

Application Packet For **Site Plan Review**

Town of Dekorra, Columbia County, WI

106 S. Main St, PO Box 536, Poynette, WI 53955
<http://www.dekorra-wi.gov/>

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Town Board Chair: Kyle Knuteson

Town Clerk: Holly J. Priske
townofdekorra@gmail.com
608-635-2014

The purpose of this document is to provide guidance in applying for a Site Plan Review in the Town of Dekorra. The documents contained in this packet will help guide individuals or organizations as they plan and prepare submittal documents, providing for increased efficiency and a streamlined approval process.

Applicability of Ordinance 11.04

Do I need to submit a Site Plan of my project for review?

The purpose of this sheet is to help you determine whether or not your project is subject to the necessity of a review by the Town of Dekorra. Please read and respond to the following questions:

QUESTION:	YES	NO
Is this a commercial or industrial development?		
Is this a commercial scale Ag business development?		
Is this a multi-family residential development with 3 or more buildings?		
Is this development for public utility, institutional or government facilities?		
Is this an >50% upgrade or addition to a development noted above?		
Is this a residential building and driveway in an Ag & Woodland Preservation Area?		
Is this a residential accessory building on a ≤5-acre lot?		
Will this require a site plan as specified in any other Town ordinance?		

Did you answer "YES" to **ANY** of the above questions? YES NO

If yes, your project is subject to a Site Plan Review. Please refer to Ordinance 11.04 and continue with the application.

If no, your project is not subject to a Site Plan Review.

If you are still unsure as to whether your project is subject to Site Plan Review, please contact the Town Clerk for further guidance.

Town Engineer:

General Engineering Company
Attn: Jerry Foellmi, P.E.
916 Silver Lake Drive, Portage, WI 53901

Phone: (608) 742-2169
Fax: (608) 742-2592
Email: jfoellmi@generalengineering.net

Town Building Inspector:

General Engineering Company
Attn: Jim Trebain
916 Silver Lake Drive, Portage, WI 53901

Phone: (608) 745-4070
Fax: (608) 745-5763
Email: jtrebian@generalengineering.net

Town Planner:

MD Roffers Consulting
Attn: Mark Roffers
4324 Upland Drive, Madison, WI 53705

Phone: (608) 770-0338
Email: mark@mdroffers.com

Signature of Person Preparing this Form

Date

Printed Name

Title

Summary of Application Process

1. Contact the Town Clerk to obtain an application packet for Site Plan Review.
2. Fill out all forms in the packet completely. You are encouraged to contact the Town's Plan Commission Chair or Building Inspector at this time to hear the scope of your proposal. Depending on your project, the Town may have valuable input and guidance that will help you as you complete the application packet and draft the site plan.
3. The Applicant shall prepare a site plan in accordance with the Town of Dekorra Site Plan Review Ordinance (#11.04), and the "Submittal Checklist" as found on the last two pages of this packet.
4. Submit **2 copies** of the following items, **assembled in packet form**, to the Town Clerk (*The Town Clerk will forward the information on to the proper Town Representatives for review*):

EACH PACKET SHALL CONTAIN THE FOLLOWING:	
<input type="checkbox"/>	Letter of Intent
<input type="checkbox"/>	Completed Applicability of Ordinance Form
<input type="checkbox"/>	Completed Reimbursable Services Agreement
<input type="checkbox"/>	Completed Application for Site Plan Review Form
<input type="checkbox"/>	Statement of Understanding
<input type="checkbox"/>	Site Plan Map adhering to the criteria found in the Submittal Checklist
<input type="checkbox"/>	Completed Submittal Checklist Form
<input type="checkbox"/>	Application Fee Payable to "Town of Dekorra"

5. The Plan Commission Chair or Building Inspector shall review all of the submitted documents and determine the completeness of the application. The Town's representatives will work with you to make sure that you have all of the appropriate information for your submittal.
6. Once the Plan Commission Chair or Building Inspector has indicated that you have all of the appropriate information, **you will need to provide a digital copy and 16 copies of the completed packet to the Town Clerk** for distribution to the Town Plan Commission and Town Board members.

If the documentation is found to be incomplete or inaccurate, your project will not be added to the Plan Commission Meeting agenda and will not be discussed until all of the appropriate documentation has been submitted.

7. The applicable Town representatives (as appropriate) shall give their recommendation about each completed application to the Plan Commission to either approve or reject.

8. The Plan Commission shall meet within 45 days of receipt of a complete application and give recommendation to the Town Board to consider approval or rejection the application.
9. The Town Board shall meet within 45 days of receiving a recommendation from the Plan Commission to consider approval, approval with conditions or rejection of the site plan application. Upon Town Board approval, a building permit may be granted.
10. See 11.04(b)(9) for specific requirements for residential accessory building site plan review requirements.
11. Pay all the necessary fees to the Town Clerk.

ASSOCIATED FEES

- Application Fee:** \$175.00, submitted at the time of application.
- Escrow Account:** \$250.00 - \$2500.00 per Town Engineer Recommendation.
- Review Fees:** The applicant shall pay a fee equal to the Town’s actual cost incurred as a result of the review by any Town Representative. The fee shall be paid within 30 days of the bill being issued by the Town.

Town Engineer:

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Attn: Jerry Foellmi, P.E.
916 Silver Lake Drive, Portage, WI 53901

Phone: (608) 742-2169
Fax: (608) 742-2592
Email: jfoellmi@generalengineering.net

Town Building Inspector:

General Engineering Company
Attn: Jim Lawton
916 Silver Lake Drive, Portage, WI 53901

Phone: (608) 745-4070
Fax: (608) 745-5763
Email: bfassett@generalengineering.net

Town Planner:

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Email: mark@mdroffers.com

Agreement for Reimbursable Services

In the Review of Site Plan Applications
Town of Dekorra, Columbia County, WI

The cost of review for all Site Plan applications shall be borne by the Applicant. The Applicant shall pay all reasonable Town of Dekorra incurred expenses relating to a particular Site Plan review. This may include meeting charges, professional consultants, or other relevant Town expenses incurred in connection to the Site Plan review. The Town reserves the right to apply the charges for these services as well as for staff time, mileage, and Town equipment usage expended in the administration, investigation and processing of applications to the Applicant.

The Applicant is required to provide the Town with an executed copy of this agreement as a prerequisite to the processing of the Site Plan Review application. The submittal of a Site Plan Review application shall be construed as an agreement to pay for such professional review services applicable to the proposal. Review fees which are applied to an Applicant, but which are not paid within 30 days of the issuance of a bill by the Town will accrue interest at a rate of 1.5% per month until the fee is paid in full.

_____ for
Applicant and/or Property Owner(s)

_____, agrees to reimburse the Town of Dekorra for
(Project Name)

all review costs associated with, but not limited to, the Town Engineer, Town Planner and Town Attorney, in connection with the site plan review request and, further, agrees to reimburse the Town for other administrative staff review if, in the judgment of the Town Board, such reimbursement is warranted.

Dated this _____ day of _____, 20_.

Signature of Applicant

Printed Name

Signature of Property Owner
(If Different From Applicant)

Printed Name

Statement of Understanding

By signing below, I, _____, certify that the information contained in this application is true and accurate to the best of my knowledge, and I understand that a deliberate misrepresentation of information may be grounds for denial or reversal of this application, and/or revocation of any approval already awarded based on this application.

(Print Applicant Name)

I also authorize Town of Dekorra staff permission to view and enter the subject property for the purpose of reviewing and investigating this request.

I understand that submittal of this application and payment of the proper fees does not mean that approval of the Site Plan is imminent or guaranteed.

I understand that approval of this Site Plan does not qualify as, nor replace the necessity for proper permitting for the proposed project.

Dated this _____ day of _____, 20_____.

Signature of Applicant

Printed Name

Signature of Property Owner
(If Different From Applicant)

Printed Name

Submittal Checklist for Site Plan Review

The Plan Commission may waive specific site plan requirements shown for good cause if the information will serve no valid purpose.

Site plan submittals for applicable new residential [11.04(b)(8)] and residential accessory buildings [11.04(b)(9)] will have reduced submittal checklists. See 11.04(c)(1)(A) for these specific Site Plan Submittal requirement subsections. The Plan Commission Chair or its designee may recommend the waiving of specific subsection requirements if it is clearly evident the data will not serve any useful review purpose.

- (i) Site plan prepared in recognized architectural scale, showing all existing and proposed buildings and other improvements and features on the site. Scale of plan, site size, building area, lot coverage, dimensions, and north arrow shall be shown and be appropriate for the information provided.
- (ii) Document title, date prepared, applicable Owner's and Developer's names and addresses noted. Where applicable, names and addresses of all professionals involved in any preparation of the design plans shall be provided.
- (iii) Existing and proposed topography at a contour interval of not less than two feet, indicating proposed grade on a preliminary grading plan and the location of proposed improvements, including any retaining walls.
- (iv) Building and yard setback lines and dimensions.
- (v) Outdoor lighting proposed to illuminate the site. Provide lighting type, orientation, and product information.
- (vi) Electrical and other easement locations.
- (vii) Location of proposed municipal services and proposed connection locations, if applicable.
- (viii) Proposed stormwater management facilities, including retention/ detention areas.
- (ix) Existing and proposed road names.
- (x) Existing and proposed public road rights-of-way.
- (xi) Driveways, curb cuts, and ingress/egress locations.
- (xii) 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.
- (xiii) Loading and parking areas; show number of parking spaces and driveways.
- (xiv) Location and type of proposed and existing landscaping plantings and buffer areas for adjoining properties (including existing mature trees). Indicate the percentage of the site that will remain in landscaped green space following development.

- (xv) Pedestrian sidewalks and walkway locations.
- (xvi) Sketch or outline of any development phasing plan.
- (xvii) Written project summary including proposed land use, operational information, construction schedule and estimate of project value (including all site improvement costs).
- (xviii) Building elevations, drawn to scale, showing building materials and colors to be used on all exterior walls and the roof.
- (xix) List of external building materials, noting building facade design standards identified in this Section.
- (xx) Locations, dimensions, colors, and proposed lighting of all exterior signage for the project, meeting the Town's sign ordinance.
- (xxi) Locations of all trash dumpsters, mechanical units, above-ground utilities, meters, transformers, and outdoor storage areas, including proposed screening.
- (xxii) 100-year recurrence interval floodplain and floodway boundaries as applicable.
- (xxiii) Wetlands as delineated in the WDNR Wetland Inventory and through a more detailed wetland survey as applicable.
- (xxiv) Shoreland zoning district boundaries and shoreland setback areas as applicable.

The following items shall also be included with the submittal:

- Legal Description of Property
- Impact statement addressing the demands the development will have on community services and any environmental impacts.
- Conditional Use approval Letter (if applicable).
- Control Plan for Erosion, Sedimentation, and Stormwater Runoff (if applicable).