

VILLAGE OF JACKSON PLAN COMMISSION APPLICATION - SUBMITTAL GUIDE

(Meetings are held the Third (3rd) Thursday of the month. Applications are DUE at NOON on the LAST FRIDAY of each month.)

<u>ACTION REQUESTED</u>	<u>FEE</u>	<u>SUBMITTAL REQUIREMENTS</u> <i>Refer to items in shaded column to right</i>	<u>TYPE OF INFORMATION DESCRIBED</u> <i>(See reverse side for further instructions)</i>	<u>Paper or Digital Copies</u>
CONCEPT PLAN	\$50	1,2,5,12	1) Complete Application (all pages)	Both
COMPREHENSIVE PLAN AMENDMENT	\$400	1,2,3,4,5,9	2) Describe the intended use, operation, or change to existing	Both
CONDITIONAL USE (Note: 1,3)			3) Property owner acknowledgement of the request	Both
- Full Review or Amendment	\$175	1,2,3,4,5,6,7,13,14,15,17,18,19	4) Impact Statement	Both
- *Special Use (to existing CU)	\$50	1,2,3,4,5,6,12	5) Location Map	Both
<i>Administrative review/approval only</i>			6) Development Plan / Site Plan	Both
			7) Preliminary Plat	Both
			8) Final Plat	Both
PLANNED UNIT DEVELOPMENT (Note: 2,3)	\$425	1,2,3,4,5,6,7,8,9,13,14,15,16,17,19		
- *Special Use (to existing PUD)	\$50	1,2,3,4,5,6,12 (13-21 upon request)		
<i>Administrative review/approval only</i>				
ZONING, REZONING, AMENDMENT (Note 1,2,3)	\$425	1,2,3,5,8 or 9	9) Certified Survey Map	Both
CERTIFIED SURVEY MAP (CSM)	\$150	1,2,5,9	10) Annexation Petition	Both
			11) Annexation Map	Both
			12) Sketch Plan	Both
MINOR SUBDIVISION	\$150	1,2,4,5,9,14,15,16,17,19	13) Landscape and Buffer Plan	Both
EXTRA TERRITORIAL PLAT or CSM	\$150	1,2,5,7 / 9		
EXTRA TERRITORIAL PLAT OUTSIDE SANITARY SRVC. AREA	\$50	1,2,5,7 / 9	Engineering Review - Infrastructure	
PRELIMINARY PLAT	\$300	1,2,4,5,7 / 9,14,15,16,17	14) Grading / Drainage Plan	Both
FINAL PLAT / Final Plat Reappl.	\$125	1,2,4,5,8 / 9,14,15,16,17	15) Water / Sanitary Sewer / Storm Sewer Plans	Both
ANNEXATION / ATTACHMENT (Note: 2)	\$400	1,2,3,4,5, 8 / 9,10,11,20	16) Street / Right of Way cross sections	Both
*STREET EASEMENT/ VACATION	\$175	1,2,3,5,8	17) Erosion Control Plan	Both
<i>*Consult Village Atty. for notice requirements</i>			18) Proposed colors / materials	Both
			19) Developers Agreement	Both
			20) Annexation Agreement (<i>includes pre-annex agreements</i>)	Both
			21) Other – As requested	Both
Note 1:				
Note 2:				
Note 3:				

*SPECIAL USE PERMITS are applicable to EXISTING Conditional Use Permits and Planned Unit Developments and may be approved by the Village Administrator. The granting of a Special Use Permit shall not change the character of the principal use or conflict with the purpose and intent of the original Conditional Use or Planned Use Development approval. Special Use Permits shall be reviewed for impact on neighboring uses in addition to the neighborhood. Compatibility is a primary consideration.

Examples of a Special Uses include: New or expanded tenant uses including occupancies, minor changes to building facades, minor lighting changes, paint schemes, certain accessory structures, sign replacements of equal or lesser size or other uses or modifications as determined by the Village.

Applications shall be submitted NO LATER than NOON on the LAST FRIDAY of each month to be considered at the following month's meeting. In some cases, additional copies of a submittal may be required. Only COMPLETE applications shall be presented to the Planning Commission and the Village Board for action. Applications submitted without a pre-submittal conference risk delay.

The Planning Commission meets on the third (3rd) Thursday of each month unless there is a conflict with a holiday. The Village Board meets on the second Tuesday of each month at which a public hearing may be held. A decision on the request could be made at that time.

EXPLANATION OF TYPES OF INFORMATION REQUIRED *(From front page of application form)*

1. **Application Form:** *You MUST SUBMIT both HARD (paper) and DIGITAL (USB Drive) copies of your application.*
2. **Letter of Intent:** What you are requesting in your own words? *(Be brief)*
3. **Proof of Property Ownership:** A copy of a deed, tax notice, title insurance policy (first page), recorded plat, etc.
4. **Impact Statement:** In general, the following points represent most of the topics to be addressed in the impact statement. Specific points will be designated at the pre-submittal conference by staff.
 - A. General hours of operation.
 - B. Unusual conditions which warrant special attention (hazardous materials storage, fire hazards, odors, noise generation, etc).
 - C. Vehicle trip generation (trips per day per unit x number of units).
 - D. Estimated numbers of vehicles and/or equipment, materials, to be parked and/or stored on site.
 - E. Proposed sign(s) advertising business, directional signage, dwelling unit rental, etc.
 - F. Proposed dates of construction and completion.
 - G. Anticipated user profiles (for residential developments).
 - H. Annual water consumption estimate (100% occupancy and build-out).
 - I. Annual sewage generation estimate (100% occupancy and build-out).
5. **Location Map:** An aerial map indicating where the site is located within the Village.
6. **Development Plan:** Show entire proposal on the site. Include edge of pavement and/or back of the curb line, sidewalks (existing and proposed), structure footprint(s), driveways, parking areas, fencing, refuse enclosures, locations of accessory use(s), and overall dimensions of structures and setbacks, etc. Landscape plans and water/sewer/storm plans may be shown combined on the plan if the composition is easily read and understood.
- 7 & 8. **Plat Map:** Prints of the preliminary and final (recordable plat), with proper signature blocks.
9. **Certified Survey Map:** A recordable document showing the legal and mapped description of the land division.
10. **Annexation Petition/Attachment Request:** Shows owner is supporting the annexation.
11. **Annexation Map:** A recordable map having the legal and mapped description of the parcel to be annexed.
12. **Sketch Plan:** An informal drawing depicting the proposal for discussion purposes.
13. **Landscape Plan:** Show location, size, type, botanical name & common name of proposed trees & shrubs. Also details surface treatments. Show walls, fence location and style, buffers/screening and similar details.
14. **Grading/Drainage Plan:** Show original & proposed grades & runoff calculations based on a 10-year storm. It is usually combined with a Storm Sewer Plan. (Storm sewer system, ditches, culverts, etc.)
15. **Water/Sewer/Storm Sewer Plans:** Show size and location of proposed water mains & fire hydrants; size and location of the proposed sanitary sewer system with gradient profiles and invert elevations; shows the proposed storm drainage system as in #15 above.
16. **Street Crossing Sections:** Section shows curb, gutter, paving, and sidewalk relative to the right-of-way width.
17. **Erosion Control Plan:** A map of existing site conditions on a scale of at least 1-inch equals 100 feet showing the site, boundaries and immediately adjacent areas which accurately identify site locations.
18. **Proposed Building Colors and Materials:** Submit samples of exterior colors and materials.
19. **Improvement Agreement:** An agreement between the developer and the Village determining park dedications and the responsibilities for street, water, sewer, and the storm sewer improvements and extensions.
20. **Annexation Agreement.**

MEETINGS AT WHICH THE REQUEST IS BEING HEARD SHOULD BE ATTENDED BY THE APPLICANT OR A REPRESENTATIVE IN ORDER TO RESPOND TO QUESTIONS AND AVOID DELAYS IN THE APPROVAL PROCESS

**Village of Jackson
PLAN COMMISSION APPLICATION**

Application/Permit #: _____

PROPERTY INFORMATION

- | | | | |
|---|--|---|--------------------------------------|
| <input type="checkbox"/> COMMERCIAL | <input type="checkbox"/> INDUSTRIAL | <input type="checkbox"/> RESIDENTIAL | <input type="checkbox"/> OTHER _____ |
| <input type="checkbox"/> CONDITIONAL USE
<input type="checkbox"/> <i>New</i>
<input type="checkbox"/> <i>Amendment</i>
<input type="checkbox"/> <i>Special Use</i>
<i>(For existing Cond. Use ONLY)</i> | <input type="checkbox"/> PLANNED UNIT DEVELOPMENT
<input type="checkbox"/> <i>New</i>
<input type="checkbox"/> <i>Amendment</i>
<input type="checkbox"/> <i>Special Use</i>
<i>(For existing PUD ONLY)</i> | <input type="checkbox"/> CERTIFIED SURVEY MAP
<input type="checkbox"/> CONCEPT PLAN
<input type="checkbox"/> COMP. PLAN AMENDMENT
<input type="checkbox"/> OTHER _____ | |

Property Address: _____ Unit: _____ Jackson, WI

Parcel #: _____ Lot Size: _____ sq. ft. Building Area: _____ sq. ft.

Current Zoning: B-1 B-2 M-1 M-2 I-1 PUD Other _____ Floodplain: Y / N

APPLICANT INFORMATION

Name(s): _____

Mailing Address: _____ State _____ Zip _____

Office: (_____) _____ Cell: (_____) _____ Fax: (_____) _____

Email: _____

BUSINESS INFORMATION *(If New Business)*

Legal Business Name: _____

D/B/A: _____ FEIN #: _____ - _____

Mailing Address: _____ State _____ Zip _____

Office: (_____) _____ Cell: (_____) _____ Fax: (_____) _____

Email: _____

Website: _____

PROPERTY OWNER INFORMATION

Name(s): _____

Address: _____ State _____ Zip _____

Office: (_____) _____ Cell: (_____) _____ Fax: (_____) _____

Email: _____

ARCHITECT / ENGINEER / CONTRACTOR INFORMATION *(Circle One)*

Firm Name: _____

Primary Contact: _____

Address: _____ State _____ Zip _____

Office: (_____) _____ Cell: (_____) _____ Fax: (_____) _____

Email: _____

Please provide as much detailed information as possible. *(Add additional pages if needed.)*

Briefly explain what you are requesting to be reviewed and/or approved: _____

Provide a brief overview of proposed use(s) of entire property and/or lease space: _____

Hours of Operation: _____

Provide a brief overview of proposed daily on-site operations: _____

Describe any potential environmental impacts from the proposed use including but not limited to exterior storage, noise, smoke, dust, odors, hazardous materials, vibration, horns, speakers, vehicles and equipment operation and exterior generators, HVAC, or other stationary mechanical equipment, etc.: _____

Describe all businesses, properties and other entities located adjacent to the proposed use: _____

Describe any proposed, development, on-site improvements, or other construction/remodeling activities: _____

Describe any proposed grading, and/or stormwater management plan: _____

Describe any proposed landscape plan/improvements including driveways, sidewalks, vegetative plantings, etc.: _____

Describe any proposed on-site security measures including site lighting: _____

Describe any existing or proposed Life Safety Systems (Includes fire hydrants, fire suppression & fire alarm systems): _____

Describe the projected traffic circulation and impacts: _____

List all setbacks from rights-of-way and property lines and height limitations: _____

Provide status of State/Federal License(s) or Certificate(s) required for operation, if any: _____

Does this project require other Jurisdictional Approvals from other Governmental or Regulatory entities?
 No Yes If yes, explain: _____

Describe any proposed signage including type, size, and location: _____

If construction is proposed, describe proposed exterior building materials (type, color, etc.): _____

Describe any site-specific features/constraints, etc.: _____

Outline proposed parking requirements including number of spaces plus those dedicated for handicapped parking: _____

Describe all proposed screening/buffering from adjacent properties (where required by ordinance): _____

Describe the proposed provisions for refuse and recycling collection/storage and required screening/buffering: _____

Projected Sewer/Wastewater Usage: _____ gal/year

Projected Water Usage: _____ gal/year

ACKNOWLEDGEMENT & SIGNATURES

I/We hereby certify that I/We have reviewed the above Village of Jackson Plan Commission application and requirements, and hereby certify that the above information, attachments, and exhibits are complete, true and correct. I/We further understand that any missing or incomplete information may result in a delay of the review of this application. The Village reserves the right to request additional information as deemed necessary.

You MUST sign and date this Application!

Applicant Name (Print): _____

Applicant Signature: _____

Co-Applicant Name (Print): _____

CO-Applicant Signature: _____

Date of Application: _____

SUBMIT TO: **Village of Jackson – Building Inspection Dept.**
W194 N16660 Eagle Drive
Jackson, WI 53037

PAYMENT INFO: **Payment is required at the time of submittal.**
Cash, Checks, or Credit Cards are accepted (fees apply)
(Make checks payable to Village of Jackson)

QUESTIONS?

Zoning Director: For questions concerning **application submittal, zoning, or technical questions.**
Phone: (262) 677-9696 x810
Email: collin.johnson@villageofjacksonwi.gov

TERMS OF THIS PERMIT

1. This permit shall become effective upon Village approval and where required, the execution and recording by the owners of the premises of an acceptance hereof in such form as to constitute an effective covenant running with the land.
2. The permit shall be void unless: (a) pursuant to the Building and Zoning Codes of the Village, the approved use is commenced or (b) the building permit is obtained within 12 months of the date of Village Board approval.
3. This approval is subject to amendment and termination in accordance with the provisions of the Zoning Code of the Village of Jackson.
4. Construction and operation of this permit shall be in strict conformity to the approved building, site, and operational plans which were filed in connection with the application for this approval (as attached and/or referenced).
5. Any of the conditions of this permit which would normally be the responsibility of the tenants of the premises, shall be made a part of their lease by the owner.

VILLAGE APPROVAL:

TEMPORARY *Expiration Date:* _____, 20____

Plan Commission Approval: *Meeting Date:* _____, 20____

Village Board Approval: *Meeting Date:* _____, 20____

In-House Approval (O-T-C): *Date:* _____, 20____

Approved by: Village Administrator

Conditions and Duration of Approval:

Depending on the request, approvals shall generally be continual or temporary in nature. ALL approvals are subject to the Conditions of Approval outlined below. All conditional or special uses/approvals shall, upon complaint, be subject to review, amendment, or revocation by the Village. Where temporary approvals are issued, such approvals shall be subject to the time limitations specified.

Conditions of Approval: _____

APPLICATION DENIED: *Date:* _____, 20____

Staff Initials: _____

Reason for Denial: _____

<p style="text-align: center;">FOR OFFICE USE ONLY Acct. #: 100-00-45730-000-00</p> <p>Date Received: _____</p> <p>Amount: \$ _____</p> <p>Payment Type: CH / CC / CASH</p> <p>Check/Rcpt. #: _____</p> <p>Received By: _____</p>
