



# 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 at least FOUR 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. Larger and more complex projects will require additional review time, and staff will be in contact regarding the agenda and timeline.

1. Plan Commission Application & Checklist (this packet).
2. Required (nonrefundable) fee(s) **and deposit (see chart below)**.
3. One (1) electronic copy of the submittal emailed to [planning@cityofmiddleton.us](mailto:planning@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 <https://www.cityofmiddleton.us/115/City-Code-of-Ordinances>
  - Applicants must check with the Building Inspection Dept. to determine if any permits are required.

Fees (check what applies):	
Certified Survey Map (+GIS fees)	\$400 + \$55/lot
Concept Review	\$50
Conditional Use Permit	\$500
Design Review	\$200
Design Review Revisions	\$50
Final Plat (+GIS fees)	\$900 + \$80/lot
Preliminary Plat	\$400 + \$50/acre
Rezoning	\$500-\$2,000**
Sign Design Review	\$50
Sign Variance	\$500
SIP/SIP Modification*	\$50-\$500**
Future Land Use Map Amendment	\$200

\* Specific Implementation Plan in Planned Development District = \$500. Minor Modification = \$300, SIP Major Modification = \$500, SIP Modification (revision) = \$50  
 \*\* Fee based on cost of project. **For Rezoning:** single lot or project = \$500, larger projects and PDD rezoning requests = \$2,000

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: <input type="checkbox"/> _____ date _____
<b>TRAFFIC IMPACT ANALYSIS Required Yes <input type="checkbox"/> No <input type="checkbox"/></b>

# CITY OF MIDDLETON ESCROW DEPOSIT, GIS FEE, & STORMWATER MANAGEMENT FINANCIAL GUARANTEE

Section 10.128(2) **Escrow Deposits** of the City of Middleton Code of Ordinances is hereby created to read as follows:

(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, Federal, State or County Departments and Madison Metropolitan Sewerage District, 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).

**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.**

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## Fee Schedule under Section 3.12 relating to Fees for Updating of Geographical Information System (GIS) Records

Procedure for Dividing Land 19.04(7)(b)	Fees to defray administrative expenses - GIS and records update, Plats	\$500 + \$30/lot
Procedure for Dividing Land 19.04(7)(b)	Fees to defray administrative expenses - GIS and records update, CSM	\$200 + \$30/lot
Procedure for Dividing Land 19.04(7)(b)	Fees to defray administrative expenses - GIS and records update, Public Improvements	\$0.75 x total pipe length (i.e., total footage of all public Pipes + private storm Water conveyances)

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Section 26.10(6) – **Warranty and Financial Guarantee** of the City of Middleton Code of Ordinances requires the submittal of financial guarantee in every instance where the estimated cost of stormwater practices exceeds \$5,000. The financial guarantee must be provided prior to stormwater management permit approval. The amount of the Installation Financial Guarantee shall be determined by the City Engineer and shall not exceed the total estimated construction costs of the approved storm water management practices, plus 25%.

# CITY OF MIDDLETON PLAN SUBMITTAL CHECKLIST

Project Name:	Builder/Developer:
Project Address:	Phone:

**Note:** Include on the plan sheets each applicable item listed below with all formal plan submittals. All spaces should be checked, or marked "N/A" if the item does not apply. Please submit this checklist with your application. **Staff will reject any application they deem incomplete.**

- 1. Show the planned improvements in the context of the surrounding properties and include existing buildings and driveways on **all** adjoining properties.
- 2. Show existing and proposed contours at an interval (minimum 1') suitable to the topography and project. Contours should extend a minimum of 20' beyond property lines and nearby berms and swales and at least to the backs of curbs.
- 3. Show square footage (area) of:
  - a. Lot or parcel
  - b. Existing impervious surface
  - c. Proposed total impervious (existing plus current proposal)
  - d. Existing building
  - e. Proposed total building (existing plus current proposal)
  - f. Existing parking and pavement
  - g. Proposed total parking and pavement (existing plus current proposal)
- 4. Show all relevant dimensions including:
  - a. Buildings
  - b. Setbacks to buildings and other improvements.
  - c. Parking stalls
  - d. Driveway widths
  - e. Parking lot aisles, turnarounds, turning radii, etc.
  - f. Distance from driveway to street corner if less than 200'
  - g. Sidewalk, walkway and handicap ramp widths and locations with respect to street and right-of-way
  - h. Widths of abutting R.O.W.'s, roadways, and terraces.
- 5. Show dimensions and bearings of property lines.
- 6. Show North Arrow and scale of drawing.
- 7. Show site elevations to NAVD '88 vertical datum. Survey catalogued city benchmarks in the area of the site and adjust to NAVD '88.
- 8. Label all existing and proposed surface materials (grass, bituminous, concrete, etc.)
- 9. Show total number of required and proposed parking stalls.
- 10. Show handicap parking stall and ramp locations.
- 11. Show up or down arrows on loading or other ramps.

- \_\_\_ 12. Show existing, proposed, & adjoining driveway approaches.
- \_\_\_ 13. Show removal and replacement to City Specifications of concrete curb and gutter for all new curb cuts or as otherwise required.
- \_\_\_ 14. Show rim and invert elevations of all drainage structures.
- \_\_\_ 15. Show location and screening of refuse and recycling containers.
- \_\_\_ 16. Design surface drainage to bypass refuse and recycling containers.
- \_\_\_ 17. Indicate proposed direction of roof drainage and show on grading plan the location of all roof gutter downspouts.
- \_\_\_ 18. Show all existing and proposed public and private utility locations on and adjacent to site.
- \_\_\_ 19. Show location of nearest existing City of Middleton fire hydrants and proposed City and private fire hydrants.
- \_\_\_ 20. Show proposed lighting for site including location, pole height, luminaire type and manufacturer's specifications.
- \_\_\_ 21. Provide drawings of proposed building with elevation views showing proposed materials and colors.
- \_\_\_ 22. Include elevation view of rooftop mechanicals and required screening design, materials, and colors.
- \_\_\_ 23. Include statement of historical landmark designation status.
- \_\_\_ 24. Include name of designer, P.E. stamp and signature on final plans.
- \_\_\_ 25. Include Erosion Control Plan. Include note on plan stating: "Additional erosion control measures will be installed as needed."
- \_\_\_ 26. Include Landscape Plan. See separate checklist for landscape plan requirements.

<b>Staff Contacts</b>		
<b>Abby Attoun, AICP</b>	<b>Mark Opitz</b>	<b>Daphne Xu, AICP</b>
Planning & Community Development Director	City Planner Zoning Administrator	Associate Planner
(608) 821-8343	(608) 821-8394	(608) 821-8377
Email: <a href="mailto:attoun@cityofmiddleton.us">attoun@cityofmiddleton.us</a>	Email: <a href="mailto:mopitz@cityofmiddleton.us">mopitz@cityofmiddleton.us</a>	Email: <a href="mailto:dxu@cityofmiddleton.us">dxu@cityofmiddleton.us</a>
<b>Planning &amp; Community Development Department</b> Phone: (608) 821-8370 Email: <a href="mailto:planning@cityofmiddleton.us">planning@cityofmiddleton.us</a>		

# LANDSCAPE PLAN SUBMITTAL CHECKLIST

**Note:** Please include each applicable item listed below with all formal plan submittals. All spaces should be checked or marked "N/A" if the item does not apply.

- 1. Show existing and proposed contours at an interval (minimum 1') suitable to the topography and project. Contours should extend a minimum of 20' beyond property lines and nearby berms and swales at least to the backs of curbs
  
- 2. Show number of required:
  - a. Parking stalls
  - b. Landscaping points and size of landscaping elements
  - c. Additional canopy trees
  
- 3. Show total number of provided:
  - a. Parking stalls
  - b. Landscaping points and size of landscaping elements
  - c. Additional canopy trees
  
- 4. Show North Arrow and scale of drawing.
  
- 5. Include name of designer on final plans.
  
- 6. Show existing/proposed hydrants, sanitary laterals, water services, light poles, power poles, and other significant topographic features in landscaped areas.
  
- 7. Show all relevant dimensions.

# 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 – Abby Attoun / Mark Opitz / Daphne Xu</b>	Comments:
Date Approved:    /    /    PC Approval:    /    /	
For Plans Received:    /    /	
Park Dedication Fee:    \$ _____	
Park Improvement Fee: \$ _____	
<b>ENGINEERING –Shawn Stauske/Erik Sorensen/Rich Weihert</b>	Comments:
Plan received:    /    / <b>APPROVED</b>	
<input type="checkbox"/> Site Plan:    /    /	
<input type="checkbox"/> Erosion Control & Storm Water Permits:    /    /	
<input type="checkbox"/> Storm Water Maint Agreement:    /    /	
<input type="checkbox"/> CSM:    /    /	
<input type="checkbox"/> City/Developer Agreement    /    /	
<input type="checkbox"/> Storm Water fee:    \$ _____	
<input type="checkbox"/> GIS Fee:    \$ _____	\$0.75 x _____ total pipe length (total footage of all public pipes + private storm water pipes)
<b>UTILITIES / PUBLIC WORKS – Mike Meier</b>	Comments:
Date Approved:    /    /	
For Plans Received:    /    /	
MMSD Fee: \$ _____	
<b>FIRE INSPECTION/EMS (827-1090) Matt Reigel</b>	Comments:
Date Approved:    /    /	
For Plans Received:    /    /	
<b>FORESTRY – Mark Wegner (821-8345)</b>	Comments:
Date Approved:    /    /	
For Plans Received:    /    /	