

APPLICATION FORM 1: STANDARD APPLICATION

Request for Plan Commission/Town Board Review

The undersigned applicant(s) are to consider a request, as stated herein, for the specified parcel(s) of land and will be reviewed by the Plan Commission and Town Board of the Town of Port Washington.

(Please Print or Type Information Requested)

Name of Main Applicant:		Tax Key No(s):	
Project Name:			
Address/Location of Project:		Cell:	
		Email:	
Request (check all that apply)		Form	Application Fee/Escrows (See Escrow Tables 1 and 2)
			Escrow Fee Application Fee
<input type="checkbox"/> Preliminary Plat	2	\$ _____	\$ _____
<input type="checkbox"/> Final Plat	3	\$ _____	\$ _____
<input type="checkbox"/> Certified Survey Map	4	\$ _____	\$ _____
<input type="checkbox"/> Rezoning Map Change	5	\$ _____	\$ _____
<input type="checkbox"/> Zoning Text Amendment	5	\$ _____	\$ _____
<input type="checkbox"/> Residential / Agricultural Conditional Use	6	\$ _____	\$ _____
<input type="checkbox"/> Commercial / Industrial Conditional Use	6	\$ _____	\$ _____
<input type="checkbox"/> Planned Unit Development	7	\$ _____	\$ _____
<input type="checkbox"/> Commercial/Industrial Development Review	8	\$ _____	\$ _____
<input type="checkbox"/> Sign Permit	9	\$ _____	\$ _____
<input type="checkbox"/> Temporary Use Permit	10	\$ _____	\$ _____
<input type="checkbox"/> Pre-application Concept Review <small>(Form 1 only)</small>		\$ _____	\$ _____
<input type="checkbox"/> Re-Submittal of Plans			\$ _____
		*Fee Total \$ _____	*Fee Total \$ _____
<p>* Note: Include separate checks and remit to the Town of Port Washington- (Check No. 1 Application Fee and Check No. 2 Escrow Fee)</p>			

Change of Zoning Property Information		
Present Zoning	Requested Zoning	Anticipated Date of Construction
Present Use		
Intended Use		

Applicant			
Name			
Company			
Address	City	State	Zip
Daytime Phone	Fax		
Cell	Email		

Property Owner			
(Note: If not the legal owner of the property, please state name, position, and title in relation to the lot of interest. An offer to Purchase, with written acknowledgement of the current owner is required with this application.)			
Name			
Company			
Address	City	State	Zip
Daytime Phone	Fax		
Cell	Email		

Secondary Property Owner			
Name			
Company			
Address	City	State	Zip
Daytime Phone	Fax		
Cell	Email		

Please attach additional sheets for multiple owners.

Agent			
(Person representing applicant to be notified of meetings and given copies of reports)			
Name			
Company			
Address	City	State	Zip
Daytime Phone	Fax		
Cell	Email		

Applicant hereby certifies that:

1. All the above statements and other information submitted as part of this application are true and correct to the best of his or her knowledge.
2. Affirms that no Town of Port Washington elected or appointed official, or employee has a priority interest in the above referenced property for which this application being filed.
3. None of the above referenced individuals has been promised or given any contract for consultation, planning or construction in relation to this project.
4. Applicant has read and understands all information in this packet.

Applicant further understands the policies of the Town regarding change of zonings and property development. Conditions of the resolution regarding all approvals are strictly followed. Certificates of Occupancy are not given until all conditions of approval have been met.

By the execution of this application, applicant hereby authorizes the Town of Port Washington or its agents to enter upon the property during the hours of 7:00 AM to 7:00 PM daily for the purposes of inspection. Applicant grants this authorization to enter even if this land has been posted against trespassing pursuant to Section 943.13 WI Stats.

Signature of Applicant	Signature of Property Owner(s)
	(Attach additional sheets if necessary)

<i>Office Use Only</i>			
Date Paid	Check No.	Project No.	Tax Key No.
Public Hearing Date	Plan Commission Date(s)	Town Board Date(s)	Ordinance Number
Plan Commission Disposition			
Town Board Disposition			

General Instructions for All Applications

1. **A complete application is due to the Town Clerk no later than 4:00 p.m. 14 days prior to the Plan Commission meeting at which the matter will be considered. A period of less than 28 days may be approved by the Town Planner at their sole discretion, but the period shall not be less than 7 days prior to the Plan Commission meeting at which the matter will be considered.**

The Plan Commission holds its regularly scheduled meetings the second Wednesday of each month at the Town Hall. The complete application will only be accepted by the Town Clerk during normal business hours between 9:00 a.m. and 4:00 p.m. Mondays & Wednesdays, and by appointment by calling 262-284-5235. Submittal of any application or part of any application will not be accepted if submitted to the Town Clerk after deadline, beyond normal business hours, or incomplete.

2. **A complete application consists of the:**
 - a. This Form 1
 - b. Application forms for the desired request(s).
 - c. **All** information, documents, plans and drawings as listed in Form 1 and the specific application form(s).
 - d. Signed Escrow Fee Form. Proper Town application fee and escrow payment made out to the Town of Port Washington.

Please note, an incomplete application and/or insufficient escrow payment will not be scheduled for review, and will delay any review. A complete application will be verified by the Town Clerk and/or Town Planner within five (5) working days of submittal.

3. Prior to any application, the applicant is **strongly encouraged** to obtain a copy of the Zoning and Subdivision Ordinance at <https://www.town.port-washington.wi.us/> Please review the entire Zoning and Subdivision Ordinance for all regulations pertaining to your application.
4. Prior to any application, the applicant is strongly encouraged to discuss the application in a consult with the Town Building Inspector, Zoning Administrator and/or Town Planner, of which the Town is responsible for the first half hour (1/2) of consult time. If additional time is needed, or a consultation with the Town Engineer is desired, the applicant is responsible for fees incurred whether by phone or in person meeting, when requested by the applicant.
5. Prior to an application, the applicant is encouraged to request a pre-application conference with the Plan Commission, with a fee of \$250. A pre-application may be requested as many times as necessary, with payment of the fee with each Plan Commission review. Materials to be submitted for a pre-application conference with the Plan Commission includes the fee, 10 copies of a letter describing the proposal, and 10 copies of the concept plan. Complete submittal is due to the Town Clerk 10 days prior to the Plan Commission meeting.
6. If the Town Clerk, Building Inspector, Zoning Administrator, Town Attorney, Planner or Engineer acting on behalf of the Town finds, at any point after submittal of the application, that the application submittal is not complete or lacks compliance with the minimum requirements of the Zoning and Subdivision Ordinance, the application will not be scheduled for review by the Plan Commission. The applicant must resubmit a complete application for review by the Plan Commission. See the appropriate form for timeframe requirements.
7. The Town uses a format of a First and Second Consideration for most applications occurring at separate meetings. The Plan Commission typically meets on the second Wednesday of each month. The Town Board normally meets on the first Monday of each month.

Applicant signature: _____

Date: _____

ESCROW FORM

RE: APPLICANT CHARGES FOR TOWN PLANNING, ENGINEERING, AND RELATED SERVICES

You requested the Town of Port Washington take action regarding real estate owned by you or in which you have an interest. Your request **may** require that the Town of Port Washington engage the services of land use planners, engineers, attorneys, and/or other professional consultants to research, review and advise the Town regarding your request. Chapter 183 Article I of the Town Code requires you to pay the reasonable and necessary charges associated with the professional services.

To cover anticipated costs upfront, the Town of Port Washington requires that each applicant submit a fee to be placed in an escrow account in accordance with the attached schedule. A \$250 application fee and the proper escrow payment to the Town is required for each separate application and re-submittal of plans. The professional charges are billed at the range of rates shown below. **These charges are your responsibility and are in addition to any other fees or costs payable by you for your requested actions. Your charges will be taken from your escrow account. If the charges exceed the upfront escrow payment, you will be billed monthly for all accrued costs, or asked to increase the escrow account. If the charges are less than the submitted escrow, you will be reimbursed the difference by the Town after final action regarding your request. Outstanding balances at the conclusion of the project must be paid in full before permits are issued or the requested changes are implemented.**

Clarification of the estimate of charges for professional planning and engineering services (Tables 1 and 2) provided to the Town for your application may be obtained in advance by contacting the Town Clerk Heather Krueger 262-284-5235, or Town Building Inspector Roger Kison 414-333-4511 or Zoning Administrator Christy DeMaster 262- 470-2277.

All outstanding balances are subject to 18% annual interest, billed as 1.5% monthly.

You are recommended to have a pre-application consultation with the Town Building Inspector, Zoning Administrator and/or Town Planner. The first 30 minutes of time for the consultation is paid for by the Town. Subsequent charges are billed by Town Building Inspector, Zoning Administrator and/or Town Planner to the Town, and then billed by the Town to the applicant or reduces the escrow. Examples of charges by the Town Building Inspector, Zoning Administrator, Town Planner or Town Engineer includes site visits (including travel to and from the property), reviewing the application and accompanying materials, writing the report for Plan Commission meetings, and time spent on considering the application at Plan Commission meetings. **To expedite the review process and keep fees to a minimum, applicants are recommended to submit complete applications in accordance with Chapter 340 of the Town Code.**

You have the right to engage consultants of your own choosing, at your own expense, to assist you in presenting your application(s) and/or request(s) to the Town of Port Washington. However, the Town, per Chapter 183 Article I of the Town Code, still retains the right to engage professional services to review the work of your consultants and to bill you for their services.

SCHEDULE OF CHARGES FOR TOWN PLANNING AND RELATED SERVICES

Consultant	Rates	Other Charges
Town Planner	\$100 / hour	▪ Travel time at hourly rate ▪ Email
Town Engineer Assistant Town Engineer	\$220 / hour \$84 - \$165 / hour	▪ Travel time at hourly rate ▪ Email
Town Attorney	\$160 to \$185 / hour	▪ Emails, travel time ▪ Email
Town Building Inspector/ Zoning Administrator	\$50-\$100 / hour	▪ Travel time at hourly rate ▪ Email

* Rates subject to change without notice

Applicant Signature: _____

(applicant acknowledges they have read and understand all information presented in this document).

Town of Port Washington Escrow and Fee Schedule

TABLE 1- Escrow and Fee Per Application

* Please see Table 2 for escrow fees related to the review of construction plans in addition to the fees for the following applications. Fees are per application.

Application Type	Minimum Escrow	Application Fee
Preliminary Plat ¹ (Both 1 st and 2 nd Reviews)	\$2,000 plus: 1. \$22 per lot for 1-25 lots 2. \$18 per lot for 26-50 lots 3. \$15 per lot for 51-100 lots 4. Over 100 lots, per estimate by Town Engineer	\$250
Preliminary Plat ¹ (3 rd and Subsequent Reviews)	\$800 per re-submittal	NA
Final Plat ¹ (Both 1 st and 2 nd Reviews)	\$1,800 plus: 1. \$15 per lot for 1-100 lots 2. Over 100 lots, per estimate by Town Engineer	\$250
Final Plat ¹ (3 rd and Subsequent Reviews)	\$700 per re-submittal	NA
Certified Survey Map ² (Both 1 st and 2 nd Reviews)	\$800 plus \$100 per lot	\$250
Certified Survey Map ² (3 rd and Subsequent Reviews)	\$300 per re-submittal	NA
Rezoning / Map Change	\$1,100	\$250
Zoning Text Amendment	\$800 per subsection	\$250
Residential / Agricultural Conditional Use	\$1,600	\$250
Commercial / Industrial Conditional Use	\$2,700	\$250
Planned Unit Development ¹	\$5,000 plus: 1. \$28 per dwelling unit, and/or 2. \$0.75 per building square foot for non-residential	\$250
Commercial/Industrial ¹ (Development Review)	\$0.75 per square foot of building with minimum of \$2,300	\$250
Sign Review	\$600	\$250
Pre-Application Concept Review	\$250 per Plan Commission Review	N/A
Temporary Use in the Knellsville District	\$300	\$50
Temporary Use in the Knellsville District (with building improvements)	\$2700	\$50
Temporary Use in the Knellsville District- Renewal without changes	N/A	\$50

¹ Please be aware that applicant is responsible for cost of construction review, pursuant to Appendix A.

² If public improvements are included in the Certified Survey Map, Table 2 represents the fees that will be applicable.

TABLE 2
Town of Port Washington
Construction Drawing Review Fees
Additional Escrow Per Application

Type of Review	Minimum Escrow
Flood Plain Review Letter	\$175.00
Site Grading Plan Review (not including storm water utilities or on-site review)	
10,000 or less square feet of building area	\$315.00
10,001 to 50,000 square feet of building area	\$625.00
50,001 to 100,000 square feet of building area	\$900.00
100,001 or more square feet of building area	\$1,340.00
Construction Plan and Site Plan Review (not including storm water)	
<i>Rural Road and Site Grading Plan Sheets (no utilities)</i>	
One plan sheet	\$410.00
Two plan sheets	\$575.00
Each additional plan sheet	\$85.00
<i>Urban road and storm sewer</i>	
<i>Utility Plan Sheets (sanitary, storm sewer and water main)</i> <i>If submitted alone: (without site grading plan)</i>	
One sheet	\$575.00
Each additional sheet	\$115.00
<i>Sanitary Sewer and Water Main</i> <i>If submitted alone: (without site grading and road plans)</i>	
One sheet	\$575.00
Each additional sheet	\$115.00
<i>Sanitary Sewer and Water Main</i> <i>If submitted as a set with site grading and road plans:</i>	
One utility per sheet	\$115.00 per sheet
Two utilities per sheet	\$175.00 per sheet
Storm Water Analysis (TR-55) Review ³	
(Generally includes low density residential without roads or stormwater detention facilities)	
3 acres and under	\$115.00 per acre ¹
3.01 acres to 5 acres	\$90.00 per acre ¹
5.01 acres to 10 acres	\$75.00 per acre ¹
10.01 acres to 25 acres	\$70.00 per acre ¹
Storm Water Plan Review (comprehensive) ³	
(Generally includes commercial, industrial, residential condominiums with roads and/or stormwater detention facilities)	
3 acres and under	\$150.00 per acre ¹
3.01 acres to 5 acres	\$130.00 per acre ¹
5.01 acres to 10 acres	\$115.00 per acre ¹
10.01 acres to 25 acres	\$90.00 per acre ¹
Subdivision Plat Storm Water Review ³	
1 st Review	\$750.00 plus \$17.00 lot for 1-25 acres ² plus \$15.00 lot for 26-50 lots ² plus \$13.00 lot for 51-100 lots ²
2 nd and subsequent reviews	\$575.00 ² plus \$10.00 per lot
Subsequent reviews	\$300.00 ⁴
¹ Costs do not include meeting with Town or petitioner.	
² Costs include 1 meeting with Town or petitioner.	
³ Developments or reviews that exceed 25 acres or 100 lots often involve unique elements with substantial impacts on adjacent lands. An estimate of review costs can be provided on a case-by-case basis.	
⁴ Costs do not include meetings with the Town or petitioner.	

Appendix A

Town of Port Washington Developer Costs

1. Construction Inspection

All construction shall be inspected by the Town Engineer or his designee and paid for by the developer. Budget amounts used by the developer in preparation of their letter of credit shall be within the following range. The Town will not bill a developer for inspection costs in excess of the high estimate figure without submitting a complete breakdown of the costs and a documentation of why the limit was exceeded.

Actual costs are based on the speed and efficiency of the developer, contractor, developer's engineer, weather and ground conditions in effect during construction. Historically, the actual costs typically range between the low and medium estimates, usually closer to the low estimate. The high estimate for inspection costs rarely occurs.

Estimated Construction Costs	Inspection Cost Low Estimate		Inspection Cost Medium Estimate		Inspection Cost High Estimate	
\$40,000	\$2,900	7.25%	\$4,400	11.00%	\$5,900	14.75%
\$60,000	\$4,200	7.00%	\$6,450	10.75%	\$8,700	14.50%
\$80,000	\$5,500	6.87%	\$8,450	10.56%	\$11,400	14.25%
\$100,000	\$6,800	6.80%	\$10,400	10.40%	\$14,000	14.00%
\$120,000	\$8,000	6.66%	\$12,350	10.29%	\$16,700	13.91%
\$150,000	\$9,900	6.60%	\$15,250	10.16%	\$20,600	13.73%
\$175,000	\$11,400	6.51%	\$17,600	10.05%	\$23,800	13.60%
\$200,000	\$13,000	6.50%	\$20,000	10.00%	\$27,000	13.50%
\$250,000	\$16,000	6.40%	\$24,600	9.84%	\$33,200	13.28%
\$300,000	\$19,000	6.33%	\$29,200	9.73%	\$39,400	13.13%
\$350,000	\$22,000	6.28%	\$33,750	9.64%	\$45,500	13.00%
\$400,000	\$25,000	6.25%	\$38,300	9.57%	\$51,600	12.90%
\$500,000	\$30,500	6.10%	\$47,100	9.42%	\$63,700	12.74%
\$600,000	\$36,300	6.05%	\$55,900	9.31%	\$75,500	12.58%
\$700,000	\$41,900	5.98%	\$64,600	9.22%	\$87,300	12.47%
\$800,000	\$47,500	5.93%	\$73,250	9.15%	\$99,000	12.37%
\$900,000	\$53,000	5.88%	\$81,750	9.08%	\$110,500	12.27%
\$1,000,000	\$58,500	5.85%	\$90,250	9.02%	\$122,000	12.20%

2. Construction As-Built Drawings

The costs for preparation of construction as-built drawings shall be paid for by the developer. The costs for preparation of the as-built drawings will be billed at actual costs, but the per foot of main cost can be estimated to be as follows for 2006:

< 1000 L.F.			\$3.58
35%	OR	\$1.25 for Survey	
48%	OR	\$1.72 for Drafting	
17%	OR	\$0.61 for GIS or System Maps	
1000 L.F. to 3000 L.F.			\$3.01
35%	OR	\$1.05 for Survey	
48%	OR	\$1.45 for Drafting	
17%	OR	\$0.51 GIS or System Maps	
> 3000 L.F.			\$2.34
35%	OR	\$0.82 for Survey	
48%	OR	\$1.12 for Drafting	
17%	OR	\$0.40 GIS or System Maps	