



## 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. A complete application along with the appropriate fees must be submitted **a minimum of 15 days prior** to a Plan Commission Meeting **to be considered** for the next scheduled meeting. Late submittals may be considered at the following meeting. For an application to be considered complete, it shall include the required number of site plans/maps, and all necessary supporting information as indicated on the project review checklist. The Town of Merton reserves the right to decline an application that is deemed incomplete.

*(Please Print)*

OWNER INFORMATION		APPLICANT/DEVELOPER		
Name		Name		
Address		Address		
City	State	Zip	City	State
Telephone Number		Telephone Number		
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.*

<input type="checkbox"/> Plan Commission Meeting .....	\$175.00	<input type="checkbox"/> Conditional Use Including Public Hearing.....	\$450.00
<input type="checkbox"/> Site Plan & Plan of Operation .....	\$200.00	<input type="checkbox"/> Conditional Use w/Waukesha County .....	\$250.00
<input type="checkbox"/> Conceptual Plat .....	\$200.00	<input type="checkbox"/> Public Hearing.....	\$450.00
<input type="checkbox"/> Preliminary Plat .....	\$500.00	<input type="checkbox"/> Conditional Use Amendment .....	\$200.00
<input type="checkbox"/> Final Plat .....	\$350.00	<input type="checkbox"/> Unspecified Conditional Use.....	\$450.00
<input type="checkbox"/> Certified Survey Map .....	\$250.00	<input type="checkbox"/> Zoning Code Amendment – Rezoning.....	\$450.00
<input type="checkbox"/> Condominium Plat.....	\$500.00	<input type="checkbox"/> Special Use .....	\$450.00
<input type="checkbox"/> Accessory Buildings.....	\$175.00	<input type="checkbox"/> 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): \_\_\_\_\_

### FOR OFFICE USE ONLY

Application Received \_\_\_\_\_

Amount Received \_\_\_\_\_

Date Received \_\_\_\_\_

Received By \_\_\_\_\_

Plan Commission Date \_\_\_\_\_

Publication Date (if required) \_\_\_\_\_

## 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.

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### Petition for Land Use Amendment

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

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### Petition for Conditional Use

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

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### Petition for Certified Survey Map/Preliminary Plat/Final Plat

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

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### Petition for Site Plan/Plan of Operation/Other Application

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

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## 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](mailto: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 on pg 4)**

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 prior to 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.

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Signature of Owner

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Date

Print Name \_\_\_\_\_

**Did you remember the 12 copies?**

## CHECKLIST 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 (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 Departments (State, County or Town)
- Providing Road Access to Parcel

### Objecting and Other Agencies for Subdivision Plat Review

- WI Dept of Administration
- WI Dept of Transportation (when land division abuts State highway)
- WI Dept of Natural Resources (if shorelands or floodlands are contained within proposed subdivision)
- Waukesha County: Dept of Transportation (when land division abuts County highway)
- Waukesha County: Dept of Parks and Land Use – Land Resources 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
- Town Department of Public Works, 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.***

## 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.