



Office of the Zoning Administrator
3680 STH 60
Slinger, WI 53086
Ph. 262-677-2123
zoning@townofpolk-wi.gov

APPLICATION for SITE PLAN REVIEW NONMETALLIC MINING OPERATIONS

*This application and its application fee are required to determine compliance with the **Zoning Ordinance**.*

*This Application **must be completed in full**. The Town of Polk **cannot accept** an incomplete Application Form or an Application Packet lacking all required information.*

Contact Information:

Property Owner: _____

Address: _____

Phone: _____ Email: _____

Applicant (if different from Property Owner): _____

Address: _____

Phone: _____ Email: _____

Nonmetallic Mining Operator: _____

Name of Primary Contact: _____

Address: _____

Phone: _____ Email: _____

Engineer: _____

Company: _____

Address: _____

Phone: _____ Email: _____

Surveyor: _____

Company: _____

Address: _____

Phone: _____ Email: _____

Property Description:

Property Address: _____

A. Tax Key No.: _____ Lot Size: _____ Zoning District(s): _____

B. Tax Key No.: _____ Lot Size: _____ Zoning District(s): _____

C. Tax Key No.: _____ Lot Size: _____ Zoning District(s): _____

D. Tax Key No.: _____ Lot Size: _____ Zoning District(s): _____

(If additional parcels, please attach as separate sheet)

The property is currently: Developed: _____ Undeveloped: _____

Current Use of Property: _____

Existing / Proposed Structures:

Physical Dimensions: Structures shall be labeled on site plan as 'A', 'B', 'C', etc.

Existing structures shall be listed before proposed structures.

Structure A:

Is this an existing or proposed structure? Existing: _____ Proposed: _____

Height: _____ Ground Floor Area: _____ Total Floor Area: _____

Purpose and Use: _____

Structure B:

Is this an existing or proposed structure? Existing: _____ Proposed: _____

Height: _____ Ground Floor Area: _____ Total Floor Area: _____

Purpose and Use: _____

Structure C:

Is this an existing or proposed structure? Existing: _____ Proposed: _____

Height: _____ Ground Floor Area: _____ Total Floor Area: _____

Purpose and Use: _____

Structure D:

Is this an existing or proposed structure? Existing: _____ Proposed: _____

Height: _____ Ground Floor Area: _____ Total Floor Area: _____

Purpose and Use: _____

Additional Structures. For additional structures, please attach as separate sheet.

Application Checklists:

The purpose of the Application Checklists are to ensure a complete submittal has been prepared and to expedite the review process. The checklists are not necessarily inclusive of all requirements needed to obtain approval and do not absolve the Applicant from compliance with other applicable sections of the Zoning Ordinance.

NOTE: One paper copy and one digital copy (PDF or similar format) of the application packet is required

A site plan drawing, showing the information listed in the tables below and on the following pages, is required.

Please complete the checklist(s) in full by entering a ✓, ○, -, or ? as applicable, into each box in the Code column in the table below.

- | | | |
|------------------------|---|----------------------------------|
| Shown on Site Plan | ○ | Included with Application Packet |
| - Appears Inapplicable | ? | Cannot Determine if Required |

Code	Site Plan Drawing Submittal Requirements
	The name, address, telephone number, and email address of the operator.
	Tax Parcel numbers of all parcels involved in or proposed for nonmetallic mining operation
	A legal description and survey map of the tracts of land to be involved and affected by the proposed nonmetallic mining operation and the approximate total number of acres involved.
Plan Map. Drawn at a scale of no less than one inch equals 400 feet and including on its face or as attachments all of the following:	
	North arrow and scale.
	Property boundaries of the operator's owned and/or leased land consistent with the legal description of the premises.
	Location and names, as applicable, of all known streams, wetlands, environmentally sensitive areas, roads, railroads, utility lines, easements, and restricted covenants on or immediately adjacent to the site.
	Names and addresses of all parties of interest.
	The general location and description of all structures located within 1,500 feet of the property boundaries.
	Utility and any other easements, including but not limited to: <ol style="list-style-type: none"> 1. Electric. 2. Natural gas. 3. Propane. 4. Telephone. 5. Water. 6. Sewer (sanitary and storm). 7. Fiber optic lines. 8. Ingress/egress.
	Two-foot contours on the subject property(ies) and extending from the subject property a minimum distance of 25 feet in all directions.
	Location of all private and/or public wells located within 1,500 feet of the property boundaries.
	The location of any high-capacity wells located in the site or within 1,000 feet of the property boundaries.
	Location and description of mining site boundary stakes and permanent reference point.
	All excavation and phase boundaries, if any, shall be staked or otherwise marked per the survey by the operator and inspected by the Town and/or its consultants prior to commencing operations on a site. Stakes shall be made of steel consisting of at a minimum a two-inch diameter pipe. Stakes shall be placed on all corners of the site and additional stakes shall be placed every 300 feet between corner stakes. Stakes shall be set so they are at least five feet above ground level and painted with a highly visible color.
	Existing and proposed drainage within the property boundaries.

	The location and description of all setbacks, berms, fences, signs, and other required security features.
	Parking facilities, as applicable.
	Driveway access locations.
	All exterior signs.
	Exterior lighting.
	Grading and erosion control plans
	Landscaping plans (see Article X)
	A staging plan for any projects involving more than one phase or construction season which sets forth the chronological order of construction and relates to the proposed uses and structures of various service facilities and estimated completion dates.

Code	Operations Plan Submittal Requirements
	Type of mining, processing, and transportation equipment to be used.
	Type of material(s) to be extracted.
	A description of the proposed horizontal and vertical dimensions.
	Description of site drainage plan.
	Description and location on ingress/egress point(s) and internal roadway locations (as applicable).
	Primary travel routes to be used to transport extracted material(s) off site.
	Measures to be taken to control dust, noise, and vibrations resulting from operations and to remove mud and debris from vehicles leaving the site or a written explanation as to why such measures are not required based upon the specific circumstance of the nonmetallic mining operation and/or the general characteristics of the site.
	Noise Controls. The operator shall comply with all applicable noise regulations. In the event of noise problems, the operator shall utilize the latest cost-effective technology proven and demonstrated in the operator's industry, which shall not impose an unreasonable financial burden on the operator in its efforts to control and minimize noise impacts.
	Measures to be taken to protect the general public including, but not necessarily limited to, fencing, signage, warning lights and horns, and other as may be required by the Plan Commission depending upon the nature and scope of the proposed operations.

	Number of employees typically anticipated on site.
	The proposed hours of operation.
	A copy of the approved Reclamation Plan as required under Washington County Chapter 18: Nonmetallic Mining Reclamation and Chapter NR 135, Wis. Adm. Code.

Additional Requirements
The Plan Commission may require the completion of a hydro-geologic study of the nonmetallic mining site be completed should existing evidence suggest the reasonable likelihood of ground water contamination resulting from the operation.
Prior to commencing nonmetallic mining operations, the operator shall submit a refuse, waste, and contamination prevention report to the Town Board demonstrating the steps the operator will take to ensure proper storage and removal of nonmetallic mining refuse, garbage, and waste, prevent and contain spills, and in general protect surface and groundwater within and without to the site.
Each application for a permit herein or a renewal thereof shall be accompanied by a Certificate of Insurance for a commercial general liability policy and said policy of insurance shall have limits of coverage not less than \$5,000,000 in the aggregate, and \$1,000,000 per occurrence and the Town of Polk shall be named as an additional insured on applicant's policy of liability insurance.

Additional plans and data may be required when determined to be necessary in order to complete a thorough and efficient review. Certain submission requirements may be waived when determined to be superfluous.

Signature and Certification:

I certify the information presented on this Application and the drawings, plans, and other materials included therein are, to the best of my knowledge, complete and in accordance with the Zoning Ordinance.

Applicant Signature: _____ Date: _____

Application Fee:

The Application Fee for a Site Plan Permit for Nonmetallic Mining Operations is **\$500.00**. The Application cannot be accepted until the Application Fee has been paid.