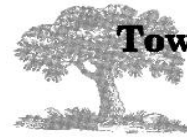


## STATE OF WISCONSIN



## JEFFERSON COUNTY



## Town of Ixonia

Jo Ann Lesser, Clerk/Treasurer  
(920) 261-1588  
jlesser@townofixonia.wi.gov

**SUBMISSION DEADLINE:**

**12:00PM on 1<sup>st</sup> day of the month** prior to the next Plan Commission meeting. **You** must supply the Plan Commission with information regarding your application; which is listed below. The Plan Commission meets the 4<sup>th</sup> Wednesday of the month, and is subject to change at the Town's discretion.

**APPLICATION FOR TOWN OF IXONIA PLAN COMMISSION AGENDA**

**\*\*\*Required submittals shall include (10) set original size drawings and original paper work as well as an electronic copy of all submittals; in PDF format**

Owner \_\_\_\_\_ Daytime Phone Number (    )-\_\_\_\_\_-\_\_\_\_\_

Applicant (if different from owner) \_\_\_\_\_ E-mail address: \_\_\_\_\_

Property Address \_\_\_\_\_

Mailing Address (If Different) \_\_\_\_\_

Zoning Classification \_\_\_\_\_ Land Use Plan Designation \_\_\_\_\_

Legal Description \_\_\_\_\_

**SPECIFIC REQUEST (please check appropriate item)**

☐ Certified Survey Map

☐ Site Plan & Plan of Operation

☐ Accessory Building Size

☐ Subdivision

☐ Lot Not Abutting Public Road

☐ Conditional Use

☐ Zoning Amendment

☐ Other: \_\_\_\_\_

**DETAILS OF PROPOSAL:**

I, the undersigned, have been advised that pursuant to the Town of Ixonia Ordinance to utilize Section §66.0627, Wisconsin Statutes, if the Town of Ixonia Attorney, Town Engineer, or any other Town Professional provides services to the Town as a result of my activities, whether at my request or at the request of the Town, I shall be responsible for the fees incurred by the Town. Also, I have been advised that prior to obtaining final approval, all costs incurred by the Town must be paid in full. If a dispute arises as to the amount of the fees incurred, said dispute shall be forwarded to the Town of Ixonia Town Board of Supervisors for resolution.

\_\_\_\_\_  
(Property Owner -Signature)

\_\_\_\_\_  
(Applicant-Signature)

\_\_\_\_\_  
(Property Owner -Print Name)

\_\_\_\_\_  
(Applicant-Print Name)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Town Representative Accepting Form)

**TOWN of IXONIA**  
**DEVELOPER PROCESS CHECKLIST**

This checklist is only intended to serve as a guide of the minimum requirements. All Town ordinances and procedures must be complied with. This checklist does not guarantee action by the Plan Commission or the Town Board. Completion of one step does not guarantee approval of any subsequent steps. There is no guarantee of capacity in any of the Town's road or utility systems.

All materials must be submitted to the Town Clerk's office by 12:00 noon on the 1<sup>st</sup> of the month preceding the scheduled Plan Commission meeting. A minimum of 10 paper copies and 1 electronic copy in pdf format of all materials shall be submitted to the Town Clerk.

**LAND DEVELOPMENT**

Minimum Submittal Requirements:

Step 1

- Non-mandatory Concept meeting with Town staff.
- Consistent with Comprehensive Master Plan? Within Sewer Service Area? Wetland or Floodplain impacts?
- Rezone, Conditional Use, or variances from Town or County required?

Step 2

- Sign the reimbursement letter (agreement between Developer and Town).
- Concept plan showing lots, street layout, utility connections, grades, etc.

Step 3

- Preliminary CSM or Preliminary Plat for review by Town Engineer.
- Developer's Agreement by Town Attorney for dedicated public improvements - reviewed and signed.
- List of quantities and estimate or contractors quote for improvements.
- Security in the form of Irrevocable Letter of Credit or Bond or Cash.

Step 4

- Final CSM or Final Plat for approval.
- Access and utility easement documents.
- Site plan, grading plan, landscaping reviewed by Town Engineer.
- Preliminary utility (sewer, storm) plans and traffic, parking, driveway plans reviewed.
- Final engineering and utility plans approved.
- All other permits (Utility, DNR, DOT, State, County, etc.).

Step 5

- Building permits will be issued after all stormwater facilities and public improvements are completed.
- State approved plans and DNR NOI.
- Town driveway and/or right-of-way permits.
- Any fence or other Town permits?
- Mandatory Construction kickoff meeting before any construction start.