

Application Packet For Conditional Use Permit Request

Town of Delton, Sauk County, WI

30 Wisconsin Dells Parkway South, Marshall Memorial Hall
P.O. Box 148, Lake Delton, WI 53940

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Town Clerk: Deborah Kowalke
clerk@townofdeltonwi.gov
Phone: (608) 253-4621

The purpose of this document is to provide guidance in applying for a Conditional Use Permit in the Town of Delton. The documents contained in this packet will help guide individuals or organizations as they plan and prepare submittal documents, providing for increased efficiency and a streamlined approval process.

Summary of Application Process

1. Contact the Town Clerk (Deborah Kowalke) to obtain an application packet for a Conditional Use Permit Request in electronic form -clerk@townofdeltonwi.gov
2. If you are not contacted by the Town Engineer/Zoning Administrator within three (3) business days of receiving the packet, please initiate contact so the Town Engineer/Zoning Administrator can hear the scope of your proposal. Contact information for the Town Engineer/Zoning Administrator is located on the bottom of page 8 within this packet.
3. After hearing the scope of your proposal, the Town Engineer/Zoning Administrator will complete the Supporting Documentation Checklist contained in the packet, indicating which information you will need to complete before submitting the application.
4. Submit the following items, **assembled in packet form**, to the Town Clerk. The mailing address is provided at the top of the page. Forms can also be emailed to the Town Clerk (*the Town Clerk will forward the information on to the proper Town Representatives for review*).

5.

EACH PACKET SHALL CONTAIN THE FOLLOWING:

- ☐ Letter of Intent which includes a statement describing the general intent and character of the intended development as well as an estimated timeline for phased and final development.
- ☐ Completed Reimbursable Services Agreement
- ☐ Completed Application For Conditional Use Permit Form
- ☐ Completed Statement of Understanding
- ☐ Completed Supporting Documentation Checklist and all associated documents requested by the Town Engineer/Zoning Administrator
- ☐ \$500 Application Fee Payable to "Town of Delton"
- ☐ \$1,500 Escrow Payable to "Town of Delton"

5. The Town Engineer/Zoning Administrator (and other Town representatives as appropriate) shall review all of the submitted documents and determine the completeness of the application. The Town Engineer/Zoning Administrator will work with you to make sure that you have all of the appropriate information for your submittal.

If the documentation is found to be incomplete or inaccurate, your project will not be added to the Plan Commission meeting agenda and will not be discussed until all of the appropriate documentation has been submitted.

6. Once the Town Engineer/Zoning Administrator has indicated that you have all of the appropriate information, **you will need to provide 2 copies of the completed packet to the Town Clerk** for distribution to the Town Plan Commission and Town Board members.
7. Upon a complete submittal, the Town Clerk/Treasurer will arrange for a Plan Commission Meeting including a Public Hearing. The Town Clerk/Treasurer will inform you of the date of the meeting upon confirmation of a quorum of Town Plan Commission members.
8. Coinciding with Step 7, a **Public Hearing** will be arranged so that neighbors and other concerned citizens have an opportunity to voice their opinions. Please plan to attend this public hearing. Either the property owner or authorized representative must be at any meetings where his/her Conditional Use Permit Request is considered.
9. Once the public hearing is completed, the Plan Commission will review the documentation, consider any public comments, and consider the Town Engineer/Zoning Administrator's recommendation, and, by majority vote, either recommend approval or rejection of the application for conditional use permit.
10. Once the Plan Commission has voted on the Conditional Use Permit request, there is no further action required by the Town pursuant to its Zoning Ordinance.

ASSOCIATED FEES

Application Fee: \$500, submitted at the time of application.

Review Fees: The applicant shall supply a \$1,500 escrow to the Town of Delton to cover administrative processing, review and consulting fees. If the review exceeds the amount provided in the escrow, the applicant shall pay a fee equal to the Town's actual cost incurred as a result of the review by any Town Representative, or supply additional funds into the escrow in an amount estimated by the Town. Any fees invoices shall be paid within 30 days of the bill being issued by the Town.

Agreement For Reimbursable Services

In the Review of Conditional Use Permit Requests
Town of Delton, Sauk County, WI

The cost of application review for all Conditional Use Permit requests shall be borne by the Applicant. The Applicant shall pay all reasonable Town of Delton incurred expenses relating to a particular Conditional Use Permit request. This may include meeting charges, professional consultants, or other relevant Town expenses incurred in connection to the Conditional Use Permit request. The Town reserves the right to apply the charges for these services as well as for staff time, mileage, and Town equipment usage expended in the administration, investigation and processing of applications to the Applicant.

The Applicant is required to provide the Town with an executed copy of this agreement as a prerequisite to the processing of the Conditional Use Permit request application. The submittal of a Conditional Use Permit request application shall be construed as an agreement to pay for such professional review services applicable to the proposal. Review fees which are applied to an Applicant, but which are not paid within 30 days of the issuance of a bill by the Town will accrue interest at a rate of 1.5% per month until the fee is paid in full.

_____ for
Applicant and/or Property Owner(s)

_____, agrees to reimburse the Town of Delton for
(Project Name)

all review costs associated with, but not limited to, the Town Engineer/Zoning Administrator and Town Attorney, in connection with the Conditional Use Permit request and, further, agrees to reimburse the Town for other administrative staff review if, in the judgment of the Town Board, such reimbursement is warranted.

Dated this _____ day of _____, 20_____.

Signature of Applicant

Printed Name

Signature of Property Owner
(If Different From Applicant)

Printed Name

Application For Conditional Use Permit

GENERAL INFORMATION			
Property Owner(s):			
Mailing Address:	City:	State:	Zip Code:
Phone Number (Days):	Phone Number (Cell):	Email Address:	
Address of Subject Property:	City:	State:	Zip Code:
Application Completed By: (If Different than Owner)		Company/Organization:	
Mailing Address:	City:	State:	Zip Code:
Phone Number (Days):	Phone Number (Cell):	Email Address:	

DESCRIPTION OF PROPERTY			
Lot #:	Block:	Subdivision:	
Tax Parcel #:		Total Acreage:	
State HWY:	County HWY:	Town Road:	
Existing Zoning:		Flood Plain Status:	
Sewage System:		Size of Building(s):	
Intended Structure Use(s):			
Estimated Starting Date:		Estimated Completion Date:	
Explain your plans and why you are requesting a Conditional Use Permit. Use an attachment where necessary.			

Signature of Person Preparing This Form

Printed Name

Date

Signature of Owner (If Different)

Printed Name

Date

Statement of Understanding

By signing below, I, _____, certify that the information contained in this
(Print Applicant Name)
application is true and accurate to the best of my knowledge, and understand that a deliberate misrepresentation of information may be grounds for denial or reversal of this application, and/or revocation of any approval already awarded based on this application.

I also authorize Town of Delton staff to view and enter the subject property for the purpose of reviewing and investigating this request.

I understand that submittal of this application and payment of the proper fees does not mean that issuance of a Conditional Use Permit is imminent or guaranteed.

I understand that issuance of a Conditional Use Permit does not qualify as, nor replace the necessity for proper permitting for the proposed project.

Signature of Applicant

Printed Name

Date

Signature of Owner (If Different)

Printed Name

Date

Supporting Documentation Checklist for Conditional Use Permit Request

This document is to help you track your progress on the requested items by the Town Engineer/Zoning Administrator. You should receive a checklist similar to this from the Town Engineer/Zoning Administrator that has the required information marked in the corresponding box. If you are not contacted by the Town Engineer/Zoning Administrator within three (3) business days of receiving the packet, please initiate contact so the Town Engineer/Zoning Administrator can hear the scope of your proposal and send you a completed version of this checklist indicating the information you will need to provide for your project. Contact information for the Town Engineer/Zoning Administrator is located on the bottom of the next page.

- ☐ A Project Site Map sheet which includes the following information (*more than one sheet may be used to include this information*):
 - ☐ General project location, including surrounding area within a two mile radius of the site
 - ☐ Total ownership area
 - ☐ Accurate (to scale) map of the project area including its relationship to surrounding properties, existing topography, and key natural features
 - ☐ Existing and workable proposed grades (contour lines at two foot contour interval minimum) and surface drainage. Supplement the contour lines with spot elevations along drainage swales where necessary. If the project is adjacent to an existing improved street, elevation of the top of curb, road, and sidewalk shall be indicated at 50 foot stations. If the street and/or sidewalk is not existing, proposed elevations shall be shown.
 - ☐ Complete existing and proposed storm sewer and sanitary sewer information including pipe sizes, invert elevation of manhole, inlets, etc
 - ☐ Property lines, building sizes, locations and distance between both existing and proposed
 - ☐ Location of all easements, existing or proposed
 - ☐ Location, type and size of all existing trees, utility poles, fire hydrants and other structures, etc., both on-site and in all street terraces adjacent to the site
 - ☐ Parking lot information:
 - ☐ A scaled drawing plot plan of 1" = 20' or larger of all on-site surface, structure or underground parking
 - ☐ Location of driveway approaches -- existing, proposed and adjoining rate of slope or grade or approaches and driveways
 - ☐ Indicate number, arrangement and size of parking stalls and drive aisles
 - ☐ Vehicular access to inner courts for emergency servicing of buildings
 - ☐ Pedestrian walks connecting buildings, other buildings, and on-site parking areas and with public sidewalks. (Walks should be kept separate from drive aisles and driveways.)
 - ☐ Building floor plans and elevations
 - ☐ Underground electric and telephone service
 - ☐ Building/dwelling unit information:
 - ☐ Number of buildings per parcel

- ☐ Number of dwelling units per building
- ☐ Average square feet of lot area per dwelling unit provided
- ☐ Usable open space per dwelling unit provided
- ☐ Total usable open space provided
- ☐ Statements regarding the impact of the proposed project on
 - ☐ Schools
 - ☐ Roads
 - ☐ Police and fire services
 - ☐ Groundwater supply and quality
 - ☐ Surrounding uses
 - ☐ Local economy
 - ☐ Local government fiscal situation
- ☐ Site reclamation plan (mining, quarrying and drilling operations)
- ☐ Shoreland impact statements as regulated by the applicable Sauk County Ordinance
- ☐ Floodplain impact statements as regulated by the applicable Sauk County Ordinance
- ☐ Shore Protection Plan
- ☐ Erosion Control and Storm Water Runoff Control Plan
- ☐ School Impact Analysis for large scale projects
- ☐ Transportation Analysis for large scale projects
- ☐ Trash/Recycling Plan
- ☐ Landscaping Plan
- ☐ Lighting Plan
- ☐ Signage Plan
- ☐ Other items as specified by the Town of Delton (*Contact Robert Roth, Town Engineer/Zoning Administrator, prior to submittal*)

Town Engineer/Zoning Administrator:

Roth Professional Solutions
Attn: Robert J. Roth, P.E.
315 DeWitt St., Portage, WI 53901

Phone: (608) 571-3205
Email: robert@rpsprofessionalsolutions.com

Incomplete, inaccurate, or non-submittal of any of the above items may be grounds for rejection of the application, or denial of the request.