

Village of DeForest

Development Review Application for Non-Public Hearing Request



Municipality for Property Location

Village of DeForest
Town of Burke (Village extraterritorial jurisdiction)
Town of Vienna (Village extraterritorial jurisdiction)
Town of Windsor (Village extraterritorial jurisdiction)
Town of Westport (Village extraterritorial jurisdiction)

Type of Application

Certified Survey Map (CSM)
Development Concept Review
Final Plat
Final Development Plan for Planned Unit Development (PUD) Project
New Site Plan (For ZA: Major Site Plan or Minor Site Plan)
Preliminary Plat
Revision of Previously Approved Site Plan (For ZA: Major Site Plan or Minor Site Plan)
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

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

Final Development Plan (PUD) Checklist. Required to be submitted by applicant.

One Hard Copy of a Final Development Plan Document.

Electronic copy of all application materials (PDF or Word)

List of all conditions of Preliminary Development Plan approval, and confirmation that all conditions of Preliminary Development Plan approval have or will be satisfied.

Site plan of the proposed development indicating the location of all improvements specified in §15.15(4)(g)(2). Compliance with §15.05, regarding site plan approval, generally also required where FDP allows construction of non-single family buildings.

Quantitative data related to the PUD as required in §15.15(4)(g)(3) of ordinance.

Checklists or tables, specific to the PUD, listing the use, design, dimensional, and other requirements and conditions of the Final Development Plan.

Indication of which submitted materials are intended to be included in the Final Development Plan as regulatory materials enforceable by the Village, and which submitted materials intended as supplemental, non-regulatory components and/or components that are proposed to be enforced by others aside from the Village.

If the Final Development Plan requires the further division of land, a copy of the plat or CSM that would accomplish that division, even if in preliminary form.

Application review fee per Village fee schedule.

Any other information and/or documents as may be required by the Planning & Zoning Commission, or appropriate ETZ Committee, or Zoning Administrator

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:

Preliminary Plat: Checklist for required information to be submitted by applicant.

One hard copy of the plat in 11"x17" format, including all required features as specified in §13.31(1) (a-bb) and §13.31(2)(a-b).*

One hard copy of completed preliminary engineering and stormwater management plans, per §13.31(3).

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

Completed highway noise mitigation plan, if required based on presence of noise-sensitive uses under §13.035 and per the requirements of that section.

Completed site plan assessment checklist on the form attached to this application, per §13.31(4).

Tree protection and preservation plan, if required based on presence of mature trees/mature woodlands, per requirements in §13.21(5).

If within the Village's extraterritorial jurisdiction, the current and proposed zoning district over the property and information regarding any preliminary or final action of the associated town and county or schedule for their review of the plat. **

Application review fee per Village fee schedule.

Any other information and/or documents required by code or the Zoning Administrator.

Notes:

*Zoning Administrator may also require large-format hard copy of plat. Applicant is also responsible for providing copied of the plat to all utility providers under §13.31(6) and all other agencies as required by Wisconsin Statutes or local and county land division regulations.

**If plat is located within the Village's extraterritorial jurisdiction, Village encourages applicant to seek the approval (or at least the preliminary review) of the applicable town and county before seeking Village approval of the plat.

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:

Final Plat: Checklist for required information to be submitted by applicant.

One hard copy of final plat in 11"x17" format. (ZA may require large format too.)

One hard copy of final engineering plans, per §13.60(2).

One hard copy of an erosion control and stormwater management plan and calculations, in accordance with Chapter 24 of the Village Code if in the Village or applicable County code requirements if not.

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

Listing of all preliminary plat approval conditions, along with confirmation that all conditions of preliminary plat approval required to be satisfied before or with the final plat submittal have, in fact, been satisfied.

Tree protection and preservation plan, if required based on presence of mature trees/ mature woodlands and if not with preliminary plat, per requirements in §13.21(5).

If within the Village's extraterritorial jurisdiction, the current and proposed zoning district over the property and any information regarding any preliminary or final action of the associated town and county or a schedule for their review.*

Application review fee per Village fee schedule.

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

*Note: If plat is located within the Village's extraterritorial jurisdiction, the Village encourages the applicant to seek the approval (or at least the preliminary review) of the applicable town and county before seeking Village approval of the plat.

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's Signature

Date:

Certified Survey Map (CSM): Checklist for required information to be submitted by applicant

One hard copy of the CSM (to scale in legal format) and application.

One hard copy of completed preliminary engineering plans, if new public streets, utilities, stormwater or other public improvements will serve CSM area, per §13.31(3).

One hard copy of an erosion control and stormwater management plan and calculations, if in the Village and required under Chapter 24 of the Village Code.

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

Certificate that CSM complies with Village subdivision ordinance (Chapter 13).

Completed highway noise mitigation plan, if required based on presence of noise-sensitive uses under §13.035 and per the requirements of that section.

Completed site assessment checklist included later with this application form, per §13.21(4), unless waived by Zoning Administrator.

Tree protection and preservation plan, if required based on presence of mature trees/mature woodlands, per requirements in §13.21(5).

If within the Village's extraterritorial jurisdiction, the current and proposed zoning district over the property and any information regarding any preliminary or final action of the associated town and county or a schedule for their review.*

Application review fee per Village fee schedule.

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

If the applicant is requesting any waiver or modification to Village subdivision ordinance standards, attach a separate sheet identifying the standard(s) and a justification for the waiver under standards in §13.09. The Zoning Administrator has authority to waive only a limited range of standards; most standards may only be waived by the Village Board.

Zero lot line: Additional Information only if CSM will be used to facilitate zero lot line construction/conversion (e.g., duplex where lot line will follow common wall between duplex units)

Note: If CSM is located within the Village's extraterritorial jurisdiction, the Village encourages the applicant to seek the approval (or at least the preliminary review) of the applicable town and county before seeking Village approval of the CSM.

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.

Written verification from Village Building Inspector confirming compliant fire wall and separate water laterals and meters, per §15.10(4)(a)(4)&(5) of Village zoning ordinance.

Draft joint maintenance agreement per §15.10(4)(a)(6) of Village zoning ordinance.

Applicant's Signature:

Date:

Property Owner's Signature:

Date:

New or Amended Site Plan: Checklist for required information for “Major Site Plan.” For a “Minor Site Plan”, check with the Zoning Administrator for potential reduction of submittal requirements.

A minimum of one hard copy of all site plan sheets in large format and one hard copy in 11"x17" format. “Site plan sheets” generally include a scaled site layout plan, utilities plan, grading plan, erosion control and stormwater management plan, landscape plan, lighting plan, & building elevations, which may be combined for simple proposals.

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

Site layout plan, including all existing and proposed buildings, parking and loading areas, walls and fences, other existing and proposed improvements, mature trees/woodlands, and bulk standards, per §15.05(4)(a), (b), (c), (e), (f) of zoning code.

Utilities plan, indicating all sanitary sewer, water, and storm sewer pipe sizes, types, grades, locations, and points of connection existing public utility network.

Grading plan, showing existing and proposed topography and soil types.

Erosion control and stormwater management plan and calculations, in accordance with Chapter 24 of the Village code if in the Village or County code requirements if not.

Landscape plan, per the requirements of §15.06 of the zoning ordinance.

Exterior lighting plan, per the requirements of §15.065.

Tree protection and preservation plan, if required based on presence of mature trees/ mature woodlands, per the requirements of § 13.21(5).

Building elevations (materials and colors on all four sides), per §15.05(4)(h).

Application review fee per Village fee schedule.

Any other information and/or documents required by code or the Zoning Administrator.

Allowances for Minor Site Plans, including certain amendments to previously approved Plans

A required site plan review may be designated a “Minor Site Plan” by the Zoning Administrator if the property was previously developed to Village standards and the proposed changes are not significant. If designated as a “Minor Site Plan,” the Zoning Administrator may authorize the applicant to submit fewer or less detailed plans than listed above, provided that the intent of the ordinance would not be compromised by doing so.

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's Signature

Date

Local Reviewing Bodies Under Purview of Village Ordinances*
To be filled out by Village Staff

Note: This is not intended to be a comprehensive list of approvals that may be required. This list does not include any county, regional, state, or federal approvals that may be required for certain projects. † Dates are subject to change due to cancellations and postponements.

	Required	Date
DeForest Area Fire/EMS Department	Yes No	
		Date
DeForest Parks, Recreation and Natural Resources Committee	Yes No	
		Date
DeForest Planning and Zoning Commission	Yes No	
		Date
DeForest Public Safety Committee	Yes No	
		Date
DeForest Public Works Committee	Yes No	
		Date
DeForest-Burke Joint Extraterritorial Zoning Committee	Yes No	
		Date
DeForest-Vienna Joint Extraterritorial Zoning Committee	Yes No	
		Date
Town Board	Yes No	
		Date
Village Board	Yes No	