

Town of Port Washington
Town Hall, 3715 Highland Drive, Port Washington, WI 53074
Town Clerk: (262) 284-5235 clerk@town.port-washington.wi.us
www.town.port-washington.wi.us

FORM 8: COMMERCIAL/INDUSTRIAL DEVELOPMENT REVIEW

To be submitted with Standard Application Form

SUPPLEMENTAL REQUIREMENTS

Please carefully read the General Instructions of Form 1 for submitted information and process. In addition to Form 1, **the following must be submitted for a commercial/industrial development review:**

1. This Form 8 with required information (#3 through 11 below) and completed checklist (page 2).
2. Proper fees as described on Form 1.
3. Written Proposal Description; a statement detailing the reasons and background for this request; including address of the subject site, anticipated start of construction, phasing schedule, appropriate value of the project, type of structure, anticipated square footage of structures, existing and proposed operation or use of the structure or site, number of employees, and any special site and/or project matters the Town must be made aware of.
4. A list of all property owners and addresses within 500 feet of the proposal.
5. Two (2) copies of the Plat of Survey at a scale of 1 inch equals forty feet.
6. Ten (10) copies of the Plat of Survey on 11"x17" for Plan Commission review.
7. Three (3) copies of site engineering, if public improvements are required or site conditions require additional review, such as provisions to conform with storm water management/water quality rules.
8. Any other information or studies particular to the site, such as up-to-date wetland delineation, shoreland zoning approval for Ozaukee County, and access approval if adjacent to a State or County Highway.
9. An extended action form may be needed to allow for a positive action on the commercial/industrial development review (please discuss with Town Clerk or Town Planner if needed).
10. A list of provisions to be included in a Developer Agreement if needed with public improvements (to be drafted by the Town and approved with the Certified Survey Map).
11. Any deed restrictions (12 copies).

Submitted materials must be consistent with the Town of Port Washington Zoning and Subdivision Ordinance, particularly Section 340-145, and all other pertinent sections of Town Ordinances, State Statutes, Ozaukee County shoreland rules, the Town Land Use Plan and proper planning and land division practices. If public improvements are required, see Section 340-124 and 340-130. The Town will strive to provide pre-application review as outlined with Form 1; however, the Town shall not place any items on the agenda for Plan Commission first or second consideration until it has been verified that the application is complete in accordance with all requirements of Town ordinances and those specified in this and other application forms. In the case of a Commercial/Industrial Development Review the submitted date, for the purposes of Town Ordinance Section 340-144 B, is the date that the entire application packet is completed (as dated by Town official on page 2).

The complete application packet, including the entire required number of copies, must be submitted at least 14 days prior to the Plan Commission meeting, at which the item will be heard. Resubmittal of revised plans may constitute a new submittal for timeframe purposes.

I understand the Town policies as stated herein.

Date	Signature of Applicant(s)

Completed by Applicant

Date Submitted	Date of Plan Commission	Signature of Staff Member
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SUBMITTED: *(To be completed by applicant: Check each individual blank as information is confirmed. If not applicable, mark N/A.)*

- Standard Application and Additional Required Information sheet (Forms 1 and 8)**
- Plat of Survey showing all of the following:**

General Information

- Surveyor's certificate and date, including statement of compliance with all provisions of Town Ordinances and WI Stats. 236
- Location of proposed subdivision by government lot, quarter section, township, range, county and state
- Graphic scale (minimum 1" = 40')
- North arrow
- Names and addresses of the owner, applicant, architect, engineer, or contractor
- Entire area owned or controlled by the sub divider which is contiguous to the proposed plat, even when only a portion of that area is proposed for immediate development
- Owner of record of adjacent unplatted lands
- Current zoning on and adjacent to the proposed subdivision
- Contours at minimum 5' intervals, with benchmarks referenced to mean sea level
- The approximate radii of all curves

Site Details

- For all lots: the dimensions, square footage, and proposed lot and block numbers
- Existing and proposed structures
- Existing and proposed easements
- Location, dimensions, and elevations of off-street parking, loading areas, and driveways
- Existing highway access restrictions
- Existing and proposed street, side, and rear yard

Sewage Disposal Plan *(if municipal sewerage service is not available)*

- Copy of permit issued by the Ozaukee County Environmental Health Department for the installation of an on-site soil absorption sanitary sewage disposal system, or other appropriate means of waste disposal.

Water Supply Plan *(if municipal sewerage service is not available)*

- Descriptions and locations, to be in accordance with Section NR-112 of the Wisconsin Administrative Code. A separate well shall be required for each principle structure.

Streets and Utilities

- Location, right-of-way width, and names of all existing and proposed streets, alleys or other public ways, easements (recorded and apparent), railroad and utility rights-of-way on the property and within its influence
- The type, width, and elevation of any existing street pavements within the exterior boundaries of the plat or immediately adjacent, together with any legally established centerline elevations, all to mean sea level datum
- The location, size, and invert elevation of any existing sanitary or storm sewers, culverts and drain pipes, the location of manholes, catch basins, hydrants, power and telephone poles, and the location and size of any existing water and gas mains within the exterior boundaries of the plat or immediately adjacent. If no sewers or water mains are located immediately on or adjacent to the tract, this information should be provided for the nearest lines which might be extended to serve it, as well as indicating their direction and distance.

Water and Wetlands

- Delineation of any wetlands, and by whom and when the delineation was done
- For lakes, streams, ponds, flowages, wetlands, other watercourses and drainage ditches: location, name high water elevation and determination of navigability
- For lakes and streams, the water elevation at the date of survey
- Flood land and shoreland boundaries, and the contour line lying a vertical distance of two feet above the elevation of the 100-year flood, or when that information is not available, five feet above the elevation of the maximum flood of record
- Any proposed lake and stream access, with a small drawing clearly indicating the location of the proposed subdivision in relation to the access
- For any proposed lake and stream improvement or relocation provide a copy of the notice of application for approval by the WI DNR or a statement that none is required

Soil Suitability

- Soil type, slope, and boundaries, as shown on the operation soil survey maps prepared by the USDA Soil Conservation Service for SEWRPC
- Location and results of soil boring tests, made to a depth of eight feet, or five feet below the bottom of a proposed deep absorption system, whichever is greater
- Statement indicating whether or not municipal sanitary sewer will be used and, if not, provide the location, area, depth, and type of soil absorption waste disposal system for each building site
- Location and results of at least three percolation tests per disposal area taken at the location and depth in which the soil absorption waste disposal system is to be installed

Miscellaneous

- Additional information as may be required by the Planning Commission, Town Engineer, Building, Health, or Plumbing Inspectors
- Detailed Plans and specifications

Architect			
Name			
Company			
Address	City	State	Zip
Daytime Phone ()	Fax ()		
Cell	Email		

Professional Engineer			
Name			
Company			
Address	City	State	Zip
Daytime Phone ()	Fax ()		
Cell	Email		

Registered Surveyor			
Name			
Company			
Address	City	State	Zip
Daytime Phone ()	Fax ()		
Cell	Email		

Contractor			
Name			
Company			
Address	City	State	Zip
Daytime Phone ()	Fax ()		
Cell	Email		