

# Plan Commission Application

## City of Verona – Planning & Development Department

111 Lincoln Street  
Verona, WI 53593-1520  
(608) 848-9941

X	Description	Administrative Fee
	Annexation	\$ 350.00 + Taxes
	Conditional Use Permit	\$ 350.00
	Site Plan	\$ 350.00
	Variance	\$ 350.00
	Zoning Map Amendment (From ____ To ____)	\$ 350.00
	Zoning Text Amendment	\$ 350.00
	Planned Development	Optional Pre-Application Review
		Step 1: Preliminary Plan
		Step 2: Final Plan
	Certified Survey Map (CSM)	\$ 150.00 + \$100/lot
	Preliminary Plat Review	\$ 300.00 + \$50/lot
	Final Plat Review	\$ 300.00 + \$25/lot

**\*NOTE: Administrative filing fees are due at the time an application is filed with the City and are not refundable. In addition to the Administrative fees, City staff time (City Engineer and City Attorney) will be charged back to the applicant. The Applicant will receive monthly invoices of payments due.**

Date:

Project/Business Name:

Address/Location:

City, State, Zip Code:

Proposed Use of Property:

Applicant:

Property Owner:

Address:

Address

City/State/Zip

City/State/Zip:

Phone:

Phone:

E-mail:

E-mail:

Signature:

Signature:

## **CERTIFIED SURVEY MAP (CSM) CHECKLIST**

1. 3 collated copies of the complete Certified Survey Map.
2. 3 collated copies of the Narrative. The narrative shall include the purpose/reason for the CSM, the existing and proposed zoning classifications for all parcels.
3. If the CSM is approved by the City, please provide the Planning Department with a recorded copy of the CSM, including the County-assigned document recording number.

### **For City Parcels:**

1. Will all proposed new parcels meet city requirements for:
  - Minimum Lot Area?
  - Minimum Width?
  - Minimum Depth?
2. Will *existing* buildings meet setback requirements for front, side, and rear yards?
3. Does water/sewer laterals exist to the proposed new lot(s)? If it does not, the property owner will need to pay to have these services installed.
4. Does the parcel abut WIS-DOT or Dane County right-of-way? If so, these jurisdictions may need to review and approve the proposed CSM/subdivision.
5. Will there be separate driveways for all parcels, or shared driveways over a common property line? Shared driveways require a legal agreement to be recorded against the property titles for both properties. For proposed shared driveways, please submit a draft of the legal agreement for City Staff to review prior to the shared-driveway agreement being filed against both properties' titles.

### **For Proposed Certified Survey Maps in the City's Extraterritorial Jurisdiction Area:**

In addition to requiring approval from the City of Verona, proposed Certified Survey Maps within the city's extraterritorial plat review jurisdiction (within in the Town of Verona) must also be reviewed and approved by the Town of Verona and Dane County. Please contact the Town Hall at 845-7187 for more information.

### **For Rural Parcels in the City's Extraterritorial Plat Review Jurisdiction:**

1. Does the proposed lot split comply with the City's Future Land Use plan for urban growth?
2. Does the proposed lot split comply with the Town of Verona's Land Use Plan?
3. How will the proposed lot split affect the orderly and efficient growth of the urban area in the future, both short-term and long-term?
4. Does the parcel abut WIS-DOT or Dane County right-of-way? If so, these jurisdictions may need to review and approve the proposed CSM/subdivision.

## APPENDIX A

### CITY OF VERONA ENVIRONMENTAL ASSESSMENT CHECKLIST FOR SUBDIVISIONS AND LAND DIVISIONS BY CERTIFIED SURVEY

**All “Yes” answers must be explained in detail by attaching maps and supportive documentation describing the impacts of the proposed development/land division.**

#### **Land Resources**

**Does the project site involve any of the following:**  
 (If “yes”, how does the developer propose to address the matter?)

	Yes	No
<b>A. <u>Change in relief and drainage patterns?</u></b> If yes, attach two (2) copies of: <input type="checkbox"/> A topographic map showing, at a minimum, two (2) foot contour intervals.		
<b>B. <u>A floodplain?</u></b> If yes, attach two (2) copies of: <input type="checkbox"/> A typical stream valley cross-section showing 1) the channel of the stream; 2) the 100 year floodplain limits; and 3) the floodway limits (if officially adopted) of each side of the channel; AND <input type="checkbox"/> A cross-section of the area to be developed.		
<b>C. <u>An area of soil instability—greater than 20% slope and/or organic soils, peats, or mucks at or near the surface?</u></b>		
<b>D. <u>Prime agricultural land (Class I, II, or III soils)?</u></b>		
<b>E. <u>Wetlands and mapped environmental corridors?</u></b>		
<b>F. <u>Unique physical features or wildlife habitat?</u></b>		

#### **Water Resources**

**Does the project site involve any of the following:**

<b>A. <u>Location within the area traversed by a navigable stream or dry run?</u></b>		
<b>B. <u>Lake Frontage?</u></b>		

**Human and Scientific Interest**

Does the project site involve any of the following:

	Yes	No
A. <u>An area or buildings of archeological/geological/historical interest?</u>		
B. <u>Buildings or monuments with unique architecture?</u>		
C. <u>Unique, uncommon, or rare plant or animal habitats?</u>		
D. <u>Old growth trees?</u>		

**Energy, Transportation, and Communications**

A. <u>Does the development encompass any future street appearing on the City of Verona Official Map?</u>		
B. <u>Is the development traversed by an existing or planned utility corridor (gas, electric, water, sewer interceptor, communications, storm sewer or other?)?</u>		

**City Planning**

A. <u>Is the development consistent with the City Master Plan and other adopted planning documents?</u>		
B. Please provide any other relevant information below:		