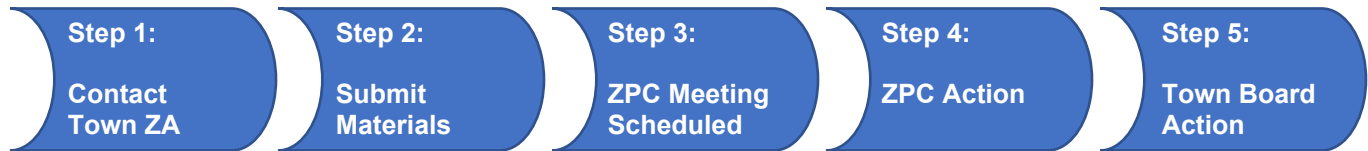


Ledgeview Zoning & Planning Commission

All BSO's within the Town of Ledgeview need approvals from the Town Board. The following information will guide you through the procedures that are necessary for the approval of a BSO to occur. Zoning and Planning Commission meets the second Wednesday after the first Monday of the month at 6:00 p.m. at the Ledgeview Municipal Building.

Basic Steps in the Review Process for BSO Plans



Step 1: Contact the Town Zoning Administrator (ZA) to discuss your proposal

The petitioner meets with town staff regarding zoning regulations (setbacks, parking requirements, building design, site layout, etc.) and use requirements in a preliminary review.

Planning and Zoning Contacts:

Dustin Wolff - Senior Planner
Mike Lewis - Zoning Administrator
(920) 593-6842
zoning@ledgeviewwisconsin.com

Step 2: Submit all required materials to <https://townofledgeview.zoninghub.com/> no later than 12:00pm (noon) three weeks (21 days) prior to the first Monday of the month. See ZPC/ZBA Calendar for exact date.

The Petitioner will submit all required materials to the Town Zoning Administrator before the required due date in order to be considered for approval. Please see the BSO Application for a list of required materials and checklist.



A site review application fee of \$500.00 must be submitted with materials.

Step 3: Scheduling of a Zoning and Planning Commission (ZPC) meeting

After all necessary materials and fees have been submitted, the Town Zoning Administrator will place the item on the next ZPC meeting agenda.

Step 4: ZPC Action

The ZPC will review the petition and make a recommendation to the Town Board.

Step 5: Town Board action

A decision will be made by the Town Board based on comments from Town staff and the ZPC to determine if the BSO plan should be approved.



BUILDING, SITE, AND OPERATION (BSO) PLAN APPLICATION

Date Submitted:

Ledgeview Zoning & Planning Commission

This application form must be submitted online at <https://townofledgeview.zoninghub.com/>
Hard copy applications will not be accepted.

Completed application must be submitted to the Zoning Administrator no less than twenty one (21) days prior to the first Monday of the month before 12:00pm (noon) to be included on that month's ZPC agenda Zoning and Planning Commission Wednesday after the first Monday of the month at 6:00 p.m. at the Ledgeview Municipal Building.

[Click here for the ZPC meeting calendar.](#)

A BSO review application fee of \$500.00 must be submitted with the required materials.

1) Applicant Information

Name: _____

Business Name: _____

Street Address: _____ City/State: _____ Zip: _____

Telephone: _____ Fax: _____ Email: _____

Firm Preparing Plans: _____ Contact: _____

Street Address: _____ City/State: _____ Zip: _____

Telephone: _____ Fax: _____ Email: _____

All correspondence on this application should be sent to: _____ Property Owner, OR _____ Agent: _____

2) Property Owner Information *This section can be left blank if the same as above.*

Name: _____

Business Name: _____

Street Address: _____ City/State: _____ Zip: _____

Telephone: _____ Fax: _____ Email: _____

3) BSO Information

Parcel Addresses/Location: _____

Town and Range: _____

Parcel ID Number(s): _____

Zoning District: _____

Existing/Proposed Use: _____

Size of parcel in acres: _____

Sewer: Municipal Septic/Mound

Water: Municipal Private Water Trust Private Well

Notes

- Attendance by the applicant is strongly encouraged at both Zoning and Planning Commission and Town Board meetings where action/approval is to take place. It is the policy of the Zoning and Planning Commission to give applicants the opportunity to speak at such meetings. Contact the Zoning Administrator for the meeting schedule.
- The applicant/owner of the above parcel(s) hereby gives permission to the Town of Ledgeview, its staff/employees, agents and/or appointees to enter the property for the purpose of executing their duties associated with this request and following proper notification to applicant/owner.
- Upon approval of request, check with the Ledgeview Zoning Administrator for any necessary permits.

4) Submittal Requirements

Each submittal shall consist of the following materials. Please note that ALL files MUST be in PDF format with a minimum 300dpi resolution. Submittals determined to be incomplete will not be placed on public meeting agendas for review for action.

Town Initials	Required Materials to be Submitted
_____	<input type="checkbox"/> Property site plan to scale and/or plat of survey
_____	<input type="checkbox"/> Full set of all building elevations
_____	<input type="checkbox"/> Building floor plan(s)
_____	<input type="checkbox"/> Detailed landscaping plan & planting list
_____	<input type="checkbox"/> Exterior lighting plan & photometrics
_____	<input type="checkbox"/> Site grading and erosion control plan
_____	<input type="checkbox"/> Stormwater Management Permit if applicable under §90-5
_____	<input type="checkbox"/> Set of color renderings (<i>if elevations <u>not</u> in color</i>)
_____	<input type="checkbox"/> Completed & signed BSO Application
_____	<input type="checkbox"/> Fee paid

5) Applicant Declarations

- The signer attests that the application has been completed accurately and all required materials have been submitted.
- Please note that the application will NOT be accepted without the **signature of the property owner**.

I HEREBY CERTIFY THAT I HAVE READ AND FULLY UNDERSTAND THE BSO PROCEDURE AND FAILURE TO COMPLY WITH TOWN REQUIREMENTS WILL RESULT IN THIS APPLICATION BEING WITHHELD FROM CONSIDERATION.

Signature of the Property Owner (**REQUIRED**)

Signature of the Applicant (“Agent” for the owner):

Print Name:

Print Name:

Date:

Date:

6) Submittal Checklists (completion required for application)

A. Written Description of the intended use describing in reasonable detail the:

Full name and contact information of the petitioner and / or agent, and property owner, if different;

Full name and contact information of petitioner's engineers / surveyors / architects, and other design professionals used in BSO Plan preparation;

Existing zoning district(s) and proposed zoning district(s) if different;

Current land uses present on the subject property;

Proposed land uses for the subject property;

Land use designation(s) as depicted on the adopted Comprehensive Plan;

Projected number of residents, employees, and / or daily customers;

Description of existing environmental features;

Proposed amount of dwelling units, floor area, Open Space area, and landscape surface area, expressed in square feet and acreage to the nearest one-hundredth of an acre;

Resulting site density, Floor Area Ratio as calculated using the criteria established in Section 8 of the Zoning Code, Open Space Ratio, and Landscape Surface Area Ratio, as defined by the Zoning Code;

Operational considerations relating to hours of operation, projected normal and peak water usage, sanitary sewer or septic loadings;

Operational considerations relating to potential nuisance creation pertaining to the appropriate design of street access, traffic visibility, parking, loading, exterior storage, exterior lighting, vibration, noise, air pollution, odor, electromagnetic radiation, glare and heat, fire and explosion, toxic or noxious materials, waste materials, drainage, and hazardous materials;

Traffic generation;

Any other information pertinent to adequate understanding by the Zoning and Planning Commission of the intended use and its relation to nearby properties;

Possible future expansion and related implications, and;

Material Safety Data Sheets (MSDS) for all materials anticipated to be used or stored on site;
Exterior building and fencing materials;

B. Property Site Plan drawing which includes:

A title block which provides all contact information for the petitioner and / or agent, and property owner if different;

Full name and contact information of petitioner's engineers / surveyors / architects, and other design professionals used in BSO Plan preparation;

The date of the original plan and the latest date of revision to the plan;

A north arrow and a graphic scale;

All property lines and existing and proposed right-of-way lines with bearings and dimensions clearly labeled;

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;

All required building setback and offset lines, including dimensions from structures to property lines;

All existing and proposed buildings, accessory structures, and paved areas, including building entrances, walks, drives, decks, patios, fences, walls;

All existing and proposed utility and drainage systems, connections, and fixtures;

The location and dimension of all access points onto public streets including cross-section drawings of the entry throat;

The location, type, height, size and lighting of all signage on the subject property;

The location of all outdoor storage and refuse disposal areas and the design of all screening devices;

The location and dimension of all loading and service areas on the subject property and labels indicating the dimension of such areas;

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 Section 124 of the Zoning Code;

The location, height, design/type, illumination power and orientation of all exterior lighting on the subject property -- including the clear demonstration of compliance with a limit of 0.5 foot candles at all property lines;

The location and type of any permanently protected green space areas;

The location and delineation of all wetlands, escarpments, uplands, or other unique environmental features;

The location of existing and proposed drainage facilities;

In the legend, data for the subject property:

- a) Lot Area measured in square feet and acres to the nearest one-hundredth of an acre;
- b) Floor Area measured in square feet using the criteria in Section 8 of the Zoning Code;
- c) Open Space Area as defined in Section 8 of the zoning code and as calculated using the criteria of Section 5 of the Zoning Code;
- d) Building Height as defined in Section 8 and as calculated using the criteria of Section 8 of the Zoning Code

C. Detailed Landscaping Plan of the subject property that **uses the site plan as a base:**

The name and address of the property owner, the landscape architect or designer who prepared the plan.

The plan preparation date and the date of any revision thereto.

The location, caliper (size), and common name of all existing deciduous trees six (6) inches or larger in diameter at breast height (d.b.h.), all existing coniferous trees ten feet or greater in height, and the boundaries of any existing woodlands.

Identification of all trees inventoried which are proposed to be moved or removed.

The location of all proposed plantings.

A planting schedule showing all symbols intended to represent plantings, quantities of plant materials, and common and botanical names of plant materials, size and caliper of plant materials, root specifications, and special planting instructions.

Typical Sections and details of fences, tie walls, planting boxes, retaining walls, berms, and other landscape improvements.

Typical Sections of landscape islands and planter beds identifying materials to be used.

Details of planting beds and foundation plantings.

Delineation of sodded areas, seeded areas, and wilderness areas indicating square footage materials to be used, and seed mixtures.

Where landscape or man-made materials are used to provide required screening or buffers from adjacent properties or public rights-of-way, a cross-section shall be provided drawn to a recognized engineering or architectural scale illustrating the prospective of the site from the neighboring property and property line elevation.

D. A Grading and Erosion Control Plan

Control plan to be approved by the Zoning Administrator / Town Engineer in accordance with Chapter 36 of the Municipal Code. Said plans are not subject to Zoning and Plan Commission review but are required to be submitted concurrent with BSO Plan applications in order for submittal to be complete.

E. Elevation Drawings

Drawings of proposed buildings or proposed remodeling of existing buildings showing finished exterior treatment, with adequate labels provided to clearly depict exterior materials, texture, color and overall appearance.

F. Color Renderings and / or Perspective Renderings (Optional)

Color renderings of the proposed project and/or photos of similar structures may be submitted to better illustrate certain design features. The Zoning and Planning Commission reserves the right to require perspective renderings, but not in lieu of adequate drawings showing the actual intended appearance of the buildings.

Submit all documents to:
<https://townofledgeview.zoninghub.com/>
Questions:
E: zoning@ledgeview.wi.gov
P: (920) 593-6842

For Office Use Only

Submittal Date: ___ / ___ / ___

Staff Signature: _____

Fees Paid: Y / N