



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: <input type="checkbox"/> R-A <input type="checkbox"/> R-1 <input type="checkbox"/> R-2 <input type="checkbox"/> R-3 <input type="checkbox"/> R-0 <input type="checkbox"/> C1-2 <input type="checkbox"/> I1-2		ET Zoning : <input type="checkbox"/> RA <input type="checkbox"/> EA <input type="checkbox"/> Comm <input type="checkbox"/> 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
<input type="checkbox"/> New Construction	/ /	/ /	/ / - / /
<input type="checkbox"/> Subdivision / PUD	/ /	/ /	/ / - / /
<input type="checkbox"/> Commercial / Industrial	/ /	/ /	/ / - / /
<input type="checkbox"/> Conditional Use Permit	/ /	/ /	/ / - / /
<input type="checkbox"/> Sign Approval	/ /	/ /	/ / - / /
<input type="checkbox"/> Other _____	/ /	/ /	/ / - / /

EXHIBITS	Planning Notes / Comments
<input type="checkbox"/> Letter of Intent	
<input type="checkbox"/> Site Plan	
<input type="checkbox"/> Rough Grading Plans	
<input type="checkbox"/> Building Plans	
<input type="checkbox"/> Landscape and Lighting Plans	
<input type="checkbox"/> Traffic / Parking Plans	
<input type="checkbox"/> Strm Wtr Runnoff NR151	
<input type="checkbox"/> 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 no 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" that 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: WWW.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 permit. 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 may be necessary depending 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 Appeals 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.

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.

**Subdivision or Commercial/Industrial
Environmental Assessment and Development Information Reviews**

Planning Commission Supplemental - Application Form

Only complete this part of the application if you are going to develop a residential subdivision meeting the definition of “Subdivision Major” under Chapter 448 or you are developing a Commercial/Industrial Development.

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:

