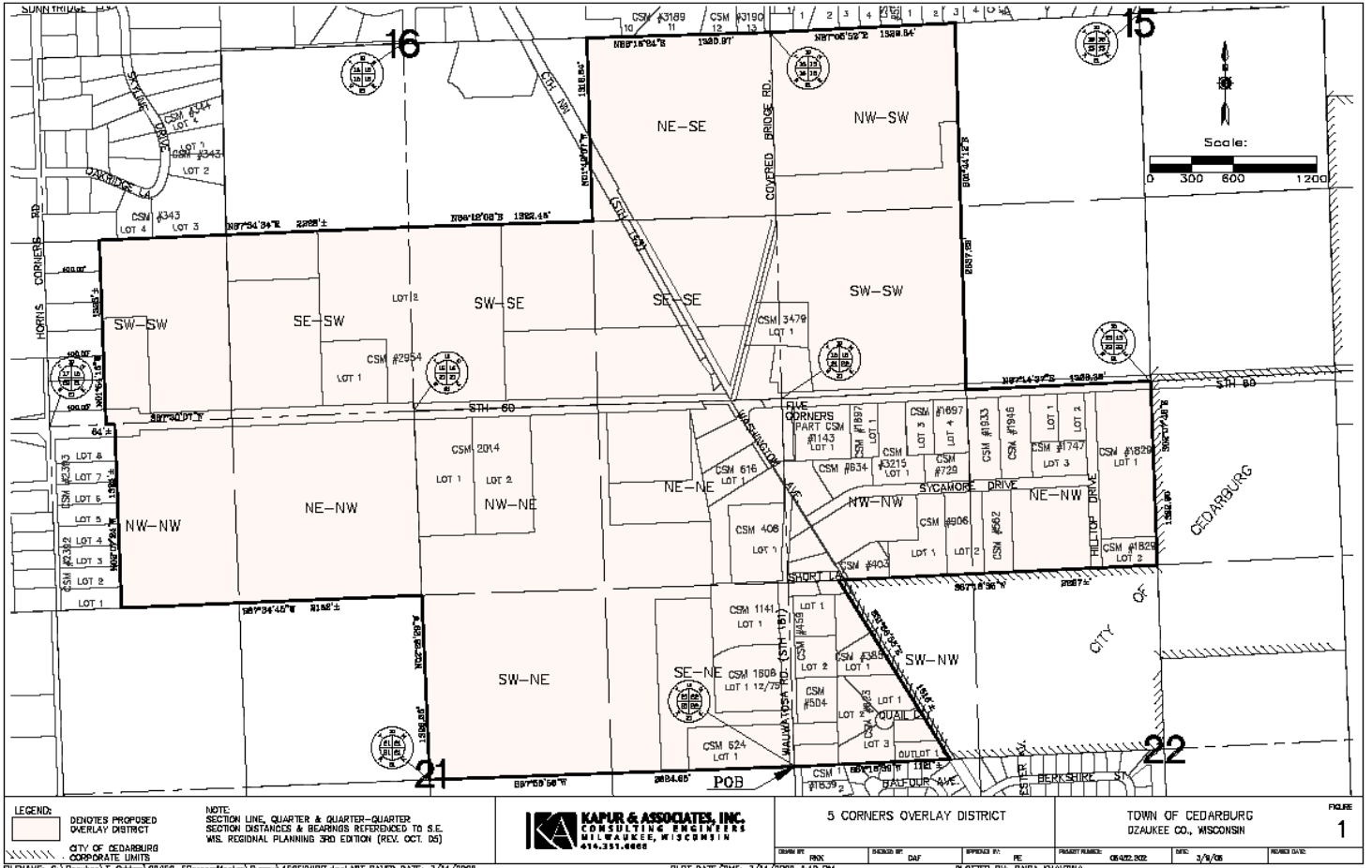
Step 3: The third step in the petition process is the Plan Commission meeting. During this meeting, the Plan Commission will review the GDP and other TCOOD petition application materials, and make a recommendation on how to proceed. The Plan Commission may add additional conditions or restrictions which it may deem necessary or appropriate to promote the spirit and intent of the TCOOD. It may also reject or recommend denial of the application by the Town Board if they find it inconsistent with the goals, intentions, or details of the Five Corners Master Plan or Town of Cedarburg Comprehensive Plan: 2035.

Step 4: Following a recommendation by the Plan Commission, the petition would proceed with a Town Board meeting, at which a public hearing would be held to take public comment on the petition; the Board may act on the petition at this meeting.

NOTE: Any subsequent changes or additions to the plans or uses must first be submitted to the Plan Commission, which will decide if the change or addition is considered substantial. If the Plan Commission determines the change or addition is substantial, a public hearing before the Town Board shall be required.

NOTE: The terms and conditions of the TCOOD shall be set forth in a Developer's Agreement and restrictive covenants as deemed necessary by the Town.

Town Center Overlay District Map (eligible areas shown within the boundary)



LEGEND:
 DENOTES PROPOSED OVERLAY DISTRICT
 CITY OF CEDARBURG CORPORATE LIMITS

NOTE:
 SECTION LINE, QUARTER & QUARTER-QUARTER
 SECTION DISTANCES & BEARINGS REFERENCED TO S.E.
 WIS. REGIONAL PLANNING 3RD EDITION (REV. OCT. 05)

KAPUR & ASSOCIATES, INC.
 CONSULTING ENGINEERS
 MILWAUKEE, WISCONSIN
 414.351.0000

5 CORNERS OVERLAY DISTRICT

DESIGN BY: PKC CHECKED BY: DAF APPROVED BY: RE PROJECT NUMBER: 08-002-002 DATE: 3/9/08 PLOTTED BY: RAISA KHAYTINA

TOWN OF CEDARBURG
 DEKALBE CO., WISCONSIN

FIGURE
1

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