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| Application<br>Number |
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| Date |
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**TOWN OF VIENNA  
DEVELOPMENT APPLICATION**

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

**Address of Applicant:** \_\_\_\_\_  
\_\_\_\_\_

**Contact Telephone Number:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Address of Site:** \_\_\_\_\_  
\_\_\_\_\_

**Name of Project:** \_\_\_\_\_

**Tax Parcel No.:** \_\_\_\_\_

**Company Business Name:** \_\_\_\_\_

**Billing Address:** \_\_\_\_\_  
\_\_\_\_\_

**Prior to Application Submittal:**

It is strongly recommended that you set up an appointment with the Town Clerk/staff to discuss your request and the review process.

**Upon Filing Your Preliminary Application:**

The Town Clerk/staff will review your preliminary application. All applicants are entitled to attend one (1) meeting (preliminary informational meeting) of the Town Plan Commission for the purpose of explaining your request without incurring Town costs other than the Twenty-five Dollar (\$25.00) preliminary application fee. A meeting date before the Town Plan Commission will be scheduled after the preliminary application has been received and the fee paid.

**Upon Filing Your Completed Application:**

After a preliminary informational meeting with the Town Plan Commission, the Town Clerk/staff may review your application and required supporting documents or

**Fee Schedule**  
**Conditional Use Permits – Development – Land Divisions**

information, as determined by the Town Plan Commission, for completeness. A meeting date before the Town Plan Commission will be scheduled after a complete application is received and all fees are paid (and, if necessary and as determined by the Town Plan Commission, you have entered into a pre-development agreement with the Town). After completion of any initial review, the Town Plan Commission may schedule a public hearing or public meeting to consider your request. You will be informed of the time and place of the public hearing or public meeting.

It is extremely important that you or someone who is familiar with and authorized by you to represent your application attend any public meeting or public hearing to explain your request and answer questions. If not, your application may be deferred.

**Legal Description of Property:**

Submittal of a proper legal description of the project may be required prior to any action taken at a public meeting or public hearing. A proper legal description is a lot and block number of a recorded certified survey map or plat or a metes and bounds description prepared by a licensed surveyor. A “plat of survey” or “site plan” may not be a sufficient legal description. The Town Clerk or Plan Commission Chair can advise what will be needed for the meeting.

**Request:** Please identify your request.

- |   |   |
|---|---|
| <input type="checkbox"/> Rezoning               | <input type="checkbox"/> Concept Plan     |
| <input type="checkbox"/> Conditional Use Permit | <input type="checkbox"/> Preliminary CSM  |
| <input type="checkbox"/> Zoning Variance        | <input type="checkbox"/> Preliminary Plan |
| <input type="checkbox"/> Subdivision Plat       | <input type="checkbox"/> Final CSM        |
| <input type="checkbox"/> Other _____            |   |
- 

**Jurisdiction:**

This proposal is for property(ies) zoned under the administration of the following:

- |   |  |
|---|--|
| <input type="checkbox"/> Dane County Zoning Ordinance | <input type="checkbox"/> DeForest-Vienna Extraterritorial Zoning Ordinance |
|---|--|

**Review Fees:**

The attached fee schedule lists the amount due for each item. The fee schedule will be reviewed in odd numbered years by the Plan Commission and Town Board.

**Pre-Development Agreement/Escrow Deposit:**

A pre-development agreement and/or an escrow deposit may also be required, as determined by the Town Plan Commission, for land divisions, conditional use permits (CUP), subdivision plats (commercial or residential), and commercial development requests.

The Town’s documentation review and project oversight expenses will be withdrawn from the escrow deposit. Applicants shall be responsible to pay the actual cost of review by outside consultants hired by the Town including, but not limited to, attorneys, engineers, or planners. The escrow deposit shall be replenished when seventy-five percent (75%) depleted. In the event that the escrow deposit has been drawn down to less than twenty-five percent (25%) of the required amount, the applicant shall replenish the escrow deposit to its original amount. The escrow deposit shall not draw interest for the benefit of the applicant/owner. If any funds remain in the pre-development escrow

**Fee Schedule**  
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deposit while proceeding with a development agreement, such remaining funds shall be returned to the applicant within sixty (60) days of either the signed development agreement or termination of the application, whichever is first, along with an accounting of the deposits and draws on the escrow. In the event that the Town incurs any expenses after a development agreement is in place and/or the application is withdrawn, applicant shall reimburse the Town for such expenses upon being billed. Until such bill is paid, no building permit and/or final signed approval shall be given.

Extra meetings or public hearings before the Town Plan Commission shall be charged at the rate of Two Hundred Fifty Dollars (\$250.00) per meeting. There will be no meeting charge for the preliminary informational meeting and for one (1) public hearing or public meeting other than the applicable review fee, application fees, or pre-development agreement costs.

**Development Agreement:**

A development agreement, unless specifically waived by the Town Plan Commission, shall be required for all request/applications which require public improvements, landscaping, a subdivision plat (commercial or residential), or a conditional use permit including for mineral extraction.

**The following information is required for all applications:**

1. Address of Site: \_\_\_\_\_  
Name of Project: \_\_\_\_\_  
Tax Parcel No: \_\_\_\_\_  
Section Number: \_\_\_\_\_
  
2. You must include or attach a proper legal description (i.e., a lot or block number of a recorded plat or certified survey map or a metes and bounds description prepared by a surveyor, engineer, title company, etc.). Applicants may be required to provide the Town with an electronic copy or computer diskette (in Microsoft Word format) of all metes and bounds descriptions.  
  
\_\_\_\_\_  
  
\_\_\_\_\_  
  
\_\_\_\_\_
  
3. Letter of Intent. The applicant shall provide the Town with twelve (12) copies of a Letter of Intent describing in detail the application/request, including proposed construction schedules, names of people involved (i.e., contractor, architect, landscaper, business manager, etc.), types of businesses, hours of operation, square footage or acreage of the site, number of dwelling units, number of bedrooms, number of employees, gross square footage of building, number of parking stalls, etc.

**Fee Schedule**  
**Conditional Use Permits – Development – Land Divisions**

4. Description of Actions Requested:  
Total Acreage/Area: \_\_\_\_\_  
Number of new lots requested to be created: \_\_\_\_\_  
Current Zoning District(s)  
(by # acres each District): \_\_\_\_\_  
\_\_\_\_\_  
Proposed Zoning District(s)  
(by # acres each District): \_\_\_\_\_  
\_\_\_\_\_
5. Purpose of Proposed Action (indicate all that apply):
- Develop land for non-agricultural use:
    - Is land in an urban service area?  Yes  No
    - Distance from nearest city or village: \_\_\_\_\_ miles
    - Distance from existing residential area(s): \_\_\_\_\_ miles
    - Is land currently served by public sewer?  Yes  No
    - Is land in a utility district?  Yes  No
    - Is land served by public water?  Yes  No
  - Develop land for residential use  Farm consolidation
  - Develop land for commercial use  Request for CUP
  - Residence for parent or child of farm operator/ownership \_\_\_ yrs.
6. Are there existing buildings on this site?  
\_\_\_\_\_
7. What are the present uses of this site??  
\_\_\_\_\_
8. Do you intend to use the existing buildings on this site?  
\_\_\_\_\_
9. What exterior changes are proposed to the existing building(s)?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
10. Will the proposal require a new building or addition?  
\_\_\_\_\_

Fee Schedule  
Conditional Use Permits – Development – Land Divisions

11. When do you wish to occupy this site or building?  
\_\_\_\_\_
12. Does this proposal involve any public improvements or development in the public right-of-way? If yes, please explain.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
13. Describe or, if required, submit the proposed landscape plans involved in your request:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
14. Describe or, if required, submit any water runoff or environmental issues involved in your request:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
15. If driveway entrance(s) are needed (or being proposed or updated), identify the location as well as the plans for construction:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
16. Print or type the name, mailing address, telephone number, fax number, and e-mail address of a contact person for this project (the person who can answer questions regarding this application or project plans and will appear at the public hearing or public meeting):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Fee Schedule**  
**Conditional Use Permits – Development – Land Divisions**

17. Print or type the name, mailing address, telephone number, fax number, and e-mail address of the applicant:

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18. Print or type the name, mailing address, telephone number, fax number, and e-mail address of the property owner (Please include all owners involved in partnerships):

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19. Property owner's authorization signature:

\_\_\_\_\_

If offer to purchase or contract owner, please indicate below (check one). (architect's, real estate agent's, contractor's, or tenant's signature is **NOT** adequate.

- Owner
- Offer to Purchase
- Other (Explain: \_\_\_\_\_)

Submit all **COMPLETE** plans, maps, and documents, including the required fees, along with this application per the requirements herein. **Note:** There shall be no scheduling of any meeting or public hearing before the Town Plan Commission unless all such material is submitted at least ten (10) days in advance of any meeting. Failure to do so will mean cancellation of the meeting at the sole discretion of the Town Plan Commission. The application will **NOT** be processed until all necessary information and fees have been submitted.

The undersigned applicant or authorized agent of the applicant hereby certifies that he/she has read all of the information contained in this application and that the same is true and correct.

The undersigned further understands and agrees that any review, recommendation, approval, or permit based upon any statement, drawing, plans, evidence, or information furnished by the applicant or any agent of the applicant to the Town Plan Commission or Town Board with respect to the project which is the subject of this application and which at the time made is misleading, inaccurate, untrue, or incorrect in any material respect shall be declared null and void by the Town Plan Commission, issuing written notice thereof to the applicant or designated agent without further public meeting or public hearing.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
(Relationship to owner)

\_\_\_\_\_  
Date

The above person represents that he/she is authorized to sign on behalf of the applicant.

Fee Schedule  
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**Town Clerk/Staff Comments:**

Any resolution or action by the Town Board shall only be valid for one year from the date thereof unless a different time is proscribed by a granted extension of record, an applicable ordinance or State Statute.

**Required Documents and Information**

Fee Schedule  
Conditional Use Permits – Development – Land Divisions

Application Fee - All \$25.00

**Commercial – New and Change of Use**

Review Fee \$500.00

**Commercial – New and Conditional Use Permits**

Zoning / Use Change \$1,000.00

Commercial Development \$2,500.00

Mineral Extraction / Quarry \$3,500.00

**Commercial – Existing or Expanding**

Review Fee \$250.00

Certified Survey Map \$300.00

**Commercial – Existing or Expanding and Conditional Use Permits**

Zoning / Use Change \$500.00

Commercial Development \$1,250.00

**Residential**

Review Fee \$250.00

Zoning / Use Change \$250.00

Certified Survey Map \$300.00

Subdivision Fees – \$200 per lot up to a maximum of \$5000

**Other**

Conditional Use Permits – Sanitary Fixtures in Accessory Bldg \$100.00

Conditional Use Permits – All Other Residential or Agricultural \$250.00

Extra Meeting of Plan Commission \$250.00

Review of Lot Line Adjustments \$100.00