

CONDITIONAL USE APPLICATION

VILLAGE OF ROCHESTER, WISCONSIN

Note: Application must be fully completed and signed by the applicant or the applicant's agent.

OWNER:		APPLICANT/ AGENT:	
---------------	--	--------------------------	--

Zoning District: _____

TO THE VILLAGE OF ROCHESTER PLAN COMMISSION:

The undersigned requests a conditional use permit to (specify use, project, structure, size, etc.):

AT (site address): _____

Subdivision:		Lots(s):		Block:	
---------------------	--	-----------------	--	---------------	--

Parcel ID#: _____

If served by municipal sewer, check here: **Sanitary permit #** _____

✓ Attached are:

- Zoning permit application fully completed & signed by the applicant or the applicant's agent. The Village of Rochester will provide the original or the form may be obtained at <http://rochesterwi.us>
- 12 SETS: drawn-to-scale site plan that is based on a survey (2 full sets at scale, 10 no larger than 11' x 17', folded to 8.5" x 11")
- Letter of agent status- **If the applicant does not own the property at the time of filing and/or public hearing**, a written, signed and dated letter from the property owner acknowledging said petition and authorizing specified agent to speak on the owner's behalf must be submitted.
- Hearing/ review fee payable to "Village of Rochester" (Fees are non-refundable, and re-publication/ amendment fees will be charged where applicable.)
- Signed "Agreement for Reimbursable Services"
- 3 SETS: landscaping/ lighting plan
- 12 SETS: report/ cover letter & operations plan
- Names & mailing addresses of the property owner's within 100' of the subject property and across the street.
- Other _____

Property Owner Name:		E-mail address:	
Address:	_____	Telephone #:	_____
	_____	Signature:	_____
Agent Name:	_____	E-mail address:	_____
Address:	_____	Telephone #:	_____
	_____	Signature:	_____

Staff Use Only:

BASED ON CURRENT MAPPING, check applicable statement(s) below and underline or circle the word "all" or "partially"

- The property is all / partially located in the _____ shoreland area.
- The project is all / partially located in the _____ shoreland area.
- The property is all / partially located in the _____ floodplain.
- The project is all / partially located in the _____ floodplain.
- The property is all / partially located in the wetland.
- The project is all / partially located in the wetland.

The applicant is subject to the following Ordinance provisions (specify article/ section):

Shoreland contract : Yes No

Public Hearing Date:		Site plan review meeting date:	
Submittal Received by:	_____	Date petition filed:	_____
Cash or Check #:	_____	Amount received:	_____

Village of Rochester
Agreement for Reimbursable Services
By Petitioner/Applicant/Property Owner

The Village may retain the services of professional consultants (including planners, engineers, architects, attorneys, environmental specialists, recreation specialists, and other experts) to assist in its review of a proposal coming before the Plan Commission. The Village reserves the right to apply the charges for these services as well as for staff time expended in the administration, investigation and processing of applications to the Petitioner.

The Petitioner is required to provide the Village with an executed copy of this agreement as a prerequisite to the processing of the development application. The submittal of a development proposal application or petition shall be construed as an agreement to pay for such professional review services applicable to the proposal. The Village may delay acceptance of the application or petition as complete, or may delay final approval of the proposal, until the Petitioner pays such fees. Review fees which are applied to a Petitioner, but which are not paid, may be assigned by the Village as a special assessment to the subject property.

_____, the applicant/petitioner/ property owner(s) for
(Names)

_____, dated _____, 200____,
(Nature of application/petition)

agrees to reimburse the Village of Rochester for all consultant services (e.g. engineering, planning, surveying, legal) required to process this application in addition to those normal costs payable by an applicant/petitioner (e.g. filing or permit fees, publication expenses, recording fees, impact fees, etc.), and, further, agrees to reimburse the Village for other administrative staff review if, in the judgment of the Village Board, such reimbursement is warranted.

Dated this _____ day of _____, 200____.

(Signature of Applicant/Petitioner)

(Signature of Property Owner, if Different from Applicant/Petitioner)

VILLAGE OF ROCHESTER
Shoreland Conditional Use Public Hearing Petitions
Additional Required Plat of Survey/Site Plan Information

Application Requirements

Plat of survey or site plan (two full-size sets & 12 reduced/no larger than 11" x 17") prepared by a Wisconsin registered land surveyor illustrating the following information must be submitted when constructing a primary building. Plot plans may be acceptable when constructing accessory structures such as garages, additions to residences, retaining walls, etc.

1. locate all existing & proposed buildings/additions within subject property with setbacks from the property lines, designated wetland areas, 100-year floodplain limits, environmental corridor areas, & the ordinary high water mark of any waterway or lake;
2. define proposed limits of backfilling outward from the proposed structure;
3. identify elevations (tied into mean sea level datum) as follows:
 - a. existing elevations at the property corners & at the corners of the existing & proposed buildings/additions;
 - b. proposed finished yard grade & first floor elevation of proposed buildings/additions;
 - c. existing yard & floor grades of abutting properties within 40 feet of subject site;
 - d. locate, delineate, & label the 100-year floodplain elevation;
 - e. demonstrate a typical cross-section of retaining walls (This office recommends that you contact a licensed engineer.);
 - f. A limited floodplain boundary adjustment requires existing & proposed cut & fill area elevations accompanied by a set of quantitative figures that illustrate that the proposed adjustment does not decrease water storage capacity on the subject site.

**VILLAGE OF ROCHESTER Site Plan Review Application Requirements
(for parcels subject to Ch. 20, Racine County Code of Ordinances)**

PHONE: 262-534-2431, FAX: 262-534-4084

**HOURS: 8:30 a.m. to 2:30 p.m. Monday, Wednesday, Thursday, Friday
Noon to 6:00 p.m. Tuesdays**

All parcels with private sewage systems & non-plumbing sanitation systems (unsewered areas) must contact Racine County Code Administration (262-886-8475) for sanitation review & approval as zoning permits will not be issued before sites comply with local, County, & State sanitation regulations. This process can be lengthy, so we recommend that you immediately contact Code Administration.

The owner, agent, or attorney must be present at the Committee meeting to provide information on the petition. However, a site plan review is not a public hearing, & the Committee does not normally take input from the audience unless the Committee has a question on an agenda item.

Village of Rochester Planning Committee meetings are generally held the 1st Monday of each month. These meetings begin at 6:30 p.m., and are held in the Rochester Municipal Building, 203 W. Main Street, Rochester, Wisconsin. Materials must be submitted to the Village Zoning Administrator by the third Monday of any month preceding the first Monday of the month in which you wish Plan Commission consideration.

Site plans must be based on a survey, and they must be neatly drawn to scale using a professionally recognized method of drafting. Please include the date of the plan and any subsequent revision dates.

The Village of Rochester reserves the right to determine if the proposed project should be handled by public hearing or site plan review. The Village of Rochester also reserves the right to reject site plan review petitions that are incomplete or inadequate or are inconsistent with the provisions of applicable zoning codes.

The completed petition and applications, accompanied by the required fees and information, must be submitted to the Village of Rochester by the filing deadline in order to petition the Plan Commission for their review & action. The following list identifies the minimal required information that must be submitted to have an application processed. Additional documents might be required if the Zoning Administrator, the Committee, and or the Village Board feel that further information is necessary to adequately evaluate the proposed use.

REQUIRED INFORMATION (Please note that incomplete applications may be rejected.)

1. Village of Rochester Zoning Permit & Conditional Use Applications (one set), including a completed “Agreement for Reimbursable Services” —These applications must be fully completed & signed by the applicant or the applicant’s agent. The Village of Rochester will provide the originals or the forms may be obtained at <http://rochesterwi.us>
2. Abutting property owners' names & addresses (one set) — be sure to incorporate those property owners across the street and/or highway and include mailing address, city, state, & zip code information. NOTE: The most current information can be obtained from the village clerk’s office.
3. Report or cover letter (12 sets) outlining the following information:
 - A. existing & proposed land use
 - B. existing & proposed structure(s) type & color
 - C. number of employees (part-time & full-time)
 - D. days/hours of operation
 - E. construction start & completion time schedule
 - F. sewerred or unsewerred development
4. Site plan or plat of survey (two full-size sets & 12 reduced/no larger than 11’ x 17”) drawn to scale & preferably based on a plat of survey prepared by a Wisconsin registered land surveyor illustrating the following information:
 - A. identify parcel lines with dimensions
 - B. locate all existing & proposed buildings/additions within subject property with setbacks from the property lines
 - C. locate driveway & parking stall areas, including dimensions; denote surface treatments
 - D. exterior lighting plan, including lighting types & locations & pole heights as well as bases & types
 - E. locate & size existing & proposed sign(s)
 - F. identify existing & proposed elevations (tied into mean sea level datum)
5. Landscaping plan where applicable (three sets) prepared by a certified landscape architect or professional horticulturist illustrating the following details:
 - A. location & spacing of existing & proposed plant materials
 - B. material types identified by botanical & common names
 - C. material sizes, in diameter & height, at installation & at maturity
 - D. specific berm information (location, height, & footprint)
 - E. proposed ground surface treatments (paving, turf, gravel, & grading)
 - F. quantity of each planting & artificial materials to be used
 - G. methods of protecting landscaped areas
 - H. irrigation plan, if appropriate, or water outlets
6. Letter of agent status (one set) — If the applicant does not own the property at the time of filing, a written, signed, & dated letter from the property owner acknowledging said petition & authorizing a specified agent to speak on the owner's behalf must be submitted. Include both the property owner's & the agent's complete mailing addresses.
7. Site plan review filing fee as established by the adopted fee schedule, payable to Village of Rochester, are due at the time of filing. All fees are non-refundable.