

Site Plan Approval Application

Updated: 12/24/2019

Town of Middleton

7555 W. Old Sauk Road
Verona, WI 53593-9700
Phone: 608-833-5887
Fax: 608-833-8996
info@town.middleton.wi.us

All applications for building permits for construction, expansion, or conversion (except one- and two-family residences and agricultural structures) require site plan approval by the Plan Commission and Town Board. Applications (see checklist below) must contain sufficient specifications and details to enable the Commission, Board, and Town consultants to determine whether the application meets the requirements of § 16.05 of the Town Code.

The Town Plan Commission* meets the first Wednesday of the month. The Town Board meets on the first and third Mondays of the month. Both the Plan Commission and Town Board meet at 6:30 p.m. at Town Hall, 7555 W. Old Sauk Road. **All applications and accompanying information (see checklist below) must be submitted 21 calendar days prior to the Commission meeting where action is requested.**** One hard copy and one PDF electronic copy are required – contact the Town Clerk and Town Engineer for desired formats. Incomplete applications may be returned, and could result in a delay of the project. See Town Code – Chapter 16: Building Construction (§ 16.05) for a detailed list of standards and requirements.***

- * Application reviews begin with the Plan Commission. Review by Park Commission and approval by Town Board are also required. Town Board meetings will be scheduled after the Plan Commission has considered the application. Within 60 days of the Town's receipt of a complete application, the Board will authorize the Building Inspector to issue or refuse a building permit.
- ** Application materials shall be submitted electronically to the following (in addition, one hard copy shall be delivered to the Town Hall):

<p>Town Clerk Barbara Roesslein Middleton Town Hall 7555 W. Old Sauk Road Verona, WI 53593 info@town.middleton.wi.us</p>	<p>Town Attorney Eileen A. Brownlee Boardman & Clark, LLP 1038 Lincoln Ave. Fennimore, WI 53809 ebrownlee@boardmanclark.com</p>	<p>Town Engineer Rod Zubella, PE Vierbicher Associates, Inc. 999 Fourier Drive, Suite 201 Madison, WI 53717 rzub@vierbicher.com</p>
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- *** "Town of Middleton Design Requirements for Public Improvements" shall be used where applicable. Copies can be obtained from the Town website (www.town.middleton.wi.us).

PROJECT INFORMATION

Applicant Name:
Owner Name (if different from Applicant):
Location (Address or CSM/Plat Lot #):

APPLICATION CHECKLIST – REQUIRED ITEMS

Check boxes at left with '✓' or 'N/A' as applicable

	Completed Application Form (this document)
	Contact Information Form
	Deposit (per Town Fee Schedule)

	Written Description of the project (include proposed hours of operation)
	Site Plans – maximum 1’:20” (if full size) or 1’:40” (if 11x17” size) that show:
	– Site Plan/Buildings in relationship to the physical character of the site and to the use of adjoining land uses.
	– Site layout with regard to public street access, arrangement of interior parking/loading/circulation areas, designed to minimize traffic hazards. Dane County Zoning Code requirements must be met for parking areas. Include a written description of how proposed parking meets the requirements.
	– Proposed water supply, drainage facilities, sanitary/septic, waste disposal (dumpsters), and stormwater/erosion control are to be provided when applicable. Stormwater and erosion control plans shall follow “Design Requirements” if required per Chapter 17 of Town Code.
	– Landscaping Plan, prepared by a Landscape Designer, for the entire site meeting the requirements in § 16.05(3)(b) of Town Code, and using plants per the Town’s “Preferred Planting List”.
	– Lighting plan that includes proposed fixture detail sheets and photometric data. All new outdoor lighting shall be dark sky compliant (see Town Code section 16.06(3)(b)(iii)5).
	– Proposed signage and location including any sign lighting details.
	– Proposed hours of operation.

I hereby certify the above is true and complete AND I hereby agree to pay for any and all costs and charges borne by the Town of Middleton as related to and for the purposes of review of the Site Plan listed above, including engineering and legal review that may exceed the required deposit. Fees incurred by the Town in excess of the deposit shall be due within 30 days of receipt of invoice from the Town of Middleton.

Applicant/Land Divider Signature: _____ **Date:** _____

Owner Signature (if different from Applicant): _____ **Date:** _____