

Residential Allotment Application Town of Eagle (Waukesha County), Wisconsin

Town of Eagle
820 E. Main Street
Eagle, WI 53119

Version: January 20, 2020

Overview: The Town has adopted land divisions regulations which includes a means to evaluate proposed subdivisions to ensure high-quality development and to also ensure the number of new lots in any given year is manageable in terms of public services.

Governing regulations. The procedures and standards governing the review of this application are found in Chapter 480 of the municipal code.

General instructions: Complete this application and submit one copy to the Town Clerk along with the application fee noted below. Alternatively, you can submit your application online at <https://townofeagle.zoninghub.com>.

Before you formally submit your application, you may meet with the Town Planner who can answer any questions you may have. The Town Planner can also review your application before it is formally submitted to determine if it is complete and provides enough information to describe the circumstances related to this application. If you have any questions, do not hesitate to contact the Town Planner at (920) 728-2814 or via email at tim.schwecke@civitekconsulting.com.

Application fee for project evaluation: \$150, plus charges for professional services consistent with the Town's chargeback policy; \$400 escrow deposit

Application fee for allocation of residential permits: \$150, plus charges for professional services consistent with the Town's chargeback policy; \$400 escrow deposit

Application submittal deadline: The Plan Commission and Town Board meet jointly, generally the first Monday of the month, to review certain types of development applications. This application must be submitted and determined to be complete by the Town Planner, no later than 30 days prior to the date established for the Plan Commission-Town Board meeting. Please contact the Town Planner to verify the deadline for a specific month.

- 1. Applicant and agent information** Include the names of the agent, if any, that helped prepare this application including the supplemental information. Examples include surveyors, engineers, landscape architects, architects, planners, and attorneys.

	<u>Applicant</u>	<u>Agent</u>
Name	_____	_____
Street address	_____	_____
City, state, zip code	_____	_____
Daytime telephone	_____	_____
Email address	_____	_____

- 2. Subdivision name**

- 3. Type of application type** (check all that apply)

- Project evaluation Complete Parts A and C
- Allocation of residential permits Complete Parts B and C

Part A. Project evaluation

- 4. Scoring.** Assign a score to each of the criteria based on the content in the Exhibit below.

	1. Preservation of environmental corridors, isolated natural areas, and natural topography in the design of the site
	2. Surface water drainage
	3. Overall density of the development
	4. Preservation of agricultural lands and the rural character
	5. Traffic circulation and capacity of major streets
	6. Soils consideration for roads and basement construction
	7. Lot size variation
	8. Buffers
	9. Future public costs and benefits
	Total Score

Exhibit 1. Evaluation criteria (Refer to §480.202)

1. Preservation of environmental corridors, isolated natural areas, and natural topography in the design of the site

Description: The proposed development preserves the primary and secondary environmental corridors and isolated natural areas (e.g., no building areas or improvements within the environmentally significant areas of the site). The site development preserves the original terrain; the design of the development limits excessive grading for roadways, stormwater facilities.

Range: +4 to -4

On sites that contain at least 20 acres of environmental corridors or natural areas, the following shall apply:

- +3 points All primary and secondary environmental corridors and isolated natural area will be preserved. No grading or vegetative removal will occur within the designated corridor or natural areas and minimal site alterations only occurring within the proposed road right-of-way and stormwater facilities.
- +1 point Where the only site alterations within the environmental corridor or isolated natural areas are for a proposed public street extension in accordance with the Town's official map.
- 3 points Site alterations for public and/or private improvements are within the corridors and natural areas other than for the connection of a public street, in accordance with the Town's official map and more than 10 percent of the entire site, which is designated environmental corridors and isolated natural areas, is proposed to be disturbed for public and private improvements

On sites that do not contain at least 20 acres of environmental corridors or natural areas, the following shall apply:

- +3 points The site is designed to accommodate the natural terrain and the road system follows the topography of the site to minimize grade changes are necessary to accommodate surface water drainage patterns and the storm water facilities are located in the natural depressions on the site.
- 0 points The design of the development proposes significant grading and destruction of the natural topography to accommodate the proposed road system but the storm water facilities can be accommodated within the natural depressions on the site.
- 3 points The proposed road system in the development does not follow the natural terrain and the stormwater facilities are not being accommodated within the natural depressions on the site and large stormwater retention, detention or infiltration facilities are being artificially created to accommodate the surface water runoff from the impervious surfaces on the site.

2. Surface water drainage

Description: The design of the development shall take into account the existing drainage patterns and topography so the development causes no erosion or stormwater impacts on adjacent properties.

Range: +4 to -4

- +3 points Very good surface water drainage. All roadside ditches and other drainage ditches will have a gradient greater than 0.5 percent and less than 2 percent, and greater than 50 percent of the post development runoff volume for a 2-year 24-hour design storm must be retained on the site in infiltration basins, and the remaining storm water runoff is confined within road right-of-ways, or recorded drainage easements in commonly held outlots with no significant adverse impacts upon downstream drainage or adjacent properties and an area equal to or more than 3 percent of the developed area* in the effective infiltration area.
 *Developed area is defined as a change in the land use i.e. an agricultural field to a residential parcel or impervious surfaces in an open space area or roadways.
- 0 points Average surface water drainage. All roadside ditches and other drainage ditches shall have a gradient of less than 8 percent, and greater than 0.5 percent, and at least 25 percent of the storm water runoff can be retained on the site and the remaining storm water runoff is confined within the road right-of-way, or recorded drainage easements on commonly held outlots.
- 3 points Poor surface water drainage. Some roadside ditches, and drainage ditches are steeper than 8 percent, or there is retention of less than 25 percent of the stormwater within subdivision development or the infiltration, detention or retention basins are on privately owned parcels.

3. Overall density of the development

Description: The development is designed to accommodate the preservation of the physical features of the site and the density is compatible with existing residential development in the area or less than the existing residential development in the area.

Range +3 to -3

- +3 points In a conservation design development, the overall density is less than the yield plan for a conventional subdivision development.
- +2 points In a conservation design development, the number of lots or units equals the yield plan of a conventional development.
- +2 points In a conventional plat or planned unit development the lot sizes and/or overall density of the development is less than the zoning district allows. There is a variety of lot sizes and all of the proposed lots are larger than the existing development in the immediate area.
- 0 points Density and lot sizes meet the requirements of the current zoning ordinance and in conventional subdivision developments and planned unit developments all of the lots are at least as large as the adjacent parcels, which allow residential development.
- 2 points Proposed development meets the density and lot size standards of the zoning district and intent of the planned unit development provisions, which required varied lot sizes, but the lots are smaller than adjacent residential development in the area.

4. Preservation of agricultural lands and the rural character

Description: It is the intent of the Town to maintain the agricultural character, preserve the rural atmosphere and other natural resource bases and provide significant open space in the Town.

Range: + 4 to -4

- +3 points A minimum of 20 acres of open space is dedicated to the public or a non-profit conservancy agency organization in order to implement the Town's comprehensive plan, or Waukesha County's park and open space plan or at least forty 40 percent of the site (of which 80 percent is upland) in common or public open space.
- +1 point At least 50 percent of the class I and II agricultural soils are preserved in open space uses.
- +2 points Common space equals at least 50 percent of the total upland area of the development or there is not open space in the proposed development, but all the lot sizes are a minimum of 5 acres.
- +1 point Common space equals at least 40 percent of the upland area of the site is in common open space.
- 0 points In a planned development or conventional plat, common open space equals 30 percent of the total area of the development.
- 0 points Common open space for other uses that equal 30 percent of the total area of the development.
- 2 points No common or public open space is contained within the development and all the lots are less than 3 acres.

5. Traffic circulation and capacity of major streets

Description: The collector or arterial streets, as designated on the Town's official map, into which the traffic of the proposed development will flow, shall be evaluated as to their existing capacity. Failure of any street to satisfy the relevant criteria shall institute an inadequate street linkage. Entrance roads serving the development shall also be considered. Developments of more than 15 units will be considered inadequate if only served by one permanent street entrance. Developments, which connect to existing dead-end streets, and improve circulation through the Town, would be considered an improvement.

Range: + 2 to -2

- +1 points An improved street circulation system in accordance with the Town's official map.
- 0 points Adequate street circulation and does not make a connection to an existing dead end street.
- 1 point Inadequate street circulation.

6. Soils consideration for roads and basement construction

Description: Soils on the proposed development are considered appropriate for residential construction, road construction and minimum grading is allowed.

Range: + 3 to -3

- + 2 points There are no soils on the proposed development in the area designated for improvements, which are considered hydric soils, contain a groundwater table or bedrock limitation for basement construction, public road construction or will require a change in grade of more than three feet to accommodate residential basement construction or driveways to comply with the town building code requirements.
- 0 points All of the soils on the proposed development are adequate for road construction; however, there is a fluctuating groundwater table on soils which are not considered hydric on the USDA soils maps, which may require special precautions for basement construction.
- 2 points Soils in the proposed development on the areas designated for improvements contain hydric limitations are not suitable for basement construction and/or public road construction without significant amounts of earth-altering activities taking place.

7. Lot size variation

Description: The proposed development contains a wide variety of lot sizes, as required in the Town's comprehensive plan and under the provisions of the planned unit development standards in Chapter 480 of the municipal code, or the development is a conservation design development.

Range: + 3 to -3

- + 2 points The proposed development has a variety of lot sizes with a range of more than 5 acres, which does not detract from each specific lot size and from the existing development patterns in that area of the Town of Eagle or the development is a conservation design development which preserves 50 percent of the developable lands in common or public open space or is deeded to a private conservation organization approved by the town board.
- 0 points At least 75 percent of the lot sizes in the development are basically the same size and the lot sizes have a range in size less than 5 acres but more than 3 acres between the largest and smallest lots and the development is a conventional plat or a planned unit development or the development is a conservation design development and has a least 40 percent of the site in common open space with no more than 20 percent of that area considered un-developable.
- 2 points At least 75 percent of the lots are similar in size and the range between the largest and smallest lot is less than 2 acres and the development is not a conservation design development.

8. Buffers

Description: The proposed development buffers improvements from the adjacent arterial and collective streets and existing residences and adjacent properties.

Range: + 3 to -3

- +2 points The proposed location of the residences is in such a manner that they will not have a visual impact and will not be visible from the arterial and collector streets in the Town and adjacent residential areas.
- 0 points The proposed development improvements will be visible from adjacent residences, but not from the arterial and collector streets in the Town.
- 2 points The proposed improvements and public roads will be visible from the arterial and collector streets in the general area and residents on the adjacent parcel.

9. Future public costs and benefits

Description: The development of the parcel provides a facility, which is a benefit to the Town of Eagle.

Range: +4 to -4

- +3 points A public facility or open space consistent with the Town's park and open space plan is part of the development, which in the judgment of the town board after recommendation by the plan commission is a benefit to the residents of the Town of Eagle.
- 1 point The development provides substantial common open space, which is more than 50 percent of the upland area of the site, thereby preserving open space in perpetuity.
- 0 points No public facilities, which are a benefit to the Town, and does not require any extra ordinary maintenance costs of the public improvements by the Town.
- 3 points The project is anticipated to cause the Town to incur unusual maintenance costs and obligations.

Part B. Allocation of residential permits

5. **Requested permits.** Identify the number of residential permits being requested, by year.

Year: _____ Number: _____

Year: _____ Number: _____

Year: _____ Number: _____

Part C. Other

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, are 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 the Town's chargeback policy. The signed chargeback form is attached.
- I understand that submission of this application authorizes town officials, Plan Commission members, Town Board members, employees, and other designated agents to enter the property to conduct whatever site investigations are necessary to review this application. This does not authorize any such individual to enter any building on the subject property, unless such inspection is specifically related to the review of this application and the property owner gives his or her permission to do so.
- 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 such written materials or view it online.
- I understand that the Town Planner 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 Signature(s):

Date:



TOWN OF EAGLE PROFESSIONAL SERVICES REIMBURSEMENT NOTICE

PLEASE READ AND SIGN THE FOLLOWING NOTICE:

As set forth in Ordinance 07-04, as amended, the Town of Eagle has made a determination that whenever the services of the Town Planner, Town Engineer, Town Attorney, Town Building Inspector or any other of the Town’s professional staff results in a charge to the Town for that professional’s time and services, and such services is not a service supplied to the Town as a whole, 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. Also, pursuant to the Town of Eagle Ordinance, certain other fees, costs, and charges are the responsibility of the property owner even if the request is not approved, and that any unpaid charges may be assigned by the Town as a special assessment or special charge to the subject property as allowed by state law.

I/we, the undersigned, have been advised that, pursuant to the Town of Eagle, 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 at 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. In addition, I/we have been advised that pursuant to the Town of Eagle, certain other fees, costs, and charges are my/our responsibility even if my/our request is not approved.

You will receive your first bill once charges are incurred or your issue is closed. Bills will be sent as charges become available so you are kept up to date regarding your current charges.

PLEASE PRINT LEGIBLY

Name & Mailing Address of the Property Owner:

_____ Phone _____

Name & Address of Petitioner/Responsible Party for Billing (if different from above):

_____ Phone _____

Tax Key No. of the Property Involved in the Request: EGLT _____

Request for: _____

Name of Business: _____

Signature of Property Owner and/or Responsible Party:

Owner _____

Petitioner _____

Phone _____ Date _____

Phone _____ Date _____

E-Mail Address _____

E-Mail Address _____

Signature of Witness and Date

Signature of Town Official and Date

A copy of this completed form shall be provided to the Town Clerk for billing purposes.