

Village of DeForest Development Review Application for Public Hearing Request



PETITION: I HEREBY PETITION THE VILLAGE OF DEFOREST PLANNING AND ZONING COMMISSION, THE APPROPRIATE EXTRATERRITORIAL ZONING COMMITTEE, OR VILLAGE BOARD TO HOLD A PUBLIC HEARING ON THE FOLLOWING REQUEST

Municipality for Property Location

Village of DeForest

Town of Burke (Village extraterritorial jurisdiction)

Town of Vienna (Village extraterritorial jurisdiction)

Town of Westport (Village extraterritorial jurisdiction)

Type of Application

Conditional Use Permit to Allow

(Land Use) in the _____ Zoning District

Rezoning Request From _____ Zoning District to _____ Zoning District

Zoning Ordinance Text Amendment (Submit Letter Outlining Nature and Reason For Request)

New or Amended Preliminary Development Plan for Planned Unit Development (PUD)

Comprehensive Plan Amendment (Submit Letter Outlining Nature and Reason for Request)

Other

Applicant Name:

Company Name:

Mailing Address:

City, State, Zip

Phone:

E-mail

Property Owner Name: (if different from applicant)

Address:

City/State/Zip

Phone:

E-mail

Legal Description of Subject Property or Parcel Number(s)

Subject Property Address or Street Boundaries of Subject Property (where not yet addressed)

Proposed or Potential use of Subject Property (check all that apply);

Single Family residential

Duplex (2-family) residential

Multiple family residential (3+ unit buildings)

Age-restricted housing for senior citizens (55+ yrs.)

Condominium housing

Mixed commercial/residential buildings

Office/Research

Retail

Commercial Services

Manufacturing

Warehousing

Institutional

Agriculture

Open Space

Other

Applicant's Statement: I have received and understand the Village of DeForest zoning and/or subdivision ordinances (as applicable) pertaining to the standards of approval related to this request.

Applicant Signature:

Date:

Property Owner Signature:

Date:

SPECIAL EXCEPTION: PLEASE STATE HOW YOUR REQUEST ADDRESSES EACH OF THESE CRITERIA THAT THE VILLAGE MUST CONSIDER IN THE REVIEW OF SIGN EXCEPTION REQUEST (If you need additional space, attach a separate document.)

1. Will be consistent with the purpose and intent of the zoning code, the sign regulations section of the zoning code, and the Comprehensive Plan including any applicable signage guidelines therein.
2. Will not negatively affect the reasonable use, development and value of nearby properties or the community.
3. Will be compatible with existing signage visible from the subject site and installed within the prior 20 years, rather than significantly exceeding the height, area, or quantity of such existing signage.
4. Will not be hazardous, harmful, or otherwise adverse to the natural environment and aesthetic value of the site, nearby properties, and the community.
5. Will not negatively affect the safe and efficient installation, use, and maintenance of public facilities serving the area, including but not limited to roadways, sidewalks and paths, and utilities.
6. Is supported by evidence that normally applicable requirements do not provide for sufficient visibility for the proposed signage or use(s) it advertises, such as highway visibility study for freestanding signs that exceeds normally applicable height or area requirements.

Special Exception: Checklist for required information to be submitted by applicant

One hard copy of application materials

Electronic copy of all application materials (PDF or Word).

Application review fee per Village fee schedule.

Any other information as may be required by code or the Zoning Administrator.

APPLICANT'S STATEMENT: I have reviewed and understand the Village of DeForest zoning and/or subdivision ordinances (as applicable) pertaining to the standards of approval related to this request.

Applicant's Signature:

Date:

Property Owner Signature:

Date:



**AGREEMENT RELATED TO REIMBURSEMENT FOR DEVELOPMENT
REVIEW SERVICES VILLAGE OF DEFOREST, WISCONSIN**

The Village of DeForest may retain the services of professional consultants (including planners, engineers, architects, attorneys, environmental specialists, recreation specialists, and other experts) to assist in the Village's review of any proposal coming before the Planning & Zoning Commission, Zoning Board of Appeals, Extraterritorial Zoning Committees, and/or Village Board. The submittal of a development proposal application or petition by an applicant/petitioner shall be construed as an agreement to pay for such professional review services applicable to the proposal. The Village may apply the charges for these services to the applicant/petitioner. The Village may delay acceptance of the application or petition as complete, or may delay final approval of the proposal, until the Applicant/Petitioner pays such fees. Review fees which are applied to an applicant/petitioner, but which are not paid, may be assigned by the Village as a special assessment to the subject property. The applicant/petitioner shall be required to provide the Village with an executed copy of the following form as a prerequisite to the processing of the development review application:

_____, the Applicant/Petitioner for (Name of Project) _____, agrees that in addition to those normal costs payable by an applicant/petitioner (e.g., filing or permit fees, publication expenses, recording fees, etc.), that in the event the action applied or petitioned for requires the Village, in the judgment of its staff, to obtain additional professional service(s) (e.g., engineering, surveying, planning, legal) to enable the Village to properly address, take appropriate action on, or determine the same, Applicant/Petitioner shall reimburse the Village for the costs thereof.

Dated this _____ day of _____, 201__

(Signature of Applicant/Petitioner)

(Printed Name of Applicant/Petitioner)

Business Name

Contact Name

Mailing Address

City, State, Zip

Phone Number

Email Address



Expectations and Tips: Cost Reimbursement for Village Development Review

Village Policy on Development Cost Reimbursement

Village ordinances require reimbursement for development review services outsourced to Village planning, engineering, and legal consultants. Applicants are asked to sign an “Agreement Related to Reimbursement for Development Review Services” to acknowledge this requirement. The Village’s policy is to assign consultant costs to the applicant because the applicant is the one generating the need for the service. This policy reduces the burden on the taxpayer and helps maintain a relatively small permanent Village staff.



Typical Development Review Costs

The development review costs provided on the table attached to this guide represent the Village planning and engineering consultants’ typical range of costs associated with each particular type of development review. This usually involves analysis and preparation of a written recommendation to a Village committee, board, or staff. Costs vary depending on a range of factors, including the type of application, completeness and clarity of the development application, complexity of the proposed development, whether a stormwater management plan is required by code, the degree of cooperation from the applicant, and the level of community interest.

Managing and Minimizing Development Review Costs

Applicants for Village development approvals can help manage and minimize their development review costs and often speed up development review by following these tips:

1. Talk or meet with Village Zoning Administrator before applying. Before you make significant investments in your project, the Zoning Administrator can help you understand

the feasibility of your proposal, which Village plans and ordinances will apply, the type and length of the review process, and how to prepare a complete application. The Zoning Administrator may also bring in the consulting planner to advise. The first hour is generally at no charge to the potential applicant.

2. For more complex projects, submit your project for conceptual review. Conceptual review of preliminary plans almost always saves time, money, stress, and frustration in the long run for everyone involved. Conceptual plans may be submitted to the Zoning Administrator, who may share them with the Village's consultants for a quick, informal review. This will allow you to gauge initial reactions to your proposal and help identify key issues.
3. Submit a complete application. One of the most important things you can do to make your review process less costly is to submit a complete, thorough, and well-organized application that meets Village and State requirements. There are checklists built into the Village development approval applications to help you make sure your application is complete, but it is your or your professional's job to know Village ordinances and State law. To help you prepare an application that has the right level of detail, assume that the people reviewing it have never seen your property before, have no prior understanding of what you are proposing, and don't understand the reason for your request. Public infrastructure must be designed in accordance with State requirements and the attached "Village Design and Construction Guidelines for Public Works Projects." All stormwater management plans shall be designed to State and Village regulations, including WDNR Technical Standards.
4. Consider working with an experienced professional to help prepare your plans and application. Professional engineers, land planners, architects, surveyors, and landscape architects should be familiar with standard development review processes and expectations. They are also generally capable of preparing high-quality plans that will ultimately require less time for the Village's consultants to review, saving you money in the long run. Any project that includes site grading, stormwater management, or utility work; significant landscaping; or building remodeling or expansion generally requires professionals. For some less complicated proposals, you may prepare plans yourself. However, keep in mind that even though the project may be less complex, the Village's staff and consultants still need to ensure that your proposal meets all requirements, which can be pricier for "do-it-yourself" efforts. All plans must be prepared with care.
5. Hold a neighborhood meeting for larger and potentially more controversial projects. For these types of projects, one way to help the formal development review process go more smoothly is to host a meeting for the neighbors. This usually should happen before you even submit a development review application. A neighborhood meeting will give you an opportunity to describe your proposal, respond to questions, and address issues in an environment that is less formal and potentially less emotional than a public meeting before a Village board or committee. Please notify the Zoning Administrator of your neighborhood meeting date, time, and place; make sure all neighbors are fully aware; and document the outcomes of the meeting to include with your application.

Typical Village Planning and Engineering Consultant Review Costs

Type of Development Review Being Requested	Typical Planning Consultant Review Costs	Typical Engineering Consultant Review Costs
Minor Site/Building Plan (e.g., small building addition, more parking)		
When land use is permitted use in the zoning district	Up to \$700	\$2,500 to \$5,500 (Includes stormwater management plan review where required by code.)
When use also requires a conditional use permit	\$700 to \$1,400	
Major Site/Building Plan (e.g., new gas station, restaurant, apartments, industrial)		
When land use is a permitted use in the zoning district	\$800 to \$2,100	\$5,500 to \$ 15,000 (Includes stormwater management plan review; when public infrastructure is required, costs are typically on the higher end of this scale.)
When land use also requires a conditional use permit	\$1,700 to \$8,000	
Conditional Use Permit with no Site Plan Review	Up to \$700	
Rezoning		
To a standard (not Planned Unit Development) zoning district	\$400 to \$2,000	
To a PUD zoning district, including review of a General Development Plan	\$2,000 to \$5,000	
Land Division		
Certified Survey Map	Up to \$350	\$500 with no public infrastructure; \$500 to \$15,000 with public infrastructure
Preliminary Subdivision Plat	\$1,600 to \$2,800	\$15,000 to \$50,000 depending on size of plat (Full time construction observation is required, which results in a significant portion of the costs.)
Final Subdivision Plat	\$600 to \$1,400	
Annexation	Up to \$350	
Note on Potential Additional Review Costs: The Village also retains a Village Attorney, who gets involved when there are legal issues. Legal costs are not included above but will also be assigned to the development review applicant where required. The consulting planner, engineer, and attorney coordinate reviews to control costs. Consultant costs listed above do not include assistance with preparation or review of a development agreement, which are required for subdivision plats and other projects involving significant public infrastructure construction.		