

FORM 1: STANDARD APPLICATION

Request for Plan Commission Review

- The undersigned petition is to consider a request, as stated herein, for the specified parcel(s) of land and will be reviewed by the Plan Commission and Village Board of the Village of Mukwonago.

(Please Print or Type Information Requested)

Date Submitted		Tax Key (s)	
Project Name			
Location of Project			
Request (check all that apply)	Form	Fee Schedule	Fee
<input type="checkbox"/> Change of Zoning	1	\$300.00	\$ _____
<input type="checkbox"/> Extraterritorial Review	1	\$200.00	\$ _____
<input type="checkbox"/> Minor Site Plan Review (Buildings less than 600 sq. ft.)	2	\$135.00 plus \$.02 per sq. ft.	\$ _____
<input type="checkbox"/> Site Plan or Architectural Review	2	\$250.00 plus \$.02 per sq. ft.	\$ _____
<input type="checkbox"/> Conceptual Site Plan/Architectural Review	2	\$200.00 plus \$.02 per sq. ft.	\$ _____
<input type="checkbox"/> Planned Unit Development (PUD) Review	2	\$185.00 plus \$25.00/unit	\$ _____
<input type="checkbox"/> Certified Survey Map (Minor)	3	\$150.00	\$ _____
<input type="checkbox"/> Certified Survey Map (3-4 Lots)	3	\$250.00 plus \$16.00/lot	\$ _____
<input type="checkbox"/> Preliminary Plat Review	4	\$250.00 plus \$16.00/lot	\$ _____
<input type="checkbox"/> Conceptual Land Division Review	4	\$200.00 plus \$11.00/lot	\$ _____
<input type="checkbox"/> Final Plat Review	5	\$250.00 plus \$11.00/lot	\$ _____
<input type="checkbox"/> Annexation Review (up to 10 acres)	6	\$200.00	\$ _____
<input type="checkbox"/> Annexation Review (10.01 acres or more)	6	\$200.00 plus \$20.00/acre	\$ _____
<input type="checkbox"/> Attachment Review (up to 10 acres)	6	\$300.00	\$ _____
<input type="checkbox"/> Attachment Review (10.01 acres or more)	6	\$300.00 plus \$20.00/acre	\$ _____
<input type="checkbox"/> Re-submittal of Any Plans		\$200.00	\$ _____
<input type="checkbox"/> Other _____			\$ _____
Fee Total			\$ _____

Change of Zoning Property Information		
Present Zoning	Requested Zoning	Anticipated Date of Construction
Present Use		
Intended Use		

Extraterritorial Review Information	
Town Property is Located In	Zoning of Property
Town Official Contact Name	Town Official Contact Phone Number
Type of Review <input type="checkbox"/> Certified Survey <input type="checkbox"/> Preliminary Plat <input type="checkbox"/> Final Plat <input type="checkbox"/> Other _____	
Purpose of Request	

Applicant

Name			
Company			
Address	City	State	Zip
Daytime Phone	Fax		
E-Mail			

Property Owner

(Note: If not the legal owner of the property, please state name, position, and title in relation to the lot of interest. An Offer to Purchase, with written acknowledgement of the current owner is required with this application.)

Name			
Company			
Address	City	State	Zip
Daytime Phone	Fax		
E-Mail			

Secondary Property Owner

Name			
Company			
Address	City	State	Zip
Daytime Phone	Fax		
E-Mail			

Agent

(Person representing applicant to be notified of meetings and given copies of reports)

Name			
Company			
Address	City	State	Zip
Daytime Phone	Fax		
E-Mail			

Instructions

- 1. Submittal Deadline:** This application, the appropriate supplemental application and the appropriate number of plans must be submitted to the Village Clerk's Office at least 25 days prior to the Plan Commission meeting at which the issue will appear. Plan Commission meets the Monday before the third Tuesday of every month, at 7:00 pm.
- 2. Change of zoning:** Form 1 must be completed. A full legal description must be submitted. If possible, please e-mail the legal to the Deputy Clerk (sbraatzjr@villageofmukwonago.com). A plat of survey of the property must also be submitted.
- 3. Extraterritorial Review:** Form 1 must be completed. The number of copies to submit varies on the development.
 - Certified Survey Map: Sixteen (16) copies must be submitted.
 - Preliminary and Final Plats: Two (2) full-size folded and fifteen (15) reduced size plans must be submitted.
- 4. Architectural/Site Plan Reviews:** Forms 1 and 2 must be completed. Ten (10) full-size folded and twelve (12) reduced size plans must be submitted with the application. (Note: If you feel that changes may be made to the plans after the department head review, you must only need to submit the 9 full size plans and 2 reduced size. Once changes have been made to the plans, please submit fifteen (15) reduced size plans to the Clerk's Office at least seven (7) days prior to the Plan Commission meeting.)
- 5. Certified Survey Map Reviews:** Forms 1 and 3 must be completed. Sixteen (16) copies must be submitted.
- 6. Preliminary Plat Reviews:** Forms 1 and 4 must be completed. The number of copies to submit varies on the development.
 - Twenty-six (26) copies must be submitted for staff, Plan Commission, Village Board, SEWRPC and utility reviews.
 - Four copies are required for each County Planning Commission.
 - Two copies are required if shorelands or wetlands are involved.
 - One copy is required for each school district.
- 7. Final Plat Reviews:** Forms 1 and 5 must be completed. The number of copies to submit varies on the development.
 - Twenty-four (24) copies are required for staff, Plan Commission, Village Board and utility reviews.
 - Four copies are required for each County Planning Commission.
 - Two copies are required if shorelands or wetlands are involved.
 - One copy is required for each school district.
- 8. Annexation Review:** Forms 1 and 6 and the Wisconsin Department of Administration Request for Annexation Review form must be completed. Two (2) originals of the annexation petition, legal description, and map of the property to be annexed must be submitted. One (1) original copy of the annexation petition, legal description, and map of the property to be annexed must be submitted to the Town Clerk of the Town that the property is being annexed from. If possible, please e-mail the legal to the Deputy Clerk (sbraatzjr@villageofmukwonago.com).
- 9. Attachment Review:** Forms 1 and 6 must be completed. Two (2) originals of the attachment/detachment petition, legal description, and map of the property to be attached/detached must be submitted. If possible, please e-mail the legal to the Deputy Clerk (sbraatzjr@villageofmukwonago.com). One (1) original copy of the attachment/detachment petition, legal description, and map of the property to be attached/detached must be submitted to the Town Clerk of the Town that the property is being annexed from.
- 10. Other Reviews:** At least seventeen (17) copies of plans must be submitted.

Applicant hereby certifies that:

1. All of the above statements and other information submitted as part of this application are true and correct to the best of his or her knowledge.
2. Affirms that no Village of Mukwonago elected or appointed official or employee has a proprietary interest in the above referenced property for which this applications being filed (except as stated below under "Exceptions").
3. None of the above referenced individuals has been promised or given any contract for consultation, planning or construction in relation to this project (except as stated below under "Exceptions").
4. Applicant has read and understands all information in this packet.
5. Applicant understands that, pursuant to Section 70-15 of the Municipal Code of the Village of Mukwonago, any discussion or contact with the Village Attorney, Engineer and/or Planner will result in a chargeback of fees incurred.

Applicant further understands the policies of the Village regarding change of zonings and property development. Conditions of the resolution regarding all approvals are strictly followed. Certificates of Occupancy are not given until all conditions of approval have been met

By the execution of this application, applicant hereby authorizes the Village of Mukwonago or its agents to enter upon the property during the hours of 7:00 am to 7:00 pm daily for the purpose of inspection. Applicant grants this authorization to enter even if this land has been posted against trespassing pursuant to Section 943.13 WI Stats.

Signature of Applicant	Signature of Property Owner(s)
Exceptions	



<i>Office Use Only</i>			
Date Paid	Receipt #	Date(s) Notice Published	Date Notices Mailed
Public Hearing Date	Plan Commission Date(s)	Village Board Date(s)	Ordinance Number
Plan Commission Disposition			
Village Board Disposition			