



450 South Main Street Richland Center Wisconsin USA 53581

APPLICATION - PLANNING COMMISSION

Note: Application definitions listed on the back page

Application Date: _____ / _____ / 200__ **Next Planning Commission Date: _____ / _____ / 200__**

Applicant Name/Agent: _____ Fee Required: _____ **Receipt #: _____**

Owner Name: _____ Planning Commission Fee: (\$ _____) _____

Business Name: _____ All Special Application Fees: (\$ _____) _____

Address: _____ Conditional Use Fees: (\$ _____) _____

City/State/Zip: _____ Other Fees: (\$ _____) _____

Telephone: _____ **Tax Key No.:** _____

Zoning : [] R-A [] R-1 [] R-2 [] R-3 [] R-0 C1-2 [] I1-2

ET Zoning : [] RA [] EA [] Comm [] Industrial

REQUEST: [] Conceptual Consent [] Preliminary Approval [] Final Approval

Project Description: _____

Letter of Intent: Attach Extra Sheets as necessary

Signature indicates that I have reviewed the definitions on the back of this form and understand the City Planning review and approval process. Applicant Signature: (Fee Simple Owner) _____

Date: _____

PROJECT	Conceptual / Preliminary Approval	Final Approval / Council Approval
[] New Construction	/ / / /	/ / - / /
[] Subdivision / PUD	/ / / /	/ / - / /
[] Commercial / Industrial	/ / / /	/ / - / /
[] Conditional Use Permit	/ / / /	/ / - / /
[] Sign Approval	/ / / /	/ / - / /
[] Other _____	/ / / /	/ / - / /

EXHIBITS	Planning Notes / Comments
[] Letter of Intent	
[] Site Plan	
[] Rough Grading Plans	
[] Building Plans	
[] Landscape and Lighting Plans	
[] Traffic / Parking Plans	
[] Strm Wtr Runnoff NR151	
[] Other _____	

Planning Commission Secretary _____ **Comments** _____ **Date** _____

City Admin/Zoning Admin. or Designee and Council Action _____ **Comments** _____ **Date** _____



PLANNING COMMISSION APPLICATION: (Information Page Only) Page 2

Submit To: City Clerk/Treasurer or Building Inspector the "Friday" before the meeting week: 450 South Main Street, Richland Center, WI. 53581 (608) 647-3466. The Plan Commission meets on different dates of the month. Check with the Clerk/Treasurer for the next date and time.

Design Review Committee (DRC): The Design Review Committee is a staff level meeting that has been established every Wednesday between the hours of 10:00 and 12:00 on a first come first serve basis. The Committee is made up of the Mayor, City Administrator, Clerk/Treasurer, Building Inspector, other consultants that may be employed by the City. The DRC makes not formal recommendation to the Planning Commission.

Conceptual Consent -: This approval is recommended for exploratory purposes, before investing in extensive design work. The Planning Commission will consider the best use of the building site, proper zoning, harmonious blend with adjoining sites, traffic patterns, and off-street parking. There are minimum "Application Documents" must be turned in with the application. Applications can be picked up at the Clerk/Treasurers Office, Building Safety Office or on the City Web Site: CI.RICHLAND-CENTER.WI.US.

Preliminary Approval-: Agreement must to be reviewed and reached at the preliminary design point of the proposed project/building/or use of the site design. Agreement for the proposed site design with regards to, but not limited to: storm water management plans, grading, landscaping, green space, lighting, traffic pattern, parking layout, and signage will be required. Changes required by the Planning Commission shall be incorporated into the final plans submitted for final approval.

Final Approval-: Review of changes agreed upon and inclusion in the final design: Final construction plans, storm water management plans, and complete site plans. Stipulations or "Conditions of Approval" may be added at this time by the Planning Commission for inclusion into the Conditional Use Permit (CUP). The Planning Commission final approval will be referred to the City Council for review and approval with or without a recommendation. (Commercial Plan approvals must have the State "Conditional Letter" on file with the City before final approval can be granted). Should the Council reject the Planning Commission recommendation or not approve the application the "Applicant" can reapply. Upon final approval by the City Council building permits can be issued. Separate applications for "Building Permits" are required. **State approval of the plans for Commercial Buildings my be necessary depening on size.**

Denial of Applications-: Denials by the planning Commission can be appealed to the City Council. Zoning classifications are controlled by the City Council. Variances must be taken before the "Zoning Board".

Building Permit Issuance:

Conditional Use Permit (CUP)-: Planning Commission approved "CUP" may be for a short duration or longer. CUPS authorize use of the property with restrictions or limits of use which were conditions of approval. Initial city Ordinance / Code Compliance rests with City Staff: Zoning Administrator and the Building Inspector. Non-Compliance

Certificate of Occupancy(CO)-: Upon completion of the project/building the commercial / business will be issued a "Certificate of Occupancy" with stipulations or conditions included attached if any. This Certificate of Occupancy will state the maximum occupancy and be placed on display in a conspicuous location at the permitted location.

Applicant Planning Commission Checklist
Subdivision or Commercial – Environmental Assessment of Planning and Zoning Reviews

Planning Commission Application Form [] Letter if Intent []

Applicant or representative should complete the information and submit with application Yes No

A.) Land Resources/Flood Plain. Does the project site involve?

- | | | |
|---|-----|-----|
| (1) Changes in relief and drainage patterns | ___ | ___ |
| (2) A landform or topographical feature of local or regional interest | ___ | ___ |
| (3) An area having importance for wild plants and animals of community interest | ___ | ___ |
| (4) An area of soil instability—greater than 12% slope or organic soils, peats or mucks at or near the surface. | ___ | ___ |
| (5) An area of bedrock within 6 feet of the soil surface | ___ | ___ |
| (6) An area with fractured bedrock within 10 feet of the soil surface | ___ | ___ |
| (7) An area with the groundwater table within 10 feet of the soil surface | ___ | ___ |
| (8) A drainage way for 5 or more acres of land | ___ | ___ |
| (9) More than 50% impermeable surface. | ___ | ___ |
| (10) Prime agricultural land. | ___ | ___ |
| (11) Flood Plain, wetlands or marshes | ___ | ___ |
| (12) Removal of over 25% of the present trees. | ___ | ___ |

B.) Water Resources. Does the proposed project involve?

- | | | |
|---|-----|-----|
| (1) Location within an area traversed by a navigable stream or dry run greater than 10% change in the capacity of a water storage facility or flow of a waterway within one mile. | ___ | ___ |
| (2) The use of septic tank-soil absorption fields for on-site waste disposal (E.T.) | ___ | ___ |
| (4) Lowering of water table by pumping or drainage. | ___ | ___ |
| (2) Raising of water table by altered drainage patterns. | ___ | ___ |
| (3) Lake Frontage | ___ | ___ |

C.) Biological Resources. Does the site involve?

- | | | |
|---|-----|-----|
| (1) Critical habitat for plants and animals of community interest | ___ | ___ |
| (2) Endangered, unusual or rare species of: | | |
| a. Land Animals | ___ | ___ |
| b. Birds | ___ | ___ |
| c. Plants | ___ | ___ |

C.) Human and Scientific Interest. Does the project site involve?

- | | | |
|--|-----|-----|
| (1) An area of archaeological interest | ___ | ___ |
| (2) An area of geological interest | ___ | ___ |
| (3) An area of hydrological interest | ___ | ___ |
| (3) An area of historical interest | | |
| a. Historic buildings or monuments | ___ | ___ |
| b. Buildings or monuments of unique architecture | ___ | ___ |
| (5) An area of identified community recreational use | ___ | ___ |

D.) Transportation, Utility, Energy and Communications

- (1) Does the development increase the traffic flow in any collector system by more than 5%? ___ ___
- (2) Is the development traversed by an existing or planned utility corridor (gas, electricity, water, sewer interceptor, communications, storm sewer)? ___ ___
- (3) Is safe exit and access provided for? ___ ___

E.) Population.

- (1) Does the development increase by more than 5% the school population of any school serving the development? ___ ___

F.) Public Safety (Police, Fire and Medical Services).

- (1) Does the development has access to response agencies within three to five Minutes, if not enter data:

Law Enforcement: _____ Time: _____
 Fire Services: _____ Time: _____
 Emergency Response: _____ Time: _____

- (2) Are there any special "Safety Considerations" the Planning Commission should be aware of? ___ ___
 Explain: _____

- G.) **Comments.** Comments on any of the above which may have a significant environmental impact: ___ ___

H.) Appendices and Supporting Material. (Required for Subdivision or Planned Unit Developments)

- a. Traffic Analysis ___ ___
- b. Absorption Study ___ ___
- c. Special Maps ___ ___
- d. Special Studies: _____ ___ ___

Certification by Applicant or Agent: _____
Signature Date:

Review by Zoning Administrator: _____
Signature Date:

STEPS	Track 1	Track 2	Track 3	Track 4
A.	Design Review Committee -Advisory to PC - Staff Work	Planning Commission -Letter if Intent -Site Plan / Elevations	Development Agreement	City Council
	----->	Conceptual Approval -Rezoning -CSM -Site Plan / Elevations -Set Backs Denial goes to City Council	----->	CA and or PA Approval
B	----->	Preliminary Approval - Conditions - Splits and Combines - Civil Drawings - DDA/OPA - Parking On/Off Street - Traffic Access Denial goes to City Council	-----> Development Agreement - Review and Agreement - Staff Work	"PA If needed"
C	----->	Final Approval Conditions of Approval	----->	Final Approval - Planning Commission -DDA/OPA
	----->	----->	----->	Building Permit App