

Plan Commission Application

City of Verona – Planning & Development Department

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

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

By filing the application that results in a public hearing, the applicant agrees and consents to the placement of a sign on his or her property. The applicant also agrees that the sign shall be left in the location(s) chosen by the Zoning Administrator until after the public hearing occurs, unless the application is formally withdrawn by the applicant prior to the public hearing. The applicant shall periodically check the sign to verify that the sign has not been removed and has not been modified or vandalized. The applicant shall immediately notify the Zoning Administrator if the sign was removed or if the sign was modified or vandalized.



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111 Lincoln Street
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Phone: (608) 845-848-9941 Fax: (608) 845-8613
www.ci.verona.wi.us

Official Plan Commission submittal includes:

To begin review process:

1. 1 copy of the completed application form with property owner's signature;
2. Submittal fee, check payable to the City of Verona. Additional charges may be billed to the applicant as the City Engineer's review time is charged back to the applicant. An initial review is free; and
3. Email or flash drive with below plans in digital format; and
4. 1 digital copy of the stormwater management plans.

After Staff's review and comments are sent to the applicant, the following items need to be submitted by the requested Staff deadline.

1. 3 collated copies at 8 ½" x 11" of a written description describing details of your project submitted after Staff's review and comments sent to applicant.
2. 3 collated copies at 11" x 17" of the following plans, which are submitted after Staff's review and comments to applicant:
 - Site Plan – Showing existing and proposed buildings & parking.
 - Landscaping Plan – Showing existing and proposed plantings noting natives to Wisconsin. Any trees that are planted due to removal of other trees must be marked on the plans as replacement trees.
 - Lighting Plan – Showing light locations, light levels and fixture details.
 - Grading, Drainage, Erosion Control Plans – With contours & flow arrows.
 - Utility Plans – Showing the location of existing and proposed utility lines.
 - Floor Plans – Showing the size and use of the existing & proposed buildings.
 - Elevation drawings – Scaled drawings identifying materials and heights.
 - Stormwater calculations – Engineering calculations.
 - Project detail sheets – Any details may be included in separate sheets such as dumpster enclosures, charging stations, bicycle racks, or signage.
3. See Development Checklist for more information.