

FEES

<10 acres \$150 + escrow of \$1500
10+ acres: \$150 + escrow of \$2500

Case Name: _____

CITY OF LAKE MILLS

APPLICATION FOR ADMINISTRATIVE DESIGN REVIEW AND APPROVAL

DO NOT WRITE IN THIS SPACE – FOR OFFICE USE ONLY

Date Filed: _____

Fee Paid – Receipt No.: _____ Amount: _____ Date: _____

Comments (indicate other actions such as continuances):

Action by Plan Commission:

NOTICE TO APPLICANTS

1. A Design Review and Approval (Site Plan Approval) is a review of proposed improvements to a site for compliance with City ordinances. See subchapter 2 of chapter 17 of Title 10.
2. Applicants are urged to coordinate activities with City staff in advance of application deadlines.
3. Paying the application fee: There is an application fee for this application and must be received before we can begin processing your application. Please contact the City of Lake Mills at 1-(920)-648-2344 to coordinate payment. **There will be no refund of any application fee for approvals not granted or withdrawn.** In addition to the up-front application fee, you will be responsible for paying any professional charge-back fees related to the review of this application. You will receive an invoice from the City detailing those charges.
4. No incomplete applications will be acted upon.
5. Approval of an Administrative Design Review (Site Plan) shall be in effect for a period of one year, and thereafter is invalid unless a building permit has been issued.

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INFORMATION REGARDING APPLICANT AND OWNER

Name of Applicant(s): _____ Phone: _____

Address of Applicant(s): _____

Email Address of Applicant: _____

Property Interest of Applicant: _____

(Owner, Contract Purchaser/Agent, etc.)

Name of Owner: _____

Address of Owner: _____

Email Address of Owner: _____

ADDRESS AND DESCRIPTION OF PROPERTY

Address: _____

Width of Lot: _____ Length of Lot: _____

Lot Area (Square Feet): _____ Tax Parcel Number: _____

Legal Description (or attach legal description):

LAND USE AND ZONING

Present Zoning: _____

Present Land Use: _____

Proposed Land Use: _____

	Surrounding Zoning	Surrounding Land Use
NORTH	_____	_____
SOUTH	_____	_____
EAST	_____	_____
WEST	_____	_____

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NOTE: The following questions must be answered completely. If additional space is needed, attach extra pages to application. Before answering, read the NOTICE TO APPLICANTS above.

1. Is a scaled plot plan indicating the location of the premises and the nature of the new use?

Yes No

(Application will not be processed without the required drawings.)

2. Does the application include the following:

- | | |
|-----------------------|-----------------------|
| Existing topography | Proposed topography |
| Existing water mains | Proposed water mains |
| Existing sanity sewer | Proposed sanity sewer |
| Existing streets | Proposed streets |
| Existing electric | Proposed electric |
| Existing driveways | Proposed driveways |
| Existing parking | Proposed parking |
| Erosion Control Plan | Scale and north arrow |
| Setback lines | Easements |
| Site lighting | Protected green space |

3. Is a storm water plan prepared and attached, including design calculations and a summary of design assumptions?

Yes No

4. Does any violation of the City of Lake Mills Zoning Ordinance exist on the property now?

Yes No

If “yes”, how?

5. Will the proposed improvements be in harmony with the neighborhood and not contrary to the intent and purpose of the Zoning Ordinance? Elaborate:

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6. Is there a written description for:
Projected number of residents, employees, or daily customers
Performance standard report
Site density reports
Operational reports
7. Has a Landscaping Plan been prepared? Yes No
8. Has a Floor Plan been prepared? Yes No
- Does it include the following:
- Exterior elevations
- Exterior lighting
- Exterior screening
- Building cross-section
- Roof plan
9. Do you plan additional improvements or development on this site? Elaborate:
10. Additional comments by Applicant:

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Paying the application fee: There is an application fee for this application and must be received before we can begin processing your application. A convenience fee of \$1.10 will be applied when paying by eCheck. A convenience fee of 3% will be applied when paying by credit card or debit card. Please contact the City of Lake Mills at 1-(920)-648-2344 to coordinate payment.

In addition to the up-front application fee, you will be responsible for paying any professional charge-back fees related to the review of this application. You will receive an invoice from the City detailing those charges.

Applicants are reminded that City Code permits the City to charge the Applicant for the full cost of all engineering and planning consultant charges for work billed to the City in connection with the design review and approval required under Title 10.

I (We) certify that all of the above statements and the statements contained in any papers or plan submitted herewith are true to the best of my (our) knowledge and belief.

(Signature of Applicant)

(Date)

(Signature of Owner, if different)

(Date)