

TOWN OF MERTON APPLICATION FOR PLAN COMMISSION AGENDA

Plan Commission Meetings are typically held the first and/or third Wednesday of every month at 5:30 p.m. All applications must be submitted a minimum of15 days prior to a Plan Commission Meeting to be considered for the next scheduled meeting. . Late submittals may be considered at the following meeting.

(PLEASE PRINT)

Owner Information		Applicant/Developer			
Name			Name		
Address			Address		
City	State 2	Zip	City	State	Zip
Telephone Number			Telephone Num	nber	
Email Address			Email Address		

APPLICATION TYPE AND FEE (CHECK ALL THAT APPLY)

*Application fees are non-refundable. Fees cover costs associated with public notification, postage, and copies; however, applicants agree to pay all additional expenses that the Town may incur by virtue of contracted plan review services including but not limited to: legal, surveying and engineering costs.

Plan Commission Meeting \$175.00	□ Conditional Use Including Public Hearing \$450.00
□ Site Plan & Plan of Operation \$200.00	□ Conditional Use w/Waukesha County \$250.00
Conceptual Plat \$175.00	Public Hearing\$450.00
□ Preliminary Plat\$500.00	□ Conditional Use Amendment\$200.00
□ Final Plat\$350.00	□ Unspecified Conditional Use\$450.00
□ Certified Survey Map\$250.00	□ Zoning Code Amendment – Rezoning \$450.00
Condominium Plat\$500.00	□ Special Use\$450.00
Accessory Buildings\$175.00	□ Other: Minimum Fee/Conceptual Review \$75.00

PROJECT NAME:

Location/Property Address:	
Subdivision Name (if applicable):	
Tax ID/Parcel ID:	Lot Size:
Current Zoning:	Proposed Zoning (if applicable):
Present Use:	Intended Use (If applicable):

A complete application along with the appropriate fees shall be submitted by the deadline outlined at the top of the application. In order for an application to be considered complete, the application shall include the required number of site plans/maps, and all of the necessary supporting information as indicated on the project review checklist. The Town of Merton reserves the right not to accept an application that is deemed incomplete.



TOWN OF MERTON PLAN COMMISSION APPLICATION

PROJECT DESCRIPTION

Please answer the questions below that pertain to your request. If necessary, please attach a separate sheet.

PETITION FOR REZONING

In the space below, please describe the purpose of the Rezone.

PETITION FOR LAND USE AMENDMENT.

In the space below, please describe the purpose of the Land Use Amendment.

PETITION FOR CONDITIONAL USE

In the space below, please describe the purpose of the Conditional Use.

PETITION FOR CERTIFIED SURVEY MAP/PRELIMINARY PLAT/FINAL PLAT

In the space below, please describe the intention of the land division or re-division.

PETITION FOR SITE PLAN/PLAN OF OPERATION/OTHER APPLICATION

In the space below, please describe the intention for the site plan, plan of operation, or other application.

TOWN OF MERTON PLAN COMMISSION APPLICATION



REQUIRED FORMS FOR SUBMITTAL

Required Forms Checklist:

- □ Legal Description (all applications)
- □ Professional Services Reimbursement Notice (all applications)
- □ Other Submittal Information (listed below)

Submittal Information:

 \Box One (1) copy of this application (signed & dated)

□ One (1) electronic copy of all supporting materials, i.e., drawings, plans and written documentation (via email to <u>planner@townofmerton.com</u>)

- □ Twelve (12) sets of site plans (8" x 14" or 11" x 17") must be submitted showing the following existing and/or the proposed plan information <u>as applicable</u> to your project or request or a charge of \$0.25 per page will be charged to the applicant/property owner.
 - □ Project Description or Request
 - Plan of Operation
 - □ Site Plan
 - \Box Complete Dimensions (lot, building, setbacks, parking, drives, etc.)
 - □ Date, Scale, Location Map, Names of Surveyors, Owner and or Subdivider and North Arrow
 - \Box All Structures (include building elevations and height) including accessory buildings
 - $\hfill\square$ Drainage and Grades (include design calculations for drainage, if required)
 - \Box Utilities and Drainage Easements
 - □ Calculation of Lot Coverage, FAR (floor area ratio)
 - □ Parking Spaces (refer to appropriate zoning district)
 - \Box Grading and Erosion Control, Storm Water Management Plan
 - □ Landscaping Plan
 - □ Exterior Lighting Details, Signage
 - □ Exterior HVAC Equipment
 - □ Dumpster Location (screening required)
 - \Box Street Right-of-Way
 - \Box Location of Area of Proposed or Existing Septic System
 - □ 100 Year Floodplain, Wetland Boundary, Environmental Corridor
 - □ County Shoreland and Floodland Jurisdictions Boundaries

□ (see additional requirements on Subdivision Plat and Certified Survey Maps checklist)

I understand that this form shall be on file in the office of the Town Planner by 4:00 p.m. a minimum of 15 days before the Plan Commission meeting. Failure to provide all required materials and information can result in this application being postponed for consideration by the Plan Commission.

Signature of Owner	Date		
Print Name			
FOR OFFICE USE ONLY			
Application Received	Amount Received		
Date Received	Received By		
Plan Commission Date	Publication Date (if required)		



TOWN OF MERTON

PROFESSIONAL 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 Owners					
ſ	Date				
Please Print the following:					
Property Owner					
Mailing Address					
Property Address:					
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.

<u>VVCHECKLIST PAGE FOR SUBDIVISION PLAT OR CSM REVIEW</u>

Approving Agencies or Departments for Subdivision Plats & Certified Survey Maps

 $\hfill\square$ 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
- UVI Department of Transportation (when land division abuts state highway)
- UNI Department of Natural Resources (if shorelands or floodlands are contained within proposed subdivision
- □ Waukesha County Department of Transportation (when land division abuts county highway)
- UWaukesha County Department of Parks and Land Use Land Resources Division
- UWaukesha County Department of Parks and Land Use Environmental Health Division
- □ Waukesha County Department of Parks and Land Use Parks Division (if applicable)

Other Reviewing Parties

- Town Engineer
- □ Town Highway Department, Paul Griffin
- □ Parks Committee
- Police Department
- ☐ Fire Department
- □ School District

Utilities: WE Energies, Telephone (service in area/other)

***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.