



PLAN COMMISSION APPLICATION

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

Plan Commission usually meets the 2nd and 4th 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.

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

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

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

CITY OF MIDDLETON FUTURE LAND USE AMENDMENT CHECKLIST

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

All requests for a future land use map amendment, after receipt by the Zoning Administrator, shall be forwarded to the Plan Commission. The Plan Commission shall, after study, make its recommendation to the Common Council. A public hearing will be set by publishing a Class I notice 30 days in advance of the meeting.

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. One electronic submittal of these plans should be emailed to planning@cityofmiddleton.us no later than 4:30 pm, Tuesday, three (3) weeks prior to presentation at Plan Commission.

- ___ 1. Site plan of all lots and structures including surrounding properties within 200'.
- ___ 2. Full legal description (must be in a separate Word document), lot dimensions, and area.

Request to change _____ FLU category to _____
 FLU category of the following described land: _____

Public Hearing date (Class I Notice): _____

Date notice mailed to all affected property owners: _____

Applicant's statement: _____

Staff Contacts		
Abby Attoun-Tucker, AICP	Mark Opitz	Daphne Xu, AICP
Planning & Community Development Director	City Planner Zoning Administrator	Associate Planner
(608) 821-8343	(608) 821-8394	(608) 821-8377
Email: aattoun@cityofmiddleton.us	Email: mopitz@cityofmiddleton.us	Email: dxu@cityofmiddleton.us
Planning & Community Development Department Phone: (608) 821-8370 Email: planning@cityofmiddleton.us		