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## Concept Plan Submittal

**Below is an outline of the process of planning a conceptual meeting with the Town of Pacific. Please use the following information as a resource to help guide you through the process.**

- 1) Contact the Town Clerk to discuss the scope of your proposal, and to obtain the proper documents for filing an application. (608) 742-8763; [clerk@tn.pacific.wi.gov](mailto:clerk@tn.pacific.wi.gov).
- 2) Depending on the timeline, and the nature of your proposal, the Town Clerk may refer you to the Town Engineer.
- 3) The Town Engineer is available to guide you through the upcoming process(es) and can direct you on pulling together the necessary project information for a concept plan discussion. Typically, conceptual meetings will be held during regularly scheduled Plan Commission Meetings which are held on the first Tuesday of each month at 5:30 p.m. (unless outside circumstances make the time difficult). The Town Clerk and Town Engineer will add you to the agenda if the complete submittal documentation is provided at least two weeks in advance.
- 4) Up to one (1) hour of consultation by the Town Engineer is available to applicants under this process. If additional hours are incurred as a result of incomplete documents, controversial matters, or multiple meetings, the applicant is responsible for reimbursement before other applications are accepted.
- 5) Submit your documents to the Town Engineer for review prior to the two-week advance period to be sure that the documents are adequately informative and productive for the purpose for the Plan Commission discussion.
- 6) For the Plan Commission Meeting, there are a few documents that will be helpful for you to prepare to facilitate discussion with Plan Commission members. The documents that you should prepare beforehand are listed in the checklist below:

| <b>ITEMS TO SUBMIT FOR CONCEPTUAL MEETING:</b> |  |
|--|--|
| <input type="checkbox"/>                       | Preliminary 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. |
| <input type="checkbox"/>                       | General location map showing project site.   |
| <input type="checkbox"/>                       | Existing Information: Parcel, Building(s) or Site Plan as applicable.  |
| <input type="checkbox"/>                       | Any preliminary, conceptual site layout plans if applicable.   |

- 7) While preparing these documents, you should be in contact with other agencies that have the authority to review the project (e.g., Columbia County, State of Wisconsin, Federal Agencies, Local Building Inspector, etc.) to allow for early input by all such agencies.
- 8) Attend the Concept meeting and discuss the project with the Plan Commission. After the conceptual meeting had concluded, you may consider moving forward or amending your project at your discretion. However, this completes the concept plan process. Multiple Concept Plan submissions will not be processed. Formal Application packets for a project request may be obtained at the Town's Website: [www.tn.pacific.wi.gov](http://www.tn.pacific.wi.gov).

**A concept plan and/or meeting is not required to be considered for approval in the Town of Pacific, however, it is strongly encouraged and will most likely save you time, energy, and money over the course of the review and permitting process. Concept plan discussions by the Town of Pacific and its staff are considered preliminary and informal. No formal action will be taken on a concept plan matter.**

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## Preparing for a Conceptual Meeting – FAQs

The goal of this sheet is to help you better understand conceptual meetings, and to answer some of the questions that are frequently asked surrounding these meetings.

**Q1. “Why should I schedule a concept meeting before I officially submit my proposal?”**

A1. The purpose of a conceptual meeting is to save you time, energy, and money in obtaining proper permitting from the Town for your proposal. Many times, the Town will have helpful insight on such things as site layout, zoning considerations, and commonly overlooked items. By addressing these times early in the process, the likelihood of lengthy (and costly) back and forth will be substantially reduced.

**Q2. “How much will it cost me to attend a conceptual meeting?”**

A2. The Town values when applicants come forth with concept plans before filing a formal submittal. In reflection of this, you are granted to one free conceptual meeting before the Town Plan Commission. After the first conceptual meeting, any additional work by and Town representative, including the Town Engineer and Town Attorney, will require a signed reimbursable services agreement to be on file. Any Town incurred cost from this point forward will require reimbursement and the filing of a signed reimbursable services agreement along with the appropriate escrow deposit.

**Q3. “When and where would my concept meeting take place?”**

A4. Typically, your concept meeting would take place before the Town Plan Commission, during one of their regularly scheduled meetings. The Town Plan Commission meets the first Tuesday of every month at 5:30 p.m. in the Pacific Town Hall located at W7530 HWY 16, Pardeeville, WI 53954.

**Q4. “How do I schedule a concept meeting?”**

A5. By this time, you should already be in contact with the Town Engineer about your project. The Town Engineer will inform you of the next feasible Plan Commission meeting that your project could be discussed once all appropriate documentation is provided. The Town Engineer and Town Clerk will add your item to the next available meeting agenda.

**Q5. “What information would be helpful for the Plan Commission at this stage?”**

A6. Page 1 of this document includes a list of items you should submit (prior to the 2-week advance cut-off) to the Town Engineer to be sure they are adequately informative and distributed to the Plan Commission for review. If you have questions regarding those items, please contact the Town Engineer.

**If you have additional questions about the conceptual meeting, please do not hesitate to contact the Town Engineer with the contact information provided below, or from the Town Clerk. Please keep in mind, a conceptual meeting is not required in the Town of Pacific but is highly recommended.**

**Town Engineer Contact Information:**

**Robert J. Roth, PE**  
Phone: (608) 697-5857  
Email: [rroth@tn.pacific.wi.gov](mailto:rroth@tn.pacific.wi.gov)  
Website: [www.tn.pacific.wi.gov](http://www.tn.pacific.wi.gov)

**Town Clerk Contact**  
Information: Marlo Gustafson  
Phone: (608) 742-8763  
Email: [clerk@tn.pacific.wi.gov](mailto:clerk@tn.pacific.wi.gov)  
Website: [www.tn.pacific.wi.gov](http://www.tn.pacific.wi.gov)