

TOWN OF VERONA
APPLICATION FOR LAND USE CHANGE

Please review the Town of Verona Comprehensive Land Use Plan and Subdivision and Development Ordinance 05-04 (found on the Town website: www.town.verona.wi.us) and Dane County Ordinances Chapter 10 – Zoning, Chapter 11 – Shoreland, Shoreland-Wetland and Inland-Wetland Regulations and Chapter 75 – Land Division and Subdivision Regulations prior to application

APPLICATION IS MADE to the Town of Verona Board for a land use change on:

Property address/legal description _____

(check all that apply)

town comprehensive plan amendment _____

rezone petition _____ current zoning category _____ **conditional use permit** _____

new zoning category requested _____ conditional use requested [section letter(s)] _____

preliminary certified survey map _____ **preliminary plat** _____

final certified survey map _____ **final plat** _____ **concept plan** _____ **site plan** _____

request for Town road access _____

Property Owner: _____ Phone# _____ Cell# _____

Address: _____ Zip _____ E-Mail _____

Applicant:

Owner _____ Agent _____ Subdivider _____ Phone# _____ Cell# _____

(if different from property owner– must include documentation authorizing application on behalf of property owner)

I hereby authorize _____ to act as my agent in the application process for the above indicated land use change.
 _____ (property owner signature) _____ (date)

Professional Services Representative _____ FAX# _____
 (Engineer - Surveyor – Architect – Attorney - Contractor)

Address _____ Zip _____ E-Mail _____

Description of Land Use Change requested: (use reverse side if additional space is needed)

I certify that all information is true and correct. I understand that failure to provide all required information will be grounds for denial of my request
 _____, 20____
 Applicant Signature _____ Date _____
 Print Name _____

RETURN COMPLETED APPLICATION AND 17 COPIES OF MAP/PLAN TO:
 Rose M. Johnson, Adm.
 Town of Verona
 335 N. Nine Mound Rd
 Verona, WI 53593-1035 608-845-7187 / 608-845-7143 Fax

PRE-APPLICATION MEETING:
 A pre-application meeting or initial review **MAY** be scheduled with **Town Staff** and/or **Plan Commission Chair** .

Town of Verona – Land Use Change Fee Schedule

(Effective January 1, 2008.)

Town Comprehensive Plan Amendment	N/A
Rezone Petition	\$250
Conditional Use Permit	\$200
Certified Survey Map Review	\$200 + 25 per lot
Combination Rezone/CUP/CSM	\$350 + 25 per lot
Re-app fee for CSM	\$ 90
Preliminary Plat Review	\$250 + 25 per lot
Final Plat Review	\$200

Concept Plan Review	\$150
Site Plan Review	
Business/Manufacturing	\$250
Residential – Multi-family	\$250
Minor Site Plan Review	\$ 90
DC Board of Zoning Appeal Hearing (variance)	\$50

PUD Preliminary Development Plan (PDP)

Includes up to four FDP Reviews

Residential	\$1,000 + \$10/unit
Mixed Residential/Commercial (Commercial/Industrial)	\$2,000 + \$10/residential unit \$2,000

PDP Amendment

Residential	\$300
Mixed Residential/Commercial	\$300
Non-Residential(Business/Industrial)	\$300

Final Development Plan (FDP)

Residential	\$300
Mixed Residential/Commercial	\$400
Business/Industrial	\$400

Urban Service Area Application \$400 + Legal and engineering costs

Madison Metropolitan Sewerage District Boundary Expansion Application \$150 Plus MMSD Review Charge

Right of Way Use Permit \$25 + disturbance related costs

Street Vacation \$200 + engineer review costs

DEVELOPMENT REVIEW ESCROW AMOUNTS

Due at time of application unless otherwise noted

Certified Survey Map (2 or more lots)	\$1,000
Preliminary Plat	\$3,000
Final Plat/Construction documents	\$4,000
Plat Infrastructure inspections/site stabilization (due at time of development Agreement)	\$5,000
Preliminary Development Plan	\$2,500
Final Development Plan	\$1,500
Site Plan inspections/site stabilization (due at time of land disturbance permit application)	\$3,000 ---

TOWN OF VERONA
SUBMITTAL INFORMATION AND CHECKLIST for
CERTIFIED SURVEY MAP

This checklist is intended as a summary or a guide to assist in determining whether the requirements of the Wisconsin Statutes, County and Town ordinances are met. The specific statutory provisions and Town ordinance provisions always take precedence over the checklist. Refer to the Town, County and/or state statutes in the event of specific questions.

Compliance with the checklist does not in any way entitle the developer to receive ultimate Town approval of the land use change.

Dane County Requirements

Compliance with Dane County Ordinance Chapter 75 - Land Division and Subdivision Regulations

Town of Verona General Requirements for Application

1. Completed Town of Verona Application for Land Use Change form
2. Application fees and escrow deposit (if applicable) paid to the Town of Verona Treasurer
3. Seventeen (17) copies of the proposed Certified Survey Map or Preliminary Plat [Subdivision Ordinance, Subchapter II, 2.01 (1)]

Town of Verona Technical Requirements

1. The preliminary CSM map shall show correctly on its face, in addition to the information required by Section 236.34 of the Wisconsin Statutes, the following information:
 - a) All existing easements, buildings, watercourses, drainage ditches, dry wells, water wells, drain fields, stand pipes and other features pertinent to proper division.
 - b) Set backs or building lines as required by Dane County Zoning Ordinance, Section 10. 17.
 - c) All lands reserved for future acquisition.
 - d) Date of the map.
 - e) Graphic scale.
 - f) Name and address of the owner, subdivider and surveyor.
 - g) The present zoning and any proposed zoning change for the land division and all lands adjacent thereto.
2. If the proposed CSM map is located within a quarter section, the corners of which have been relocated, monumented and coordinated, the map shall be tied directly to one of the section or quarter corners so relocated, monumented and coordinated.

Note: The exact grid bearing and distance of such tie shall be determined by field measurements, and the material and Wisconsin coordinates of the monument marking the relocated section or quarter corners to which the map is tied shall be indicated on the map. All distances and bearings shall be referenced to the Wisconsin Coordinate System, South Zone.
3. The surveyor shall certify on the face of the map that he has fully complied with all the provisions of the Town Subdivision ordinance.

4. The CSM shall show the dedication of streets and other public areas and show the owner's and the mortgagee's, if any, certificate in substantially the same form as required by Section 236.21 (2)(a) of the Wisconsin Statutes.
5. The CSM shall show any building or structure and its location on the lot dimensioned to the nearest 0.1 foot. (The location of such building or structure will be critical in relation to proposed property boundaries or to the zoning yard requirements) [Per Recommendation of the Town Engineer]
6. The CSM shall include acceptable approval language and signature areas or space for such language if the land division is approved by the Town Board.
7. The size, shape and orientation of lots shall comply with all of the dimensional standards set forth in the applicable Zoning Code, and location of the land division and the type of development shall be taken into consideration in placement of lots.

Note: In areas which are not served by public sanitary sewers, lots shall be of sufficient size and configuration to allow for two separate septic drain fields, unless such lots will be served by a common sewerage treatment system located on another lot. [Subdivision Ordinance, Subchapter IV, 4.03(1)]
8. The CSM shall cover the entire area owned or controlled by the subdivider even if only a small portion is proposed for development at the time.

The owner/agent/subdivider understands that if any of the required information is not submitted and an attached letter of explanation is not submitted, the application and related information will be returned to the owner/agent for resubmittal.

90 DAY REVIEW PERIOD AND MEETING DATES

A 90-day review period begins such time as ***DANE COUNTY HAS PROVIDED NOTIFICATION TO THE TOWN THAT A PRELIMINARY CERTIFIED SURVEY MAP AND/OR A FORMAL REZONE PETITION (IF NECESSARY) HAS BEEN RECEIVED*** and the Town Clerk or duly designated representative of the Town certifies that the application is complete.

The Town Clerk/Treasurer's determination that the requirements of the checklist have been satisfied is preliminary only and does not preclude or stop the Town Plan Commission or Town Board from making a finding that the preliminary plat does not comply, nor is the Town precluded from requesting additional information from the applicant.

Once the application is complete the petition will be scheduled for a Town Plan Commission Public Hearing (if required) Plan Commission Meeting, referred to the town engineer and/or other commissions deemed appropriate and then scheduled for a Town Board Meeting—at which a Plan Commission recommendation will be made.

THE APPLICANT WILL BE NOTIFIED of meeting dates when application is complete.