



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:

- 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 planner@townofmerton.com)
- 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 as applicable 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
 - Complete Dimensions (lot, building, setbacks, parking, drives, etc.)
 - Date, Scale, Location Map, Names of Surveyors, 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 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 _____

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.

✓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 Department of Transportation (when land division abuts county highway)
- Waukesha County Department of Parks and Land Use – Land Resources Division
- Waukesha 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.**