



Zoning Code Interpretation

Village of East Troy, Wisconsin

Version: March 27, 2018

Village of East Troy
2015 Energy Drive
East Troy, WI 53120

Overview: From time to time, there may be instances where a person may have a question concerning a provision of the zoning code or the application of a provision of the code on a specific property or potential project. To ensure this code is consistently interpreted, a mechanism is needed to issue written interpretations.

Governing regulations: The procedures and standards governing the review of this application are found in § 510-151 of the Village's zoning code.

General instructions: Complete this application and submit one copy to the Village Clerk at the mailing address shown above. Before you formally submit your application, you are encouraged to meet with the zoning administrator who can answer any questions you may have. If you have any questions, do not hesitate to contact the zoning administrator at (920) 728-2814 or via email at tim.schwecke@civitekconsulting.com. You may download this form at <http://villageofeasttroy.zoninghub.com/highlights/procedures/procedure.aspx>.

Application fee: None

Application submittal deadline: Applications must be submitted by the second Monday of the month by 12:00 pm at the Village Hall

1. Applicant information

Applicant name _____

Street address _____

City, state, zip code _____

Daytime telephone number _____

Email _____

2. Agent contact information.

Include the names of those agents, if any, that helped prepare this application including the supplemental information. Agents may include surveyors, engineers, landscape architects, architects, planners, and attorneys.

Agent 1

Name _____

Company _____

Street address _____

City, state, zip code _____

Daytime telephone number _____

Email _____

Agent 2

3. Section or sections of the zoning code in question (e.g., § 510.90 (a))

4. Describe the question to be answered.

Be as specific as possible. If the requested interpretation relates to a specific property or a potential project, describe how the interpretation relates to existing or proposed activities, buildings, and structures. If you believe there is an internal inconsistency, describe the apparent inconsistency.

- 5. Supplemental materials.** If the requested interpretation relates to a specific property or potential project, attach each of the following to this application.

Location map. A map of the generalized location of the subject property in relation to the Village as a whole.

Property map. A map of the subject property (at a minimum scale of 1" = 800') with the following information:

1. Subject property and other lands within 300 feet
2. The current zoning of the subject property and its environs, and the jurisdiction(s) which maintains that control.
3. All lot dimensions of the subject property
4. A graphic scale
5. North arrow

Site plan. A site plan with the following information:

1. Title block showing the name, address, and phone of the current property owner and/or agent(s) (i.e. developer, architect, engineer, or planner) for project.
2. The date of the original plan and the latest date of revision to the plan.
3. A north arrow and a graphic scale (at a minimum scale of 1" = 100').
4. A legal description of the subject property.
5. All property lines and existing and proposed right-of-way lines with bearings and dimensions clearly labeled.
6. All existing and proposed easement lines and dimensions with a key provided and explained on the margins of the plan as to ownership and purpose.
7. Ground contours when any slope exceeds 12 percent
8. All required building setback lines.
9. All existing and proposed buildings, structures, and paved areas, including building entrances, walks, drives, decks, patios, fences, utility poles, drainage facilities, and walls.
10. If the project is designed to be completed in phases or allow expansion of the building and other features, indicate these.
11. The location and dimension (cross-section and entry throat) of all access points onto public streets.
12. The location and dimension of all on-site parking (and off-site parking provisions if they are to be employed), including a summary of the number of parking stalls provided versus required by this Chapter.
13. The location and dimension of all loading and service areas on the subject property and labels indicating the dimension of such areas.
14. The location of all outdoor storage areas and the design of all screening devices.
15. Floodplains, wetlands, lakeshores, woodlands, steep slopes, and other environmentally sensitive lands.
16. The location, type, height, size, and lighting of all signage on the subject property.
17. The location and type of any permanently protected green space areas.
18. The location of existing and proposed drainage facilities.
19. Environmental and manmade development constraints and hazards including brownfields, contaminated sites, unstable soils, high groundwater, bedrock, and high-pressure natural gas lines
20. In the legend, the following data for the subject property: lot area, building coverage, building coverage ratio, floor area ratio, impervious surface area, impervious surface ratio, and building height.
21. Any additional information as requested by the Plan Commission or Village Board.

- 6. Attachments.** List any attachments included with your application.

--

- 7. Other information.** You may provide any other information you feel is relevant to the review of your application.

--

8. Applicant certification

- ◆ I certify that all of the information in this application, along with any attachments, is true and correct to the best of my knowledge and belief.
- ◆ I understand that I may be charged additional fees (above and beyond the initial application fee) consistent with § 510-149 (D) of the Village's municipal code to pay for the services of independent consultants the Village elects to retain to help review this application. Depending on the nature of the proposed project, such independent consultants may include planners, engineers, architects, attorneys, environmental specialists, recreation specialists, and other experts. I further understand, the Village may delay acceptance of the application as complete, or may delay final approval of the proposal, until all outstanding fees have been paid. I further understand that such fees must be paid even if this application is withdrawn or denied. If the applicant or the property owner does not pay such fees upon request, such fees may be assigned to the property owner as a special assessment to the subject property.
- ◆ I understand that this application and any written materials relating to this application will become a permanent public record and that by submitting this application I acknowledge that I have no right to confidentiality. Any person has the right to obtain copies of this application and related materials or view it online.
- ◆ I understand that the Zoning Administrator will review this application to determine if it contains all of the required information. If he or she determines that the application is incomplete, it will not be scheduled for review until it is deemed to be complete.

Applicant:

Name – print

Name – Signature

Date

Name – print

Name – Signature

Date