



# PLAN COMMISSION APPLICATION

CITY OF MIDDLETON • 7426 HUBBARD AVE. • MIDDLETON, WI. 53562 • (608) 821-8370 • FAX (608) 827-1080

Plan Commission usually meets the 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays of each month at 7 p.m. in the Council Chambers of Middleton City Hall. The following **must be submitted THREE weeks** prior to any Plan Commission meeting for staff review and agenda placement. Failure to submit a complete package may result in the return of all items, a resubmittal fee, and a delay of your project.

1. Plan Commission Application & Checklist (this packet).
2. Required (nonrefundable) fee(s) **and deposit (see chart below)**.
3. One (1) plan set, preferably 11"x17", and an electronic version emailed to Diane at [dattoe@cityofmiddleton.us](mailto:dattoe@cityofmiddleton.us). The plan set must include streetscape and site landscape plans.

**Project Address/Name:** \_\_\_\_\_

Applicant:		
Address:		
Phone:	Fax:	Email:

Owner:		
Address:		
Phone:	Fax:	Email:

**Project Description:** \_\_\_\_\_

**Owner/Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

- Note:**
- City ordinances are on the City website at <http://www.cityofmiddleton.us/ordinances/ordinances.htm>
  - Applicants must check with the Building Inspection Dept. to determine if any permits are required.

Fees (check what applies):	
Certified Survey Map	\$200 + \$25/lot
Concept Review	\$50
Conditional Use Permit	\$300
Design Review	\$200
Design Review Revisions	\$50
Final Plat	\$400 + \$50/lot
Preliminary Plat	\$400 + \$50/acre
Rezoning	\$400-\$2,000**
Sign Design Review	\$50
Sign Variance	\$200
SIP/SIP Modification*	\$50-\$400**

\* Specific Implementation Plan in Planned Development District  
 \*\* Fee based on cost of project. **For Rezoning:** single lot or project = \$400, larger projects and PDD rezoning requests = \$1,000 for projects up to 50 acres, and \$2,000 for projects over 50 acres. **For SIP Modifications:** projects under \$10,000 = \$50, between \$10,000 and \$50,000 = \$200, and over \$50,000 = \$400.

Deposit
An Escrow Deposit of \$5,000 is required per Ord. 10.128(2) to cover project review costs by outside consultants when necessary. See attached excerpt from City Ordinances.
Waiver authorized: £ _____ date _____
<b>TRAFFIC IMPACT ANALYSIS Required Yes £ No £</b>

# CITY OF MIDDLETON ESCROW DEPOSIT

Section 10.128 of the City of Middleton Code of Ordinances is hereby created to read as follows:

## 10.128 FEES AND DEPOSITS.

(2) **Escrow Deposits.** (a) In addition to the fees specified in sub (1), applicants for all **Rezoning, Conditional Use Permits, Design Review and Specific Implementation Plan Modifications** shall be responsible to pay the actual cost of review of the application by outside consultants hired by the City including but not limited to Attorneys, Engineers or Planners. Upon application, the applicant shall deposit \$5,000 to be held in escrow upon which the City shall draw to pay for said costs as they are incurred during the course of reviewing the application. Itemized statements reflecting the amounts drawn from the deposit shall be sent to the applicant each month. In the event that the escrow deposit has been drawn down to twenty-five percent (25%) of the required amount, the applicant shall replenish the escrow deposit to its original amount. If any funds remain in the escrow deposit following final determination of the application, such remaining funds shall be returned to the applicant within sixty (60) days of the determination together with an accounting of the deposits and draws on the escrow.

(b) Applicants may obtain a pre-application waiver of the required escrow deposit from the City Administrator if in the City Administrator's sole discretion he/she determines that no consultant review will be required. Said waiver shall not preclude the City Administrator from employing an outside consultant, charging the costs of any consultant review to the applicant or requiring an escrow deposit at any time after application.

Similar language pertaining to **Land Divisions** appears in Section 19.04(7)(c).

The above and foregoing ordinances were duly adopted by the Middleton Common Council at a regular meeting held on the 3<sup>rd</sup> day of January, 2006.

**THIS DEPOSIT WILL BE DUE ONE WEEK PRIOR TO THE PLAN COMMISSION MEETING WHERE THIS ITEM WILL BE DISCUSSED, UNLESS THE DEPOSIT HAS BEEN WAIVED BY THE CITY ADMINISTRATOR OR HIS DESIGNEE. IF A WAIVER IS GRANTED, THE APPLICANT WILL BE NOTIFIED BEFORE THE SUBMITTAL DEADLINE**

**FAILURE TO PAY THIS DEPOSIT MAY RESULT IN THE RETURN OF ALL ITEMS, A RESUBMITTAL FEE, AND A DELAY OF YOUR PROJECT.**

# CITY OF MIDDLETON CONDITIONAL USE PERMIT CHECKLIST

Project Name:	Submitted By:
Project Address:	Date Submitted:

City of Middleton Zoning Ordinance Section 10.115 identifies certain uses of property within each zoning district as conditional uses. Applications to establish or modify such uses shall be decided pursuant to this section as a matter of discretionary judgment, upon consideration of the specific proposal in relation to the site, uses of neighboring properties, area conditions and the provisions of the City Master Plan. Approval of conditional uses shall be accompanied by conditions established by the Plan Commission.

**Note:** Include on the plan sheets each applicable item listed below with all formal plan submittals. This list is not intended to show all applicable requirements. All boxes should be checked, or marked "N/A" if the item does not apply. Ten (10) copies of the plans must be submitted with this checklist as a single package no later than 4:30 pm, Tuesday, three weeks prior to presentation at Plan Commission.

- 1. Building elevations.
- 2. Plot plan.
- 3. Grades & drainage.
- 4. Landscaping.
- 5. Parking & traffic.
- 6. Sign.
- 7. Utilities.

Public Hearing date as established by Plan Commission: \_\_\_\_\_ (Class I Notice)

Date notice mailed to all affected property owners: \_\_\_\_\_

Timetable: \_\_\_\_\_

Applicant's Statement: \_\_\_\_\_

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<b>Staff Contacts</b>		
<b>Eileen M. Kelley, AICP</b>	<b>Mark Opitz</b>	<b>Abby Attoun-Tucker, AICP</b>
Planning Director/ Zoning Administrator	Assistant Planning Director/ Zoning Administrator	Director of Community Development
(608) 821-8377	(608) 821-8394	(608) 821-8343
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Fax: (608) 827-1080	Fax: (608) 827-1080	Fax: (608) 827-1080
<p><b>Marilyn Mosigin: Office Manager, Public Works Department</b>                      Phone: (608) 821-8370 / Fax: (608) 827-1080                      Email: <a href="mailto:mmosigin@cityofmiddleton.us">mmosigin@cityofmiddleton.us</a></p>		

# STAFF APPROVAL FORM FOR BUILDING PERMIT APPLICATIONS

Project Name:	Builder/Developer:
Project Address:	Phone: <span style="float: right;">PC #</span>

Applicants for a building permit who require Plan Commission approval must obtain the following staff approvals prior to obtaining a building permit.  
Staff available at (608) 821-8370,,unless otherwise noted.

<b>PLANNING – Eileen Kelley / Mark Opitz</b> Date Approved:   /   /      PC Approval:   /   / For Plans Received:     /     / Impact Fee: \$ _____ Park Dedication Fee:    \$ _____ Park Improvement Fee: \$ _____	Comments:	
<b>ENGINEERING –Shawn Stauske/Gary Huth/Rich Weihert</b>		Comments:
Plan received:     /     / <b>APPROVED</b>		
£ Site Plan:     /   /		
£ Land Dist & Storm Water Permits:     /   /		
£ Storm Water Maint Agreement:         /   /		
£ CSM:     /   /		
£ City/Developer Agreement                     /   /		
£ Storm Water fee:     \$ _____		
£ GIS Fee:    \$ _____		
<b>UTILITIES / PUBLIC WORKS – Dave Sarbacker</b> Date Approved:     /     / For Plans Received:     /     / MMSD Fee: \$ _____	Comments:	
<b>FIRE INSPECTION / EMS (827-1090)</b> Date Approved:     /     / For Plans Received:     /     /		Comments:
<b>FORESTRY – Mark Wegner (821-8345)</b> Date Approved:     /     / For Plans Received:     /     /		