



Allouez Village Hall • 1900 Libal Street • Green Bay, WI 54301-2453 • (920) 448-2800 • Fax (920) 448-2850  
[www.villageofallouez.com](http://www.villageofallouez.com)

## **Planned Development District Submission Process** (Village Ordinance 11.25)

The purpose of the Planned Development District (PDD) is to promote and encourage innovative development, redevelopment, rehabilitation, and conservation projects within the Village of Allouez. A PDD may allow flexibility in development and encourage the use of site planning techniques resulting in developments with unique design, character, and quality. Because the PDD permits new or innovative concepts in land utilization, not typically authorized in the zoning district of the proposed project, the PDD requires the development of an ordinance specific to the approved development.

The approval of a PDD by the plan commission and Village Board may require the developer to comply with special conditions to ensure the development is not harmful to the environment, property values are not negatively affected, neighborhood character is preserved, engineering and design standards are met and the schedule of implementation is timely. Special attention will also be given to the items listed in Village Ordinance 11.25(G)(5). The project must also be consistent with the purpose, spirit, and intent of the Village Comprehensive Plan.

The following summarize the PDD submission policies and procedures. Typically, a vacant, undeveloped parcel of land and redevelopment of an existing building site requires the developer to follow the PDD process.

### **Preliminary Approval** (approval of proposed project in principle only)

1. The developer shall complete all forms provided by the Village and shall submit the required fees to the Building Inspector. The application shall include the names, mailing addresses, and the telephone numbers of the owners and developers, and a description of the site.
2. The Village Administrator shall coordinate a preliminary discussion between the developer and the plan commission.
3. The plan commission shall submit a written report of the proposed project, explaining the plan commission's recommendations, to the Village Board no later than four months after the developer filed application forms with the Clerk.
4. The developer shall include the detailed information specified in the checklist for PDD preliminary approval, or as stated in the Village Ordinance 11.25(I)(4), as well as other information requested by the plan commission pertaining to the recommendation regarding preliminary approval.

5. The developer does not need to provide detailed construction and engineering plans at the time of the preliminary approval; however, more specific plans may help to expedite the process.
6. The developer shall submit any changes or additions to the plans to the plan commission. The plan commission shall make an appropriate written recommendation to the Village Board for an amendment to be added, if the committee deems the change or addition to be a substantial alteration of the original plan.
7. Approval by the Village Board with or without modifications is preliminary only.

Final Approval (approval of the proposed project in all its terms and details)

1. After preliminary approval, the developer shall submit a petition for final approval to the Village Clerk (executed by the owner of the property), stating the intention to develop such property under the provisions of section 11.25(K).
2. The developer shall submit the PDD site plans as specified in the checklist for PDD final submittal or in the Village Ordinance 11.25(K), as well as any other information considered pertinent by the Village of Allouez.
3. After receiving the recommendation from the plan commission, the Village Board shall decide if they will hold a public hearing to give final approval to the proposed project.
4. Following the hearing, the Village Board shall issue one of the following decisions:
  - a. Final approval as is
  - b. Final approval with modifications
  - c. Referral of the petition to the plan commission for further review with recommendations and comments
  - d. Denial of the petition at present
5. Any amendments submitted by the developer shall be charged an additional fee and must go through the plan commission for review and recommendations to the Village Board.

The Planned Development District shall be enacted only upon final approval by the Village Board, and the passage and publication of an ordinance establishing the Planned Development District.

Contact Information:

Administrator, Brad Lange  
Allouez Village Hall  
1900 Libal Street  
Green Bay, WI 54301-2453

Phone: (920) 448-2800

Fax: (920) 448-2850

Email: [brad@villageofallouez.com](mailto:brad@villageofallouez.com)

Forms for a Planned Development District and details pertaining to the Allouez Village ordinances may be found at the Village website: <http://www.villageofallouez.com/>