

Plan Commission DEVELOPMENT REVIEW APPLICATION FORM

Town of Dekorra, Columbia County, WI

W8225 County Road JV; Poynette, WI 53955-8886
townclerk@dekorra-wi.gov ♦ 608-635-2014

This is the Town of Dekorra's unified application form for those interested in or requiring Town Plan Commission and/or Town Board review and/or approval of a land development or land use proposal in the Town. This form includes certain pages that must be completed by all applicants, and other pages to be completed or referenced only for the type of development approval application indicated on the top of the associated page.

Each completed application form, fee and escrow, and a digital copy of a full set of required materials must be provided to the Town of Dekorra at the email address shown above no later than the 1st Thursday of the month for the matter to be placed on the next agenda of the Dekorra Plan Commission. The Commission generally meets on the 4th Thursday. The Town may allow complete applications later than the 1st Thursday for the next Commission meeting where the Town Clerk determines a compressed timeline is necessary to meet County review deadlines while still providing adequate review time. 13 hard copies of all materials in packet form must be provided to the Town Clerk no later than the 3rd Wednesday, which allows adjustments to be made after the digital submittal without having to reprint.

Certain development proposals in the Town also require Columbia County, Village of Poynette, and/or state or federal approvals. It is the responsibility of each applicant to secure all such approvals.

For Town of Dekorra Office Use Only

Date completed application form received: _____

Date other required materials received: Digital copy: _____ 13 hard copies in packet form: _____

Application fee paid: Date: _____ Amount paid: _____ Check #: _____

Escrow payment made: Date: _____ Amount paid: _____ Check #: _____

Dates scheduled to appear: Town Plan Commission: _____

Town Board (if necessary): _____

Comments:

GENERAL INFORMATION

(Pages 2-4 must be completed by all applicants, including for concept review)

Applicant information:

Person's Name(s): _____

Firm Name (if any): _____

Relationship (check one): ☐ Owner ☐ Tenant ☐ Prospective Owner/Tenant ☐ Representing: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Office/Home Phone #: _____ Mobile Phone #: _____

Email: _____

Property owner information:

Name(s): _____

Ownership (check one): ☐ Individual ☐ Trust ☐ Partnership ☐ Corporation/LLC ☐ Other: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Office/Home Phone #: _____ Mobile Phone #: _____

Email: _____

Parcel number or legal description of property:

Address or street boundaries of property:

Number of acres in property:

Public road(s) providing access: _____

Current zoning district(s):

Proposed zoning district(s) (if different): _____

Current and proposed uses of subject property (check all applicable uses, and whether each is a current use, proposed use, or both):

- | | |
|---|--|
| <input type="checkbox"/> agriculture | <input type="checkbox"/> current use <input type="checkbox"/> proposed use |
| <input type="checkbox"/> natural area or open space | <input type="checkbox"/> current use <input type="checkbox"/> proposed use |
| <input type="checkbox"/> FEMA-designated floodplain | <input type="checkbox"/> current use <input type="checkbox"/> proposed use |
| <input type="checkbox"/> DNR- or field-delineated wetland | <input type="checkbox"/> current use <input type="checkbox"/> proposed use |
| <input type="checkbox"/> navigable waterway on or next to land | <input type="checkbox"/> current use <input type="checkbox"/> proposed use |
| <input type="checkbox"/> slopes of between 12% and 20% | <input type="checkbox"/> current use <input type="checkbox"/> proposed use |
| <input type="checkbox"/> slopes of 20% or greater | <input type="checkbox"/> current use <input type="checkbox"/> proposed use |
| <input type="checkbox"/> single-family home(s) | <input type="checkbox"/> current use # _____ <input type="checkbox"/> proposed use # _____ |
| <input type="checkbox"/> commercial service or retail | <input type="checkbox"/> current use <input type="checkbox"/> proposed use |
| <input type="checkbox"/> manufacturing/storage/contractor | <input type="checkbox"/> current use <input type="checkbox"/> proposed use |
| <input type="checkbox"/> agricultural-related business or structure | <input type="checkbox"/> current use <input type="checkbox"/> proposed use |
| <input type="checkbox"/> commercial recreational use | <input type="checkbox"/> current use <input type="checkbox"/> proposed use |
| <input type="checkbox"/> tourist rooming house | <input type="checkbox"/> current use <input type="checkbox"/> proposed use |
| <input type="checkbox"/> institutional or utility use | <input type="checkbox"/> current use <input type="checkbox"/> proposed use |
| <input type="checkbox"/> driveway to a public road | <input type="checkbox"/> current use <input type="checkbox"/> proposed use |
| <input type="checkbox"/> other use: _____ | <input type="checkbox"/> current use <input type="checkbox"/> proposed use |

Summary of

proposed project
(e.g., how will
land change,
why?). For
complicated
proposals, attach
additional pages.

Type development review(s) requested (check all that apply, and submit check(s) payable to the Town of Dekorra along with application fee and escrow amount per [Section 1.04](#) of Town Code and listed below):

- ☐ **Concept Review/Initial Consultation.** Allows presenting preliminary ideas or concepts to Plan Commission. No application fee or escrow is required, but enabling Town consultant review, subject to applicant reimbursement, is advised for a better review. No approval will be provided during a concept review.
- ☐ **Rezoning.** Rezoning changes property to a different zoning district than the current zoning district, usually to allow some different or expanded land use. Applicant must submit to Town all materials required by Columbia County for a rezoning application. Town Clerk will generally not schedule rezoning application for Town public hearing until receiving a County staff report.
 - ☐ Application fee: \$175
 - ☐ Escrow amount: \$1,000 (to be applied to Town review costs with any difference refunded)
- ☐ **Conditional Use Permit (CUP).** Some land uses require a CUP before establishment, due to their potential impacts. Applicant must submit to Town all materials required by Columbia County for a CUP application. Town Clerk will generally not schedule application for Town action until receiving a County staff report. Some common conditional uses, such as tourist rooming houses and outdoor entertainment uses, also require a Town license.
 - ☐ Application fee: \$150
 - ☐ Escrow amount: \$350
- ☐ **Site Plan Approval.** The Town requires site plan approval for new commercial or industrial development; commercial-scale agricultural business development; multiple-family residential development; public utility, institutional, or government facility development; and any addition or expansion greater than 50% or 5+ space parking lot to any of these developments. See site plan approval checklist attached to this application form for additional materials required for a complete site plan application.
 - ☐ Application fee: \$175
 - ☐ Escrow amount: \$250 to \$2,500 (per Town Engineer recommendation on case-by-case basis)
- ☐ **Variance.** A variance gives permission to depart from a normal ordinance requirement, including in the County zoning code. Applicant must submit to Town all materials required by Columbia County for any requested zoning variance. Town Clerk will generally not schedule request for Town action until receiving a County staff report.
 - ☐ Application fee: \$125
 - ☐ Escrow amount: \$250 (to be applied to review costs with any difference refunded)
- ☐ **Certified Survey Map (CSM).** A CSM is generally required for the division of 4 or fewer lots, and also required or advised for lot consolidations and lot line shifts. A “simple” CSM does not create additional lots from the number existing before, as long as the CSM has no public land dedication. See CSM approval checklist attached to this application form for additional materials required for a complete CSM application.
 - ☐ Application fee: \$125 for “simple” or farm consolidation CSM; for other CSMs, \$175 for initial lot plus \$25 per additional lot
 - ☐ Escrow amount: \$500 for “simple” and farm consolidation CSM; \$750 for other CSMs with 1-2 lots; \$1,000 for 3-lot CSM; \$1,500 for 4-lot CSM
- ☐ **Preliminary or Final Plat (circle one).** A plat indicates the layout of a subdivision, generally with 5+ lots. Applicant must submit all required materials for preliminary or final plats per [Town Land Division and Subdivision Code](#) (Chapter 10) and a complete environmental assessment checklist attached to this form.
 - ☐ Application fee: \$175 for initial lot plus \$25 per additional lot
 - ☐ Escrow amount: \$10,000 for 5-10 lots; \$12,500 for 11+ lots (applied to Town review costs)
- ☐ **Other:** _____. (check with Town Clerk for any required fee & materials)

Escrow and Reimbursement for Development Review Services:

The Town Planner, Town Engineer, Town Attorney, and other Town staff and consultants may expend time in the administration, investigation, and processing of development review applications. Except where otherwise desired for concept review/initial consultation (see below), the signing and submittal of this application for development review shall be construed as an agreement to pay for professional consulting services associated with the administration, investigation, and processing of this application.

The applicant shall be responsible for the costs for such professional consulting services, as well as for Town administrative costs. Such costs which shall be drawn from any required escrow until such escrow has been depleted. Following any such depletion, the applicant shall pay additional costs within 30 days of receipt of one or more invoices from the Town, following the execution of the development review or administrative services associated with the application. In the event the applicant fails to pay such costs, the responsibility shall pass to the property owner, if different, under the same terms. Such costs that are assigned to the applicant or property owner, but that are not actually paid within 30 days, may then be imposed by the Town as a special charge on the affected property.

Acknowledgements and Signatures:

By signing and dating below, I/We:

1. To the best of my/our knowledge, submitted an application that is true, correct, complete, and meets the requirements of applicable ordinances.
2. Read, understand, and accept my/our responsibilities under the reimbursement section above, except for concept review/initial consultation where applicant has initialed here: _____.
3. Acknowledge that Town officials, employees, and consultants may, in the performance of their functions, enter upon the subject property to inspect or gather information necessary to process this application;
4. Understand that all meeting dates are tentative and may be postponed by the Town for the reason of incomplete submittals or other administrative reasons;
5. If this application is approved, agree to abide by this application, approved plans, and required conditions associated with plan approval in the development of the subject property;
6. Understand that submittal of this application and payment of the proper fee does not mean that requested development approval is imminent or guaranteed
7. Understand that Town ordinances and/or the conditions of development approval may specify timeframes within which I/we must take certain actions related to the development of the subject property, or risk having the approval being nullified; and
8. Understand that the approval(s) sought under this application do not qualify as, nor replace the necessity for proper permitting for the proposed project or for other required governmental approvals.

Signature of Applicant

Date

Printed Name of Applicant

Signature of Property Owner (if different)

Date

Printed Name of Property Owner (if different)

ADDITIONAL REQUIREMENTS FOR SITE PLAN APPLICATIONS

(Materials to be submitted by applicants for site plan approval only)

The Town requires site plan approval for new commercial or industrial development; commercial-scale agricultural business development; multiple-family residential development; public utility, institutional, or government facility development; and any addition or expansion greater than 50% or 5+ space parking lot to such developments.

Except where waived by the Plan Commission, one or more plans including the following information are required for a complete application for site plan approval under [Section 11.04](#) of the Town Code:

- ☐ All existing and proposed buildings and other improvements and features on the site.
- ☐ Existing and proposed lot area; plus building area, dimensions, and setbacks.
- ☐ Building lot coverage, new and total impervious area, total disturbed area, and percentage of the site that will remain in landscaped green space following development.
- ☐ Existing and proposed roads and easements on and adjacent to the property.
- ☐ Existing and proposed grades at a contour interval of not less than two feet, and the location of related improvements including any retaining walls. (Site grading must meet requirements of Section 11.04(d)(1) of Town Code.)
- ☐ Outdoor lighting proposed to illuminate the site, including lighting locations, types, heights, orientation, and product information. (Lighting must meet requirements of Section 11.04(d)(6) of Town Code.)
- ☐ Location of proposed utility services and proposed connection locations, if applicable.
- ☐ Proposed erosion control and stormwater management facilities and areas. (Detailed erosion control and/or stormwater management plan and calculations may also be required under [Section 11.01](#) of the Town Code.)
- ☐ Existing and proposed driveways, curb cuts, and ingress/egress locations.
- ☐ Locations of all driveways on adjoining property within 500 feet of the subject property (may require inset map), and directly across all public streets from the subject property.
- ☐ Existing and proposed loading and parking areas, and indication and marking of individual parking spaces.
- ☐ Location and type of proposed and existing landscaping plantings and buffer areas for adjoining properties, including existing mature trees. (Landscaping must meet requirements of Section 11.04(d)(2) of Town Code.)
- ☐ Pedestrian walkway locations.
- ☐ Construction schedule and any proposed development phasing.
- ☐ Building elevations showing and labeling all building materials and colors to be used on all exterior walls and the roof. (Building design and relationships must meet requirements of Section 11.04(d)(4) and (5) of Town Code.)
- ☐ Existing and proposed signage, which must meet requirements of Section 11.05 of Town Code.
- ☐ Locations of all trash dumpsters, mechanical units, above-ground utilities, meters, transformers, and outdoor storage areas, including proposed screening. (Screening must meet requirements of Section 11.04(d)(3) of Town Code.)
- ☐ 100-year recurrence interval floodplain and floodway boundaries as applicable.
- ☐ Wetlands as delineated by the DNR or through a more detailed wetland survey as applicable.
- ☐ Shoreland zoning district boundaries and shoreland setback areas as applicable.

All plans shall be prepared to a recognized architectural scale that is indicated on the plan sheet, and include a north arrow, preparation date, and preparer's name and contact information. See [Section 11.04\(d\)](#) of the Town Code for other substantive design standards associated with site plan review Town-wide, and the [Interchange Area Design Guidelines](#) for standards that apply to lands near the interchange of Interstate 39-90-94 and Highway CS.

ADDITIONAL REQUIREMENTS FOR CERTIFIED SURVEY MAP APPLICATIONS **(Materials to be submitted by applicants for CSM approval only)**

The following information is required for a complete application for CSM approval under the [Town Land Division and Subdivision Code](#):

- ☐ Certified Survey Map, which shall include:
 - ☐ All the information required by Wis. Stats. §236.34;
 - ☐ All existing buildings, hard and gravel surfaces, water courses, and drainage ditches;
 - ☐ All lands reserved or dedicated for future public acquisition or permanent open space use;
 - ☐ Date of the map;
 - ☐ Graphic scale;
 - ☐ Name and address of the owner, land, divider, and surveyor;
 - ☐ Square footage of each lot and remainder parcel;
 - ☐ Separate identification of lands with slopes of between 12% and 20% and lands that have a slope of 20% or more, with reference to the requirements of Sections 10.24 and 10.91(B) of the Town Land Division and Subdivision Code;
 - ☐ Landscaped buffer yard areas as required under Section 10.86 of the Town Code;
 - ☐ Setbacks, buildable areas, or building lines required by Section 10.73 and Section 11.04;
 - ☐ Certification that the surveyor has fully complied with all the provisions of the Town Land Division and Subdivision Code; and
 - ☐ Where the CSM is located within a quarter section, the corners of which have been relocated, monumented and coordinated by the Town, the map tied directly to one of the section or quarter corners so relocated, monumented and coordinated.
- ☐ Except for “simple” CSMs as described on page 3, a completed Environmental Assessment Checklist included with this application form, plus all materials required as a result of checklist responses.
- ☐ The following additional information may also be required with the CSM application, under the circumstances listed:
 - ☐ Where the land division will prompt the recording of a deed restriction limiting future development under the provisions of the [Town of Dekorra Comprehensive Plan](#), a proposed deed restriction fulfilling that purpose. (Town has a model deed restriction that may be used.)
 - ☐ A draft of the appropriate legal instrument where the land divider proposes shared driveways, common property ownership, or other components that require cooperation among lot owners.
 - ☐ If 20%+ of the canopy area of a woodland is proposed for removal, a plan for replacement tree plantings to compensate, on an acre-for-acre basis, for all woodland area proposed for removal above the 20% removal threshold.
 - ☐ If a landscape plan for a required landscaped buffer yard is required under Section 10.86 of the Town Code, a landscape plan for that buffer yard, including the locations, species, and size at time of planting for all proposed vegetation and berming.
 - ☐ When made necessary by the proposed land division, a stormwater management and/or erosion control plan under Section 11.01 of the Town Code.
 - ☐ When made necessary by the proposed land division, plans for public road and/or utility improvements under Article F of the Town Land Division and Subdivision Code.
 - ☐ Where required by the Town Board, borings and soundings be made in specified areas to ascertain subsurface soil, rock, and water conditions, including depth to bedrock and depth to ground water table.

ENVIRONMENTAL ASSESSMENT CHECKLIST

(To be completed and submitted with all preliminary plat and CSM applications, except for “simple” CSMs as described on page 3 of this application form)

	<u>Yes</u>	<u>No</u>
1. <u>Land Resources</u>		
Does the project site involve:		
a. Changes in relief and drainage patterns (attach a topographic map showing, at a minimum, two-foot contour levels)	_____	_____
b. Slopes of 12% or greater? (identify on map)	_____	_____
c. Slopes of 20% or greater? (identify on map)	_____	_____
d. A landform or topographic feature of local or regional interest	_____	_____
e. A floodplain (if yes, attach two copies of a typical stream valley cross-section showing the channel of the stream, the 100-year floodplain limits and the floodway limits [if officially adopted, of each side of the channel and a cross- section of area to be developed)	_____	_____
f. An area shown on Map 6 of the Comprehensive Plan as having “Soils with Building Limitations”	_____	_____
g. An area of bedrock within 6 feet of the soil surface	_____	_____
h. An area with the groundwater tables within 10 feet of the soil surface	_____	_____
i. An area with fractured bedrock within 10 feet of the soil surface	_____	_____
j. A drainageway of 50 or more acres of land	_____	_____
k. Lot coverage of more than 50% impermeable surfaces	_____	_____
l. Group I or II agricultural land per Map 3 of the Town’s Comprehensive Plan or more detailed sources	_____	_____
k. Wetlands and Marshes	_____	_____

- | | | | |
|----|--|-------|-------|
| n. | Mapped environmental corridors per Map 6 of the
of the Town's Comprehensive Plan or more
detailed sources | _____ | _____ |
| o. | Hydric soils per Map 4 of the Town's
Comprehensive Plan or more detailed sources | _____ | _____ |
| p. | Soils with severe limitations for conventional
on-site waste disposal systems per
Map 8 of the Town's Comprehensive
Plan or more detailed sources | _____ | _____ |
| q. | Soils with low or very low potential for dwellings
with basements, per the Columbia County
Soil Survey | _____ | _____ |

2. **Water Resources**

Does the proposed project have:

- | | | | |
|----|---|-------|-------|
| a. | An area traversed
by a navigable stream or dry run | _____ | _____ |
| b. | The potential to increase the flow by
10% to a storm water storage facility or
increase the flow of a waterway within
one mile | _____ | _____ |
| c. | The use of septic tank-soil absorption
fields for on-site waste disposal | _____ | _____ |
| d. | The potential to lower the
water table by pumping or drainage | _____ | _____ |
| e. | The potential to raise the
water table by altered drainage patterns | _____ | _____ |
| f. | Lake frontage | _____ | _____ |

3. **Biological Resources**

Does the project site involve:

- | | | | |
|----|--|-------|-------|
| a. | Critical habitat for plants and
animals of community interest | _____ | _____ |
| b. | Endangered, unusual, or rare species of: | | |
| | 1) Land animals | _____ | _____ |
| | 2) Birds | _____ | _____ |
| | 3) Plants | _____ | _____ |

- | | | | |
|----|---|-------|-------|
| c. | Trees and shrubs of greater than 3" DBH; if yes, identify species and approximate numbers and sizes | _____ | _____ |
| d. | A "woodland" as defined in Section 10.11 of the Land Division and Subdivision Code | _____ | _____ |
| e. | Removal or potential damage to the current trees, shrubs, vines, grasses and other non-noxious plants; if yes, provide aerial photos and/or vegetation surveys to document extent of potential damage and indicate if the woodland clearance threshold of 20% per Section 10.245 will be exceeded | _____ | _____ |

4. **Human and Scientific Interest**

Does the project site involve:

- | | | | |
|----|--|-------|-------|
| a. | An area of archaeological interest | _____ | _____ |
| b. | An area of geological interest | _____ | _____ |
| c. | An area of hydrological interest | _____ | _____ |
| d. | An area of historical interest | _____ | _____ |
| | 1) Historic building or monuments | _____ | _____ |
| | 2) Building or monuments of unique architecture | _____ | _____ |
| e. | An area of identified community recreational use | _____ | _____ |

5. **Energy, Transportation and Communications**

- | | | | |
|----|---|-------|-------|
| a. | Does the development increase the traffic flow in any collector system by more than 10% | _____ | _____ |
| b. | Is the development traversed by an existing or planned utility corridor? (gas, electricity, water sewer interceptor, communications, storm sewer) | _____ | _____ |

6. **Population**

- | | | | |
|----|---|-------|-------|
| a. | Does the development increase by more than 10% the school population of any school serving the development? | _____ | _____ |
|----|---|-------|-------|