

Design and Site Plan Approval

FINAL REVIEW STAGE

(For new residences and 50%+ expansions)

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)

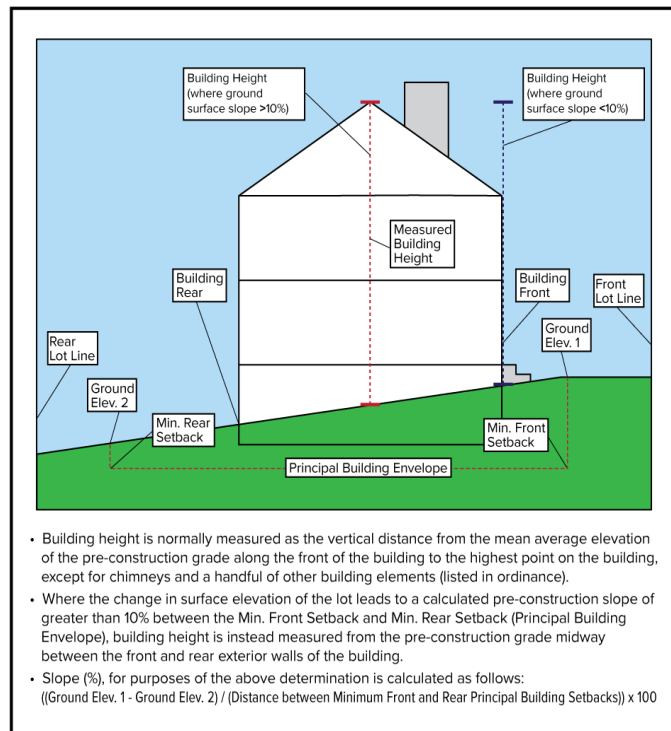
- | | |
|--|---|
| ☐ New principal building (e.g., new home) | ☐ Sport court and equipment |
| ☐ Demolition of principal building (e.g., old home) | ☐ Outdoor kitchen/fixed BBQ equip. |
| ☐ Demolition of accessory building (e.g., garage) | ☐ Dog or cat house, shelter, run |
| ☐ Addition to home or other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

Describe project in greater detail, including further details and changes from what was presented and approved in the schematic review stage

Parcel Address or ID #: _____

Final/Comprehensive Plan Submittal Requirements

- ☐ Any materials requested by the Building Board during the schematic review stage but not yet provided, or required as a condition of the Board's schematic plan approval.
- ☐ A complete building permit application including an estimate of construction value.
- ☐ Table(s) or list(s) indicating ordinance minimum/maximum, actual existing, and proposed dimensions of lot and improvements with reference to requirements in [Figure 225.2.2. and § 225-4-2 of the Village's zoning ordinance](#), including lot area, lot dimensions, lot width at minimum front setback line, floor area of all buildings and floor area percentage, impervious surface area and percentage, and building setbacks from parcel lines.
- ☐ 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 working on project.
 - ☐ 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.
- ☐ 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.



Parcel Address or ID #: _____

- ☐ All property lines and street and rail right-of-way lines with bearings (direction) and lengths clearly labeled, which may necessitate a professional land survey depending on a variety of factors including project complexity and proximity of improvements to minimum setbacks.
- ☐ All existing and proposed utility and other easement lines, along with the dimensions, beneficiary, and purpose of each easement.
- ☐ Locations, dimensions, and closest distances to parcel lines of existing and proposed buildings, decks, patios, fences, retaining and other walls, walkways and driveways (including any segments in public street rights-of-way), utility poles and lines, surface drainage facilities, parking, loading and service areas, outdoor storage, and other structures and site improvements.
- ☐ Delineation and labeling of shoreline (ordinary high water mark), floodplains, wetlands, slopes of 10% or greater, and mature trees (12"+ trunk diameter) by species.
- ☐ Existing and proposed sanitary sewer, water, electrical, and communication pole and line locations, connections, and relocations.
- ☐ A construction site erosion control plan. (For homes, erosion control requirements of SPS 321.125 in the Uniform Dwelling Code must be met. Where at least 4,000 sq. ft. of land will be disturbed or another threshold under [§ 115-6](#) of Village ordinances is exceeded, the requirements of [§ 115-11](#) must be met.)
- ☐ A grading plan showing existing and proposed grades, any retaining walls (with materials and construction method indicated), proposed low building opening elevation, and any proposed stormwater management features to verify compliance with [§ 225-4-3 B](#) of Village ordinances. Where the project includes construction of a new house, such grading plan shall be prepared by a Wisconsin licensed civil or stormwater engineer.
- ☐ Where adding impervious surface area exceeding 20,000 square feet or otherwise required by Village under [§ 115-7](#) of ordinances, a detailed stormwater management plan and calculations meeting [§ 115-12](#).
- ☐ Proposed exterior signage, if any. (If including or associated with an exterior sign requiring a sign permit, also submit a sign permit application under [§ 225-8-11](#) of the ordinance.)
- ☐ An exterior lighting plan complying with the requirements of [§ 225-4-7](#) of the ordinance and including catalog pages or similar for all proposed fixtures, plus a photometric plan for nonresidential and multiple-family residential developments.
- ☐ Where the project includes construction of a new principal building, or a 25% or greater floor area expansion of any existing principal building, a landscape plan meeting requirements of [§ 225-4-3 F](#) of the ordinance.
- ☐ Where overhead power and communication lines connect to the building(s) from main lines, and proposed construction value is \$50,000 or greater, a signed [Agreement to Place Utility Wires Underground](#), unless burying lines is prohibited by the associated private utility company.
- ☐ Titles, plus preparation and last revision dates, on all submitted plans and documents.

NOTE: Where the project includes demolition or removal of any building of 200+ square feet, a completed [Application for Building Demolition or Removal/Movement](#) is also required before the Village will issue both a demolition permit and a building permit.

Parcel Address or ID #: _____

Reimbursement for Development Review Services

Village consultants may spend 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:

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