

**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 fireplace |
| ☐ Landscaping (new, replacement, extend) | ☐ Arbor or trellis |
| ☐ Exterior communication or energy system | ☐ Flag pole |
| ☐ Other: _____ | ☐ Other: _____ |

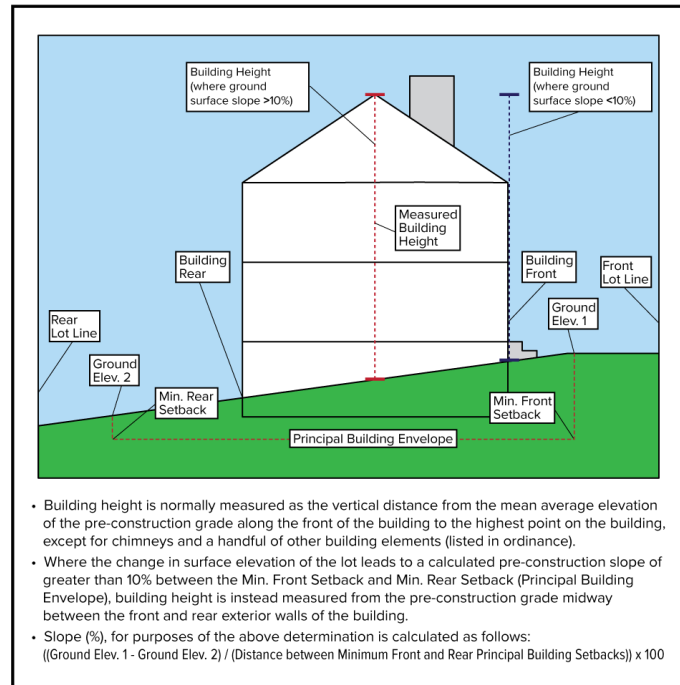
**Describe project
in greater detail,
including any
timing or phasing
issues, unique
limitations,
optional
elements, and
neighbor
interactions**

Parcel Address or ID #: _____

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.
- ☐ 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 (floor area/lot area), impervious surface area and percentage, and building setbacks from parcel lines.
- ☐ 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 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.
 - ☐ All property lines and street and rail right-of-way lines with bearings (direction) and lengths clearly labeled, which may be combined with other required features and/or 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



Parcel Address or ID #: _____

(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 grading plan showing existing and proposed grades, any retaining walls (with materials and construction method indicated), and any proposed stormwater management features to verify compliance with [§ 225-4-3 B](#) of Village ordinances.
- ☐ 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.
- ☐ 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 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, 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.

Submittal Requirements—Fences

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

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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, or 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 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