DEVELOPER CHECKLIST FOR
LAND SALES AND BUILDING CONSTRUCTION AND EXPANSION
IN
WAUSAU WEST BUSINESS AND INDUSTRIAL PARK

For over three decades, the cornerstone of the City of Wausau economic development effort has been expansion of Wausau West Business and Industrial Park. During this 30-year development period, the City has continued to acquire raw land, install utilities, construct streets, and sell the serviced sites to private firms that meet the City's sales and economic development criteria. This activity continues today as the City expands the Industrial Park in several areas.

In an effort to summarize the general procedures that businesses should follow to acquire and to construct or expand buildings in Wausau West Business and Industrial Park, this development checklist has been prepared. More detailed information on the City's land sales criteria and procedures can be found in a City document entitled, "General Policies Governing Land Use and City Land Sales in Wausau West Business and Industrial Park".

The following sequence of events should generally be followed in the listed order to complete a land purchase and to develop a site in the Wausau West Business and Industrial Park. Some of the following steps can be accomplished out of the order identified below; however, most of these steps should be completed sequentially. This list is intended to be general in nature; City of Wausau staff, including the Director of Community Development and Director of Inspections and Electrical Systems, should be contacted with any questions regarding the development sequence or deviating from that which is presented below. Please note that the term "firm", as used below, refers to any commercial activity, manufacturer or other type of operation interested in locating or expanding within Wausau West Business and Industrial Park. For a building expansion, many of the following steps can be omitted. For most properties in the Industrial Park, the Economic Development Committee does need to review and approve any building expansion plans before a building permit will be issued.

Developer Checklist

_____ 1. The firm meets with the Director of Community Development to discuss various issues related to acquisition of a site in the Industrial Park, including:

Size of site needed;
Proposed location;
Type of business proposed for the site;
Number of initial employees;
Long-term growth potential of the business in terms of employees and building facilities;
Size of building to be constructed;
Type of manufacturing or processing operations;
Any Wisconsin Department of Natural Resources permits that are needed;

The type of building to be constructed and its proposed design, construction materials and estimated value; and
Any unique needs of the firm.

At this meeting, the City's "General Policies Governing Land Use and City Land Sales in Wausau West Business and Industrial Park", potential deed restrictions, zoning issues and site design criteria should be discussed. The proposed use of the property must be classified as "permitted" or "conditional" under the City's zoning ordinance.

_____ 2. Information regarding the firm and its request to purchase land or expand its building is provided to members of the Economic Development Committee by the Community Development Department prior to the initial meeting where the firm's proposal is to be discussed.

_____ 3. Representatives of the firm initially meet with the Economic Development Committee to discuss the proposed development plans. (Generally, the committee will not take action on a proposal until the second meeting, however, for simple projects or if time is critical to the firm's development plans, a single meeting can be held to complete the committee's review. The request for a single meeting should be made at the meeting with the Director of Community Development.)

_____ 4. After the committee has had an opportunity to more thoroughly review the firm's plans and visit the Industrial Park site, representatives of the firm again meet with the committee to receive the committee's approval, conditional approval, or denial of the requested sale.

_____ 5. If the land sale is recommended for approval, the City Engineering Department prepares a Certified Survey Map and legal description of the site that is proposed to be sold to the firm.

_____ 6. If the proposed operation is a conditional use in the proposed zoning district, the firm submits a completed application for a conditional use, the publication fee and development/use plans to the Director of Inspections and Electrical Systems. A public hearing is then held before the Plan Commission. This process can take up to eight weeks but can be expedited by beginning this process either at or shortly after the initial meeting with the Director of the Community Development Department.

_____ 7. Any ownership or sales agreements that need to be executed are prepared, reviewed and approved by the Economic Development Committee and the Common Council.

_____ 8. The Common Council approves the sale of the property and any conditional use request and required sales agreement.

_____ 9. A closing, supervised by the City Attorney, is held where the property is formally transferred from the City to the firm.

_____ 10. In most cases, State approved building plans are then submitted to the City Inspections and Electrical Department for review.

_____ 11. A City building permit is issued.

_____ 12. Site work can begin, which involves grading and clearing the property.

_____ 13. Building footings can be poured and construction of the building can begin.

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