

Application Packet For Site Plan Review

Town of Pacific, Columbia County, WI

W7530 HWY 16, Pardeeville, WI 53954

www.tn.pacific.wi.gov

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The purpose of this document is to provide guidance in applying for a Site Plan Review in the Town of Pacific. 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.

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Applicability of Ordinance

Do I need to submit a Site Plan of my project for review?

The purpose of this sheet is to help you determine whether or not your project is subject to the necessity of a review by the Town of Pacific. Please read and respond to the following questions:

QUESTION:	YES	NO
Is this a project site less than one (1) acre?		
Is this project site greater than one (1) acre AND requires a building permit?		
Will this require a site plan as specified in any other Town ordinance?		

Did you answer "YES" to **ANY** of the above questions? YES NO

If yes, your project is subject to a Site Plan Review. Please continue with the application.

If no, your project is not subject to a Site Plan Review.

If you are still unsure as to whether or not your project is subject to Site Plan Review, please contact the Town Engineer for further guidance. You may obtain the Town Engineer's contact information on the Town's website at www.tn.pacific.wi.gov or from the Town Clerk.

Signature of Person Preparing this Form

Date

Printed Name

Title

Summary of Application Process

1. Contact the Town Clerk to obtain an application packet for Site Plan Review in electronic form.
2. Fill out all forms in the packet completely. You are encouraged to contact the Town Engineer at this time to hear the scope of your proposal. Depending on your project, the Town Engineer may have valuable input and guidance that will help you as you complete the application packet and draft the site plan. You may obtain the Town Engineer's contact information on the Town's website at www.tn.pacific.wi.gov or from the Town Clerk.
3. The Applicant shall prepare a site plan in accordance with the Town of Pacific Site Plan Review Ordinance (#2012-21), and the "Submittal Checklist" as found on the last two pages of this packet.
4. Submit **2 copies** of the following items, **assembled in packet form**, to the Town Clerk (*The Town Clerk will forward the information on to the proper Town Representatives for review*):

EACH PACKET SHALL CONTAIN THE FOLLOWING:

- Letter of Intent
- Completed Applicability of Ordinance Form
- Completed Reimbursable Services Agreement
- Completed Application For Site Plan Review Form
- Statement of Understanding
- Site Plan Map adhering to the criteria found in the Submittal Checklist
- Completed Submittal Checklist Form
- Application Fee Payable to "Town of Pacific"

5. The Town Engineer (and other Town representatives as appropriate) shall review all of the submitted documents and determine the completeness of the application. The Town engineer will work with you to make sure that you have all of the appropriate information for your submittal.
6. Once the Town Engineer has indicated that you have all of the appropriate information, **you will need to provide 15 copies of the completed packet to the Town Clerk** for distribution to the Town Plan Commission and Town Boards members.

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.

7. The Town Engineer (and other applicable Town representatives as appropriate) shall give their recommendation about each completed application to the Plan Commission to either approve or reject.
8. The Plan Commission will give recommendation to the Town Board to either approve or reject the application.
9. The Town Board shall reject, approve, or approve conditionally the site plan application within 60 days of being deemed a complete submittal by the Town Engineer. Upon Town Board approval, a permit may be granted.
10. Pay all the necessary fees to the Town Clerk.

ASSOCIATED FEES

Application Fee: \$250, submitted at the time of application.

Review Fees: The applicant shall pay a fee equal to the Town's actual cost incurred as a result of the review by any Town Representative. The fee shall be paid within 30 days of the bill being issued by the Town.

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Agreement for Reimbursable Services

In the Review of Site Plan Applications
Town of Pacific, Columbia County, WI

The cost of review for all Site Plan applications shall be borne by the Applicant. The Applicant shall pay all reasonable Town of Pacific incurred expenses relating to a particular Site Plan review. This may include meeting charges, professional consultants, or other relevant Town expenses incurred in connection to the Site Plan review. 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 Site Plan Review application. The submittal of a Site Plan Review 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 Pacific for
(Project Name)
all review costs associated with, but not limited to, the Town Engineer and Town Attorney, in connection with the site plan review 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

Statement of Understanding

By signing below, I, _____, certify that the information contained in this 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.
(Print Applicant Name)

I also authorize Town of Pacific staff permission 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 approval of the Site Plan is imminent or guaranteed.

I understand that approval of this Site Plan does not qualify as, nor replace the necessity for proper permitting for the proposed project.

Dated this _____ day of _____, 20__ .

Signature of Applicant

Printed Name

Signature of Property Owner
(If Different From Applicant)

Printed Name

Submittal Checklist for Site Plan Review

The Plan Commission may waive any or all of the below site plan requirements shown for good cause if the information will serve no valid purpose.

Each site plan submitted shall contain the following information unless specifically waived in whole or in part by the Planning Commission, or its designee, because it is clearly evident the data will not serve any useful purpose.

- The date, north arrow, scale and name of the individual or firm responsible for preparing the plan. The scale must be at least one (1) inch = fifty (50) feet for parcels less than three (3) acres and at least one (1) inch = one hundred (100) feet for parcels three (3) acres or more.
- The boundary lines of the property, to include all dimensions and legal description.
- The location of all existing and proposed structures on the site, including proposed drives, walkways, signs, exterior lighting, parking (showing the dimensions of a typical parking area), loading and unloading areas, common use areas and recreational areas and facilities.
- The location and width of all abutting right-of-ways.
- The location of existing environmental features, such as streams, wetlands, shore-lands, mature specimen trees, wooded areas or any other unusual environmental features
- The location and identification of all existing structures within a two hundred (200) foot radius of the site.
- The name and address of the property owner.
- The existing zoning district in which the site is located and the zoning of adjacent parcels. In the case of a request for a zoning change, the classification of the proposed new district must be shown.
- The location of all existing and proposed landscaping as well as all existing and proposed fences or walls.
- A location sketch of the proposed use or structure.
- The type, location and size of all existing and proposed utilities.
- The location, size and slope of all surface and subsurface drainage facilities.
- Summary tables, cross-sections and/or floor plans should be included with site plans for proposed structures, giving the following information:
 - The number of units proposed, by type, including a typical floor plan for each unit.

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- The area of the proposed units in square feet, as well as area dimensions of driveways and staging areas.
- Typical elevation drawings of the front and rear of each building.
- The topography of the existing and finished site shall be shown by contours or spot elevations. Where the existing slope on any part of the site is ten percent (10%) or greater, contours shall be shown at height intervals of two (2) feet or less.

The following items shall also be included with the submittal:

- Legal Description of Property
- Impact statement addressing the demands the development will have on community services and any environmental impacts.
- Conditional Use or PUD approval Letter (if applicable).
- Control Plan for Erosion, Sedimentation, and Stormwater Runoff (if applicable).