

A GUIDE TO THE ACQUISITION AND DEVELOPMENT OF LAND IN THE CITY OF FOND DU LAC'S INDUSTRIAL PARKS

Procedure to Purchase Industrial Park Land

1. Offers to purchase vacant land in the industrial parks should be submitted by letter to the City of Fond du Lac, Department of Community Development, P.O. Box 150, Fond du Lac, Wisconsin 54936-0150. The offer to purchase letter should briefly describe the following:

- the business (type of product or operation)
- current and future employment levels
- the proposed uses on the site
- the proposed size and type of building
- the proposed construction schedule

Note: The offer to purchase letter will be a public document and may receive attention in the local press.

2. The information in your offer and letter will be reviewed by City staff for compliance with City zoning and protective covenant provisions.
3. The department staff will submit the offer to the City Council for acceptance. The City Council meets on the second and fourth Wednesdays of each month, with all agenda material required at least nine days beforehand. Attendance at the City Council meeting is not necessarily required, but suggested.
4. The City Council acts on the offer to purchase in open session.
5. After City Council approval, the closing is arranged by City staff. Title insurance and other documents are provided by the City. Also, if necessary, a certified survey map (CSM) will be drawn by the City. The survey and closing process will usually take about four weeks.

Confidential Handling of Inquiries

If confidentiality is desired, inquiries and offers to purchase will be kept confidential until an agreement has been reached on a specific parcel and you are ready to proceed with formal acceptance of an offer by the City Council. Please let staff know if confidentiality is required. Items submitted for City Council review are public documents and may receive attention in the local press. Formal acceptance of an offer by the City Council is done in open session.

Zoning and Land Use Control

All land City Industrial Parks is zoned M-1 (Industrial). Development and use within the industrial parks is also subject to protective covenants. Copies of the protective covenants are available at the Community Development Department and are on the City's website.

Site Plan Review

A site plan must be submitted to and approved by the City of Fond du Lac prior to the issuance of a building permit for all new construction in the industrial parks. Site plans are to be submitted to Community Development, located on the 4th floor of the City-County Government Center, 160 South Macy Street, Fond du Lac [(920) 322-3440]. Properly prepared site plans are usually reviewed within five days. A short manual which describes the site plan content requirements and review process is available on the City's website.

Building Plan Review

Construction plans are reviewed and approved through the Inspection Services Division of the Department of Community Development, located on the ground floor of the City-County Government Center, 160 South Macy Street, Fond du Lac [(920) 322-3570]. The Inspection Services Division reviews plans for new buildings up to 50,000 cubic feet. New buildings larger than 50,000 cubic feet must be reviewed by the Wisconsin Department of Industry, Labor and Human Relations (DILHR) following submittal of plans to the City Inspection Services Division. The City Inspection Services Division also reviews plans for building alterations, HVAC and plumbing installations. Existing buildings that undergo a change in occupancy could also require review and approval.

Staff Assistance

Staff at the Department of Community Development can assist you or provide you with information on site design, project financing, and related matters.

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