

Building, Site Plan & Plan of Operation Application Town of Eagle (Waukesha County), Wisconsin

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

Version: January 17, 2020

Overview: The Plan Commission reviews building plans, site plans, and plans of operation for those land uses specifically requiring such review as listed in the land-use matrix.

Governing regulations. The procedures and standards governing the review of this application are found in Article 6 of the Town's zoning 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 a new project: \$50, plus charges for professional services consistent with the Town's chargeback policy; \$250 escrow deposit

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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.

	Applicant	Agent
Name	<input type="text"/>	<input type="text"/>
Street address	<input type="text"/>	<input type="text"/>
City, state, zip code	<input type="text"/>	<input type="text"/>
Daytime telephone	<input type="text"/>	<input type="text"/>
Email address	<input type="text"/>	<input type="text"/>

2. **Type of application (check all that apply)**

- ☐ Building plans Complete Parts A, B and E
- ☐ Site plan Complete Parts A, C and E
- ☐ Plan of operation Complete Parts A, D and E
- ☐ New project
- ☐ Amendment of prior approval (if any)

If an amendment, the date of last approval (if any):

Part A. About the Property

3. **Subject property information**

Physical address

Tax key number(s) EGLT- EGLT - EGLT - EGLT -

Note: The tax key number can be found on the tax bill for the property or it may be obtained from the Town Clerk.

Is the subject property currently in violation of the Town's zoning code as determined by the Zoning Administrator?

- ☐ No
- ☐ Yes

If yes, please explain.

Comment: Pursuant to Section 500.106 of the Town's zoning code, the Town may not issue a permit or other approval that would benefit a parcel of land that is in violation of the zoning code, except to correct the violation or as may be required by state law.

Are there any unpaid taxes, assessments, or other required payment that are specifically related to the subject property?

- ☐ No
☐ Yes

If yes, please explain.

Comment: Pursuant to Section 500.107 of the Town's zoning code, the Town may not issue a permit or other approval that would benefit a parcel of land where taxes, assessments, or other required payments are delinquent and due.

4. Zoning information. The subject property is located in the following zoning district(s). (check all that apply)

- | | | |
|--|--|---|
| <input type="checkbox"/> P-1 Public | <input type="checkbox"/> AP Agricultural land preservation | <input type="checkbox"/> B-2 Local business |
| <input type="checkbox"/> Q-1 Quarry | <input type="checkbox"/> RR Rural residential | <input type="checkbox"/> B-4 Mixed business |
| <input type="checkbox"/> C-1 Conservancy | <input type="checkbox"/> R-1 Residential | <input type="checkbox"/> M-1 Limited industrial |
| <input type="checkbox"/> UC Upland conservancy | <input type="checkbox"/> B-1 Neighborhood business | <input type="checkbox"/> M-2 General industrial |

Part B. Building Plans

5. Building type. Which of the following best describes the building?

- | | | | |
|---------------------------------------|--|-------------------------------------|----------------------------------|
| <input type="checkbox"/> Townhouse | <input type="checkbox"/> Institutional | <input type="checkbox"/> Work/live | <input type="checkbox"/> Storage |
| <input type="checkbox"/> Multi-family | <input type="checkbox"/> Commercial | <input type="checkbox"/> Industrial | <input type="checkbox"/> Other |

Please refer to the zoning code for any design requirements that may apply.

6. Exterior building materials

Roof

Front elevation

Left elevation

Right elevation

Rear elevation

Part C. Site Plan

7. Site parameters (area in square feet or acres)

Subject property _____

Building coverage _____

Outdoor storage _____

Stormwater facilities _____

Impervious surfaces _____

Landscaping and other undeveloped areas _____

Wetlands _____

100-year floodplain _____

Impervious surfaces include buildings, parking areas and driveways, sidewalks, decks, patios, and other types of 'hard' surfaces.

Attach appropriate documentation if there are any wetlands.

8. Road access

Name	New Access	Change to Existing Access	No Change to Existing Access
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

9. Parking (See the standards and requirements in Article 11 of the zoning code.)

Minimum number of required spaces _____

Proposed number of spaces _____

ADA van accessible spaces _____

Other ADA accessible spaces _____

Number of electric charging stations (if any) _____

Number of spaces in front of the building _____

Number of spaces on the side(s) of the building _____

Number of spaces to the rear of the building _____

See Appendix B of the zoning code for parking requirements for the proposed land use(s).

Part D. Plan of Operation

10. Operating conditions

Hours of operation:

Estimated number of full-time employees

Estimated number of part-time employees

Estimated number of employees onsite at peak hours

Will the proposed business operation create any noise outside of the building?

Will the proposed business operation create any emissions (e.g., fumes, smoke, steam, vapor, dust,) to the atmosphere?

Will the proposed business operation create any vibrations outside of the building?

Will the proposed business operation involve any explosives or other flammable materials?

Will the proposed business operation involve any radioactive materials?

Will the proposed business operation create special needs for wastewater disposal?

Will the proposed business operation require unusually high levels of potable water?

11. Licensing. What kind of federal, state, county or town licensees, if any, are needed to operate the proposed business?

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Part E. Other

12. Supplemental materials. Attach the following to this application form.

1. A project map with the information listed in Appendix A of the zoning code.
2. Proposed construction plans (if applicable)

13. Attachments. List any attachments included with your application.

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

15. 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.