

# 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)*

<b>Date Submitted</b>		<b>Tax Key (s)</b>	
<b>Project Name</b>			
<b>Location of Project</b>			
<b>Request (check all that apply)</b>	<b>Form</b>	<b>Fee Schedule</b>	<b>Fee</b>
<input type="checkbox"/> Change of Zoning	1	\$250.00	\$ _____
<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 Review	2	\$235.00 plus \$.02 per sq. ft.	\$ _____
<input type="checkbox"/> Architectural Review	2	\$185.00 plus \$.02 per sq. ft.	\$ _____
<input type="checkbox"/> Planned Unit Development (PUD) Review	2	\$150.00 plus \$25.00/unit	\$ _____
<input type="checkbox"/> Conceptual Site Plan/Architectural Review	2	\$185.00 plus \$.02 per sq. ft.	\$ _____
<input type="checkbox"/> Certified Survey Map (Minor)	3	\$100.00	\$ _____
<input type="checkbox"/> Certified Survey Map (3-4 Lots)	3	\$235.00 plus \$15.00/lot	\$ _____
<input type="checkbox"/> Preliminary Plat Review	4	\$235.00 plus \$15.00/lot	\$ _____
<input type="checkbox"/> Conceptual Land Division Review	4	\$185.00 plus \$10.00/lot	\$ _____
<input type="checkbox"/> Final Plat Review	5	\$235.00 plus \$10.00/lot	\$ _____
<input type="checkbox"/> Re-submittal of Any Plans		\$200.00	\$ _____
<input type="checkbox"/> Other _____			\$ _____
<b>Fee Total</b>			\$ _____

<b>Change of Zoning Property Information</b>		
<b>Present Zoning</b>	<b>Requested Zoning</b>	<b>Anticipated Date of Construction</b>
<b>Present Use</b>		
<b>Intended Use</b>		

**Applicant**

<b>Name</b>			
<b>Company</b>			
<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
<b>Daytime Phone</b>	<b>Fax</b>		
<b>E-Mail</b>			

**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.)

<b>Name</b>			
<b>Company</b>			
<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
<b>Daytime Phone</b>	<b>Fax</b>		
<b>E-Mail</b>			

**Secondary Property Owner**

<b>Name</b>			
<b>Company</b>			
<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
<b>Daytime Phone</b>	<b>Fax</b>		
<b>E-Mail</b>			

**Agent**

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

<b>Name</b>			
<b>Company</b>			
<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
<b>Daytime Phone</b>	<b>Fax</b>		
<b>E-Mail</b>			

# 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:** A full legal description must be submitted. If possible, please e-mail the legal to the Deputy Clerk ([sbraatzjr@villageofmukwonago.com](mailto:sbraatzjr@villageofmukwonago.com)). A plat of survey of the property must also be submitted. Form 1 must be completed.
3. **Architectural/Site Plan Reviews:** Eight (8) full sized, folded, and 13 reduced size plans must be submitted with the application. Forms 1 and 2 must be completed. (Note: If you feel that changes may be made to the plans after the department head review, you must only need to submit the 8 full size plans and 2 reduced size. Once changes have been made to the plans, please submit fourteen (14) reduced size plans to the Clerk's Office at least seven (7) days prior to the Plan Commission meeting.)
4. **CSM Reviews:** Submit 16 copies. Forms 1 and 3 must be completed.
5. **Preliminary Plat Reviews:** Forms 1 and 4 must be completed. The number of copies to submit varies on the development.
  - Twenty-six (26) copies are required 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.
6. **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.
7. **Other Reviews:** At least 16 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.

<b>Signature of Applicant</b>	<b>Signature of Property Owner(s)</b>
<b>Exceptions</b>	

### Office Use Only

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