

**VILLAGE OF JACKSON PLAN COMMISSION APPLICATION - SUBMITTAL GUIDE**

**(Meetings are held the fourth Thursday of the month. Applications are DUE the 1<sup>st</sup> Friday of the month for that month's meeting.)**

<u>ACTION REQUESTED</u>	<u>FEE</u>	<u>SUBMITTAL REQUIREMENTS</u> <i>Refer to number items in shaded column →</i>	<u>TYPE OF INFORMATION DESCRIBED</u> <i>(See reverse side for further instructions)</i>	<u>Paper or Digital Copy Required</u>
CONCEPT PLAN	\$50	1,2,6,13	1) Complete Application ( <i>all pages</i> )	Both
			2) Describe the intended use and operation	Both
CONDITIONAL USE			3) Address labels of adjacent owners to be notified (200' / 500')	Both
- Full Review	\$150	1,2,3,4,5,6,7,14,15,16,18,19,20	4) Property owner acknowledgement of the request	Both
- *Special Use (to existing CU)	\$50	1,2,4,5,6,7,13	5) Impact Statement	Both
			6) Location Map	Both
PLANNED UNIT DEVELOPMENT	\$150	1,2,3,4,5,6,7,8,9,10,14,15,16,17,18,20	7) Development Plan / Site Plan	Both
- *Special Use (to existing PUD)	\$50	1,2,3,4,5,6,7,13 (14-22 upon request)	8) Preliminary Plat	Both
			9) Final Plat	Both
REZONING	\$200	1,2,3,4,6,9 or 10 (500' for rezoning) 200' for Cond. Use or PUD Site Plan)	10) Certified Survey Map	Both
			11) Annexation Petition	Both
CERTIFIED SURVEY MAP (CSM)	\$150	1,2,6,10,20	12) Annexation Map	Both
			13) Sketch Plan	Both
MINOR SUBDIVISION	\$150	1,2,3,5,6,10,15,16,17,18,20	14) Landscape and Buffer Plan	Both
EXTRA TERRITORIAL PLAT/CSM	\$150	1,2,6,9 / 10		
EXTRA TERRITORIAL PLAT OUTSIDE SANITARY SRVC. AREA	\$50	1,2,6,9 / 10	<b>Engineering Review - Infrastructure</b>	
			15) Grading / Drainage Plan	Both (24x36)
PRELIMINARY PLAT	\$300	1,2,3,5,6,9,15,16,17,18	16) Water / Sanitary Sewer / Storm Sewer Plans	Both (24x36)
			17) Street / Right of Way cross sections	Both (24x36)
FINAL PLAT / Final Plat Reappl.	\$100	1,2,3,5,6,9,15,16,17,18,20	18) Erosion Control Plan	Both (24x36)
			19) Proposed colors / materials	Both
ANNEXATION / ATTACHMENT	\$200	1,2,3,4,5,6,11,12,21	20) Developers Agreement	Both
			21) Annexation Agreement ( <i>includes pre-annex agreements</i> )	Both
STREET EASEMENT/ VACATION	\$150	1,2,3,4,6,9	22) Other -	Both
VARIANCE / APPEAL	\$150	1,2,3,4,6,7		
MAILING LABELS	\$25	For all property addresses within 200 feet For all properties within 500' if rezoning ONLY	Must submit additional fee if not providing labels	Both

\*SPECIAL USE PERMITS are applicable to EXISTING Conditional Use Permits and Planned Unit Developments. The granting of a Special Use Permit shall not change the character of the principal use or conflict with the purpose and intent of the original Conditional Use or Planned Use Development approval. Special Use Permits shall be reviewed for impact on neighboring uses in addition to the neighborhood. Compatibility is a primary consideration.

**Examples of special uses include:** New or expanded tenant uses including occupancies, minor changes to building facades, minor lighting changes, paint schemes, certain accessory structures, sign replacements of equal or lesser size or other uses or modifications as determined by the Village.

**Applications shall be submitted NO LATER than 4:00 PM on the 1<sup>st</sup> Friday of the month to be considered at that month's meeting.**

In some cases, additional copies of a submittal may be required. Only COMPLETE applications shall be presented to the Planning Commission and the Village Board for action. Applications submitted without a pre-submittal conference risk delay.

The Planning Commission meets on the last Thursday of each month unless there is a conflict with a holiday. The Village Board meets on the second Tuesday of each month at which a public hearing may be held. A decision on the request could be made at that time.

**EXPLANATION OF TYPES OF INFORMATION REQUIRED (From front page of application form)**

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1. **Application Form:** You MUST SUBMIT both HARD (paper) and DIGITAL (USB Drive) copies of your application.
2. **Letter of Intent:** What you are requesting in your own words? (Be brief)
3. **Mailing/Address Labels:** It is your responsibility to provide the Village with addresses labels of ALL adjacent property owners within a 200-foot radius of the subject property. If mailed notification is required for your application, an incorrect address may cause a delay. (Additional \$25 is required if Village provides address labels.)
4. **Proof of Property Ownership:** A copy of a deed, tax notice, title insurance policy (first page), recorded plat, etc.
5. **Impact Statement:** In general, the following points represent most of the topics to be addressed in the impact statement. Specific points will be designated at the pre-submittal conference by staff.
  - A. General hours of operation.
  - B. Unusual conditions which warrant special attention (hazardous materials storage, fire hazards, odors, noise generation, etc.
  - C. Vehicle trip generation (trips per day per unit x number of units).
  - D. Estimated numbers of vehicles and/or equipment, materials, to be parked and/or stored on site.
  - E. Proposed sign(s) advertising business, directional signage, dwelling unit rental, etc.
  - F. Proposed dates of construction and completion.
  - G. Anticipated user profiles (for residential developments).
  - H. Annual water consumption estimate (100% occupancy and build-out).
  - I. Annual sewage generation estimate (100% occupancy and build-out).
6. **Location Map:** An aerial map indicating where the site is located within the Village.
7. **Development Plan:** Show entire proposal on the site. Include edge of pavement and/or back of the curb line, sidewalks (existing and proposed), structure footprint(s), driveways, parking areas, fencing, refuse enclosures, locations of accessory uses, and overall dimensions of structures and setbacks, etc. Landscape plans and water/sewer/storm plans may be shown combined on the plan if the composition is easily read and understood.
- 8/9. **Plat Map:** Prints of the preliminary and final (recordable plat), with proper signature blocks.
10. **Certified Survey Map:** A recordable document showing the legal and mapped description of the land division.
11. **Annexation Petition/Attachment Request:** Shows owner is supporting the annexation.
12. **Annexation Map:** A recordable map having the legal and mapped description of the parcel to be annexed.
13. **Sketch Plan:** An informal drawing depicting the proposal for discussion purposes.
14. **Landscape Plan:** Show location, size, type, botanical name & common name of proposed trees & shrubs. Also details surface treatments. Show walls, fence location and style, buffers/screening and similar details.
15. **Grading/Drainage Plan:** Show original & proposed grades & runoff calculations based on a 10-year storm. It is usually combined with a Storm Sewer Plan. (Storm sewer system, ditches, culverts, etc.)
16. **Water/Sewer/Storm Sewer Plans:** Show size and location of proposed water mains & fire hydrants; size and location of the proposed sanitary sewer system with gradient profiles and invert elevations; shows the proposed storm drainage system as in #15 above.
17. **Street Crossing Sections:** Section shows curb, gutter, paving, and sidewalk relative to the right-of-way width.
18. **Erosion Control Plan:** A map of existing site conditions on a scale of at least 1-inch equals 100 feet showing the site, boundaries and immediately adjacent areas which accurately identify site locations.
19. **Proposed Building Colors and Materials:** Submit samples of exterior colors and materials.
20. **Improvement Agreement:** An agreement between the developer and the Village determining park dedications and the responsibilities for street, water, sewer, and the storm sewer improvements and extensions.
21. **Annexation Agreement.**

**MEETINGS AT WHICH THE REQUEST IS BEING HEARD SHOULD BE ATTENDED BY THE APPLICANT OR A REPRESENTATIVE IN ORDER TO RESPOND TO QUESTIONS AND AVOID DELAYS IN THE APPROVAL PROCESS**

**Village of Jackson  
PLAN COMMISSION APPLICATION**

Application/Permit #: \_\_\_\_\_ - \_\_\_\_\_

**PROPERTY INFORMATION**

- COMMERCIAL                       INDUSTRIAL                       RESIDENTIAL                       OTHER \_\_\_\_\_
- CONDITIONAL USE                       PLANNED UNIT DEVELOPMENT                       CERTIFIED SURVEY MAP
- New                                       New                                       CONCEPT PLAN
- Special Use                               Special Use                               OTHER \_\_\_\_\_
- (For existing CU ONLY)*                              *(For existing PUD ONLY)*

Property Address: \_\_\_\_\_ Unit: \_\_\_\_\_ Jackson, WI

Parcel #: \_\_\_\_\_ Lot Size: \_\_\_\_\_ sq. ft. Building Area: \_\_\_\_\_ sq. ft.

Current Zoning:  B-1  B-2  M-1  M-2  I-1  PUD  Other \_\_\_\_\_  Floodplain

**APPLICANT INFORMATION**

Name(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Office: (\_\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

**BUSINESS INFORMATION** *(If New Business)*

Legal Business Name: \_\_\_\_\_

D/B/A: \_\_\_\_\_ FEIN #: \_\_\_\_\_ - \_\_\_\_\_

Mailing Address: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Office: (\_\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

**PROPERTY OWNER INFORMATION**

Name(s): \_\_\_\_\_

Address: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Office: (\_\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

**ARCHITECT / ENGINEER / CONTRACTOR INFORMATION** *(Circle One)*

Firm Name: \_\_\_\_\_

Primary Contact: \_\_\_\_\_

Address: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Office: (\_\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

**Please provide as much detailed information as possible.** *(Add additional pages if needed.)*

Briefly explain what you are requesting to be reviewed and/or approved: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Provide a brief overview of proposed use(s) of entire property and/or lease space: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Hours of Operation: \_\_\_\_\_

Provide a brief overview of proposed daily on-site operations: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe any potential environmental impacts from the proposed use including but not limited to exterior storage, noise, smoke, dust, odors, hazardous materials, vibration, horns, speakers, vehicles and equipment operation and exterior generators, HVAC, or other stationary mechanical equipment, etc.: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe all businesses, properties and other entities located adjacent to the proposed use: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Proposed, development, on-site improvements or other construction/remodeling activities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Proposed grading and/or stormwater management plan: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Proposed landscape plan/improvements including driveways, sidewalks, vegetative plantings, etc.: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Proposed on-site security measures including site lighting: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Life Safety Systems – Existing or Proposed (Includes fire hydrants, fire suppression & fire alarm systems): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Projected traffic circulation and impacts: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Setbacks from rights-of-way and property lines and height limitations: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Status of State/Federal License(s) or Certificate(s) required for operation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Does this project require other Jurisdictional Approvals from other Governmental or Regulatory entities?  
 No  Yes If yes, explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe any proposed signage including type and location: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Exterior Building Materials (type, color, etc.): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Site Specific Features/Constraints: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parking (Total No. of spaces plus number of dedicated handicapped parking and type): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Proposed screening/buffering from adjacent properties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Proposed provisions for refuse and recycling collection/storage: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Projected Sewer/Wastewater Usage: \_\_\_\_\_ gal/year

Projected Water Usage: \_\_\_\_\_ gal/year

**ACKNOWLEDGEMENT & SIGNATURES**

*I/We hereby certify that I/We have reviewed the above Village of Jackson Plan Commission application and requirements, and hereby certify that the above information, attachments, and exhibits are complete, true and correct. I/We further understand that any missing or incomplete information may result in a delay of the review of this application. The Village reserves the right to request additional information as deemed necessary.*

**Applicant Name (Print):** \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_

**Co-Applicant Name (Print):** \_\_\_\_\_

**CO-Applicant Signature:** \_\_\_\_\_

**Date of Application:** \_\_\_\_\_

**You MUST sign and date this Application!**

**SUBMIT TO:** Village of Jackson – Village Hall *(Checks shall be made payable to Village of Jackson)*  
N168 W20733 Main Street  
PO BOX 637  
Jackson, WI 53037

**QUESTIONS?**

Village Clerk: For all **general questions** related to completing form or questions related to Village meetings.  
Phone: (262) 677-9001 x11  
Email: [jilline.dobratz@villageofjackson.com](mailto:jilline.dobratz@villageofjackson.com)

Building Inspector: For questions concerning **building codes, zoning, or technical questions.**  
Phone: (262) 677-9696  
Email: [collin.johnson@villageofjackson.com](mailto:collin.johnson@villageofjackson.com)

**TERMS OF THIS PERMIT**

1. This permit shall become effective upon Village approval and where required, the execution and recording by the owners of the premises of an acceptance hereof in such form as to constitute an effective covenant running with the land.
2. The permit shall be void unless: (a) pursuant to the Building and Zoning Codes of the Village, the approved use is commenced or (b) the building permit is obtained within 12 months of the date of Village Board approval.
3. This approval is subject to amendment and termination in accordance with the provisions of the Zoning Code of the Village of Jackson.
4. Construction and operation of this permit shall be in strict conformity to the approved building, site, and operational plans which were filed in connection with the application for this approval (as attached and/or referenced).
5. Any of the conditions of this permit which would normally be the responsibility of the tenants of the premises, shall be made a part of their lease by the owner.

**VILLAGE APPROVAL:**

**TEMPORARY**      *Expiration Date:* \_\_\_\_\_, 20\_\_\_\_

**Plan Commission Approval:**      *Meeting Date:* \_\_\_\_\_, 20\_\_\_\_

**Village Board Approval:**      *Meeting Date:* \_\_\_\_\_, 20\_\_\_\_

**In-House Approval (O-T-C):**      *Date:* \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
*Approved by:* John Walther, Village Administrator

**Conditions and Duration of Approval:**

Depending on the request, approvals shall generally be continual or temporary in nature. ALL approvals are subject to the Conditions of Approval outlined below. All conditional or special uses/approvals shall, upon complaint, be subject to review, amendment, or revocation by the Village. Where temporary approvals are issued, such approvals shall be subject to the time limitations specified.

**Conditions of Approval:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPLICATION DENIED:** *Date:* \_\_\_\_\_, 20\_\_\_\_

*Staff Initials:* \_\_\_\_\_

*Reason for Denial:* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<p><b>FOR OFFICE USE ONLY</b> <b>Acct. #: 100-00-45730-000-00</b></p> <p><b>Date Received:</b> _____</p> <p><b>Amount:</b> _____</p> <p><b>Payment Type:</b> CH / CC / CA</p> <p><b>Check/Receipt #:</b> _____</p> <p><b>Received By:</b> _____</p>
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