TOWN OF MERTON
W314N7624 Hwy 83, P.O. Box 128
North Lake, WI 53064

Administration
Ph 262-966-2651 Fax 262-966-2801
Website: www.townofmerton.com
Email: clerk@townofmerton.com

APPLICATION FOR PLAN COMMISSION MEETING

DATE: _____

OWNER/APPLICANT INFORMATION

Owner/Applicant _____

Address _____

_____

Phone # ( ) _____

Email Address _____

PROPERTY INFORMATION

Tax Key # _____

Zoning District _____

Property Address _____

_____

Project Description: **Fee:**

- ○ CSM (Certified Survey Map) $175.00
- ○ Plan of Operation $150.00
- ○ Subdivision – Major/Minor $500.00 Preliminary Review
  $350.00 Final Review
- ○ Other _____ $150.00

Proposed Project _____

Project Location _____

Subdivision Name (If Applicable) _____

Plan Commission Meetings – Wednesdays (1st and/or 3rd) at 6:30 p.m. – Town Hall

All of the requested information must be received prior to the deadline in order to be placed on the agenda. Town Staff has been directed to delay placement on the Plan Commission Agenda based on incomplete submittal, receipt of necessary information and payment of application fees.

***TWELVE (12) SETS OF REDUCED SITE PLANS (i.e. 8" X 14" OR 11" X 17") MUST BE SUBMITTED SHOWING THE FOLLOWING EXISTING AND/OR THE PROPOSED PLAN INFORMATION AS APPLICABLE TO YOUR PROJECT OR REQUEST OR A CHARGE OF $.25 PER PAGE WILL BE CHARGED TO THE APPLICANT:**

- ❑ Project Description or Request
- ❑ Plan of Operation
- ❑ Site Plan
- ❑ Complete dimensions (lot, building, setbacks, parking, drives, etc)
- ❑ Date, Scale, location map, names of surveyor, owner and/or subdivider and north arrow
- ❑ All structures (include building elevations and height) including accessory buildings
- ❑ Drainage and grades (include design calculations for drainage, if required)
- ❑ Utilities and drainage easements
- ❑ Calculation of lot coverage, FAR (floor area ratio)
- ❑ Parking spaces (refer to appropriate zoning district)
- ❑ Grading and erosion control, storm water management plan
- ❑ Landscaping Plan
- ❑ Exterior lighting details; Signage
- ❑ Exterior HVAC equipment
- ❑ Dumpster Location (screening required)
- ❑ Street right-of-way
- ❑ Location of area of proposed or existing septic system
- ❑ 100 year floodplain, wetland boundary, environmental corridor
- ❑ County shoreland and floodland jurisdictional boundaries
- ❑ (***see attached for additional requirements on Subdivision Plat and Certified Survey Maps***)

- ❑ **$1,500.00 Park Impact Fee per dwelling unit (18.13)**

- ❑ **NOTE: PROFESSIONAL FEES, ENGINEERING FEES, ATTORNEY FEES, PLANNING AND OTHER OUTSIDE CONSULTING FEES, IF REQUIRED, WILL BE AN ADDITIONAL CHARGE TO THE APPLICANT.**

- ❑ **LAKE PROPERTY PROJECTS MAY NEED A STATE PERMIT FROM THE DNR.**

Signature of Owner/Applicant _____ **Date** _____

Additional information may be requested by the Plan Commission or Staff.

***Deadline for filing paperwork is a minimum of fifteen (15) days before the meeting.**

Date Application Received:	Date of Meeting:	Date Paid:
Plans Distributed to:	Administration:	DPW (Highway Dept)
Waukesha County Parks & Land Use	Fire Dept Police Dept	School

Town of Merton
Professional Services Reimbursement Notice

The Town of Merton has determined that whenever the services of the Town Planner, Town Engineer, Town Attorney, Town Building Inspector and any other of the Town's professional staff results in a charge to the Town for that professional's time and service, the Town Clerk shall charge that service for the fees incurred by the Town to the property owner incurring those fees even if the request is not approved.

I/we have been advised that if the Town Planner, Town Engineer, Town Attorney, Town Building Inspector or any other Town professional provides services to the Town because of my/our activities, whether at my/our request or the request of the Town, I/we shall be responsible for the fees incurred by the Town even if my/our request is not approved.

Signature(s) of Property Owner(s): _____

_____

Date: _____

Please Print

Property Owner Name: _____

Mailing Address: _____

Property Address: _____

Request for: _____

Phone: _____ Email: _____

Note: The jurisdiction for review may extend to Waukesha County Parks & Land Use. Waukesha County Shoreland & Floodland Protection Ordinance shall apply to all structures, land and water including those lands under, abutting and lying close to navigable waters and within the unincorporated Floodland and Shoreland areas, as defined herein as Waukesha County, Wisconsin.

√√CHECKLIST PAGE FOR SUBDIVISION PLAT OR CSM REVIEW

Approving Agencies or Departments for Subdivision Plats & Certified Survey Maps

- ❑ Town of Merton, Plan Commission and Town Board
- ❑ Waukesha County Dept of Parks and Land Use, Planning & Zoning (approval of plat 236.10(1)(b)(3)
- ❑ *CSM's (Waukesha County Parks only if within Shoreland jurisdiction)*
- ❑ Cities or Villages (with extraterritorial jurisdiction)
- ❑ Highway Department (State, County or Town)
- ❑ Providing road access to parcel.

Objecting and Other Agencies for Subdivision Plat Review

- ❑ WI Department of Administration
- ❑ WI Department of Transportation (when land division abuts state highway)
- ❑ WI Department of Natural Resources (if shorelands or floodlands are contained within proposed subdivision.)
- ❑ Waukesha County Dept of Transportation (when land division abut county highway)
- ❑ Waukesha County Dept of Parks and land Use – Land Resource Division
- ❑ Waukesha County Dept of Parks and Land Use – Environmental Health Division
- ❑ Waukesha County Dept of Parks and Land Use – Parks Division (if applicable)

Other Reviewing Parties

- ❑ Town Engineer, Ruekert & Mielke
- ❑ Town Highway Department, Tim Klink
- ❑ Parks Committee (if formed for review purposes)
- ❑ Police Department
- ❑ Fire Department
- ❑ School District
- ❑ Utilities: Wisconsin Electric, Wisconsin Gas, Telephone (service in area/other)

Is this a Preliminary Plat Submittal?

Who will be submitting to the Approving Agencies?
Who will be submitting to the Objecting Agencies?

Is this a Final Plat Submittal?

Who will be submitting to the Approving Agencies?
Who will be submitting to the Objecting Agencies?

****The Town Of Merton does not submit Subdivision Plats to the agencies (unless specifically requested), developer should submit to Waukesha County for distribution or work with engineering firm.**