

**Applicant
information:**

Person's Name(s): _____

Firm Name (if any): _____

Relationship (check one): ☐ Current Owner ☐ Prospective Owner ☐ Tenant ☐ Representing: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Office/Home Phone #: _____ Mobile Phone #: _____

Email Address: _____

**Property owner
information:**

Person's Name(s): _____

Ownership (check one): ☐ Individual ☐ Trust ☐ Partnership ☐ Corporation/LLC ☐ Other: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Office/Home Phone #: _____ Mobile Phone #: _____

Email Address: _____

**Subject property
identification:**

Street Address: _____

Parcel Number: _____

**What types of
exterior changes
are proposed for
subject property
and its structures
as part of this
project? (check
all that apply)**

- | | |
|--|--|
| ☐ Addition to home or other building | ☐ Sport court and equipment |
| ☐ Exterior remodeling (siding, window, door, roof) | ☐ Outdoor kitchen/fixed BBQ equip. |
| ☐ New accessory building (e.g., shed, garage) | ☐ Dog or cat house, shelter, run |
| ☐ Demolition of accessory building | ☐ Chicken coop or run |
| ☐ Fence, wall, netting (new, replace, extend) | ☐ Outdoor pool, changing room, equip. |
| ☐ At grade deck, walk, patio (new, replace extend) | ☐ Exterior heating, AC, or generator unit |
| ☐ Elevated deck, walk, patio (new, replace, extend) | ☐ Play equipment, playhouse, treehouse |
| ☐ Driveway or parking (new, replace, extend) | ☐ Exterior lighting (new or replacement) |
| ☐ Earth filling, excavating, and/or grading | ☐ Fire pit, permanent outdoor fire place |
| ☐ Landscaping (new, replacement, extend) | ☐ Arbor or trellis |
| ☐ Exterior communication or energy system | ☐ Flag pole |
| ☐ Other: _____ | ☐ Other: _____ |

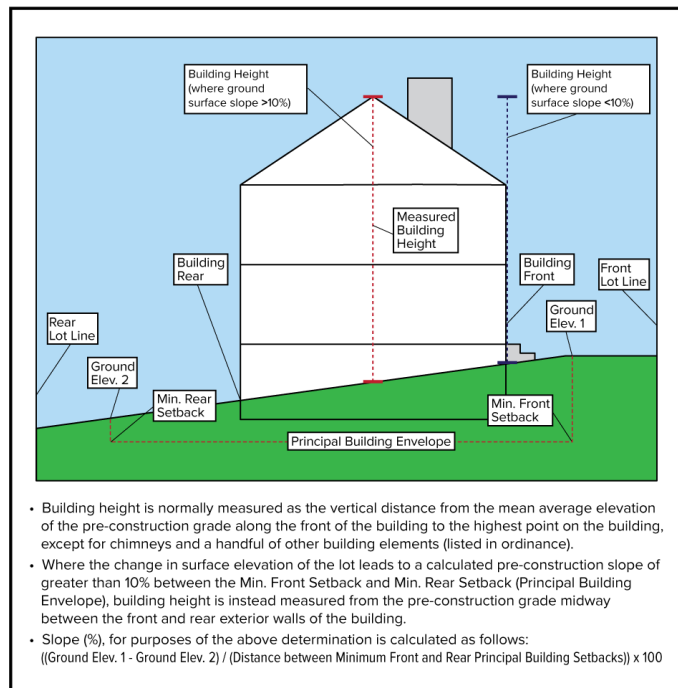
Parcel Address or ID #: _____

Describe project in greater detail, including any timing or phasing issues, unique limitations, optional elements, and neighbor interactions

Submittal Requirements—General

Except as may be modified or waived by the Zoning Administrator, please provide:

- ☐ A complete building (or sign) permit application including an estimate of construction value.
- ☐ Existing and proposed lot area, lot dimensions, floor area percentage of all buildings, and other data necessary to determine compliance with applicable dimensional requirements in Figure 225.2.2. and § 225-4-2 of the Village's zoning ordinance.
- ☐ If the project involves a new or modified building, two-dimensional building elevation drawings, in both black and white and color, of all exterior sides and roof:
 - ☐ Drawn to a recognized scale, including a graphic scale bar and north arrow or elevations labeled by facing direction.
 - ☐ Including a title block that indicates the name, address, phone number, and email of the owner and professionals.
 - ☐ Indicating the date of the original plan and the latest date of revision.
 - ☐ Depicting exterior materials, texture, color, and overall appearance of all exterior surfaces, including mechanical equipment and lighting. (Samples of the exterior building materials may be required for unique materials or textures)
 - ☐ Indicating existing and proposed building height (as measured per graphic to right).
 - ☐ Clearly showing and labeling existing versus proposed areas and features.



Parcel Address or ID #: _____

-
- ☐ Overhead site plan map(s), drawn to scale and including the following information:
 - ☐ Title block indicating names, addresses, phone numbers, emails of owner/professionals.
 - ☐ Date of the original plan and latest date of revision.
 - ☐ North arrow and a graphic scale.
 - ☐ All property lines and existing and proposed right-of-way lines with bearings and dimensions clearly labeled, which may be combined with other required features or necessitate a professional survey depending on a variety of factors including project complexity and proximity of features to minimum zoning requirements.
 - ☐ All existing and proposed easement lines and dimensions with a key provided and explained on the margins of the plan sheet as to ownership and purpose.
 - ☐ All required minimum setback lines applicable to the zoning district.
 - ☐ All existing and proposed buildings, structures, and hard surfaced areas, including building entrances, walks, drives, decks, patios, fences, utility poles, drainage facilities, and walls.
 - ☐ Location and dimension of all driveways and access points onto public streets.
 - ☐ Location and dimension of existing & proposed parking, loading, service, outdoor storage.
 - ☐ Delineation and labeling of shoreline, floodplains, wetlands, slopes of 10% or greater, and mature trees (12"+ trunk diameter).
 - ☐ Existing and proposed sanitary sewer, water, electrical, and communication pole and line locations, connections, and relocations.
 - ☐ A grading plan showing existing and proposed grades, any retaining walls (with materials indicated), and proposed stormwater management features.
 - ☐ Proposed exterior signage, if any.
 - ☐ In new or modified lighting is proposed, an exterior lighting plan complying with requirements of § 225-4-7 of the ordinance and including catalog pages or similar for all proposed fixtures.
 - ☐ Where the project includes a 25% or greater floor area expansion of any existing principal building, a landscape plan meeting associated requirements of § 225-4-3 F of the ordinance.
 - ☐ Where the project includes demolition or removal of any building of 200+ square feet:
 - ☐ Name and qualifications of person or firm to demolish or remove/move the building.
 - ☐ Executed certificate of professional, commercial liability, personal injury, and property damage insurance for the person or firm demolishing or removing the building, in amounts determined by the Village Attorney and listing the Village as an additional insured.
 - ☐ Dates and timeframes within which the demolition will occur.
 - ☐ Approved method of demolition, and any conditions associated with approved method.
 - ☐ Proposal for the discontinuance of gas, electrical, sanitary sewer, and water services.
 - ☐ If building is proposed to be moved, place to which such building is intended to be moved and the names and segments of streets along which the building is proposed to be moved.

Submittal Requirements—Fences

Parcel Address or ID #: _____

Except as may be modified or waived by the Zoning Administrator, please provide plans, catalog pages, and other details that allow verification the following criteria will be met:

- ☐ Subject to any permitted exceptions and processes in § 225-2-5 of the zoning ordinance:
 - ☐ Is not closer to the front parcel line than the principal building (e.g., house).
 - ☐ Is not closer to Lake Mendota than the minimum setback for principal buildings.
 - ☐ Is set back at least 6 inches from any other rear and side parcel lines, or set back the same as the minimum principal building setback where fence opacity is greater than 60%.
 - ☐ Is not greater than 5 feet in height when along and within 10 feet of the rear lot line, or 4 feet in height in all other permitted locations.
- ☐ Not constructed of chain link, woven wire, or similar design; or with PVC, vinyl, or other plastic material except for composite materials designed to closely resemble wood and for underground components. (Chain link and synthetic netting permitted only where parallel and within 10 feet of a rail right-of-way or where enclosing an approved sport court or golf course.)
- ☐ Designed with no greater than 60% opacity (defined as “the percentage that a view from one side of such a structure to the other side is completely blocked by the structure where viewed at a right angle from the structure, including supports but not any support segment (e.g., post) that extends above the body of such structure”), except:
 - ☐ For the lowest 2 feet of any fence.
 - ☐ Where minimum setbacks are equal to the minimum principal building setbacks in the associated zoning district and the fence is in the rear yard.
 - ☐ For fences, walls, gates designed to screen mechanical units or outdoor storage areas.
 - ☐ For fences permitted under the height exception in § 225-2-5 D (3) of the ordinance.
- ☐ Consistent in height, materials, style, and color to any existing fence or wall to which it will attach, except where such existing fence does not meet the requirements of this section.
- ☐ Any included gates match the height, material, style, and color of the fence or wall.
- ☐ Not constructed parallel to and within 5 feet of any other fence.

Reimbursement for Development Review Services

Village consultants may expend time in the administration, investigation, and processing of development review applications, at the Zoning Administrator’s discretion. This signed application serves as an agreement to reimburse the Village for its professional consulting service costs associated with this application. The applicant shall pay such costs upon receipt of invoice from the Village, following the execution of consultant services associated with this application. If the applicant fails to pay such costs, the responsibility shall pass to the property owner, if different. Any unpaid costs may be imposed by the Village as a special charge on the affected property.

Acknowledgements and Signatures

By signing and dating below, I/We:

**SINGLE-STAGE
SITE PLAN APPROVAL APPLICATION****Page 5****Parcel Address or ID #:** _____

-
1. Reviewed and understand the Village of Maple Bluff zoning ordinance and its standards of approval related to this application;
 2. Read, understand, and accept my/our responsibilities under the reimbursement section;
 3. Submitted an application that is true, correct, and complete;
 4. Acknowledge that Village officials and/or employees may, in the performance of their functions, enter the subject property to gather information to process this application;
 5. Understand that all meeting dates are tentative and may be postponed by the Village for the reason of incomplete submittals or other administrative reasons;
 6. If this application is approved, agree to abide by this application, approved plans, and required conditions associated with plan approval; and
 7. Understand that the Village's zoning ordinance and/or the conditions of development approval may specify timeframes within which I/we must take certain actions related to the development of the subject property, or risk having the approval being nullified.

Signature of Applicant_____
Date_____
Signature of Property Owner (if different)_____
Date