

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
		\$ 300.00
		Step 2: Final Plan
		\$ 300.00
	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:

Plat Submission

Plat Submission Requirements

Submission of the preliminary and final plats can be found under Subdivision Regulations Sections [14-1-31](#) through [14-1-33](#). Technical requirements for preliminary and final plats can be found under Subdivision Regulations [Section 14-1-40](#) and [Section 14-1-41](#). Although the ordinance states the City needs twenty (20) copies of the plats, please verify the number of copies with Planning Staff prior to printing as technology has significantly reduced the number of copies and this may fluctuate based on staffing numbers. The applicant is required to submit an electronic copy that has a measurable scale.

Mailing Requirements For Plats/ Referral to Other Agencies & Utilities. (per Section 14-1-31)

Plats must be reviewed by several governmental agencies. The applicant must forward copies of the preliminary plat to these agencies prior to action by the Plan Commission. The applicant must provide the City with confirmation of proof which verifies that the required agencies received copies of the plat. A list of which agencies must receive copies of the preliminary plat and final plat is provided below unless otherwise stated:

State of Wisconsin, Department of Administration
Plat Review
P. O. Box 1645
Madison, Wisconsin 53701-1645

<http://doa.wi.gov/platreview>

Dane County Planning and Development Department
https://plandev.countyofdane.com/zoning/land_division.aspx
Land Division Review - Room #116
210 Martin Luther King Jr. Boulevard
Madison, Wisconsin 53709

TDS Telecom
Glen Campbell
Glen.campbell@tdstelecom.com
608-220-4583

Madison Gas & Electric Co.
Jason Ellis – Jellis@mge.com
133 S. Blair Street
Madison, WI 53788
608-252-4722

Alliant Energy
Jeff Nelson – JeffNelson@alliantenergy.com
Lead Engineering Tech.
Verona Operations
608-845-1148

Spectrum
2701 Daniels Street
Madison, WI 53718
608-575-6415

Verona Fire District
101 Lincoln Street
Verona, WI 53593

Fitch-verona EMS District
101 Lincoln Street
Verona, WI 53593

AECOM
Ms. Carla Fischer
Carla.Fischer@aecom.com
1350 Deming Way, Suite 100
Middleton, WI 53562

When in conjunction with an annexation:
Town of Verona
7669 CTH PD
Verona, Wisconsin 53593

Plat Submission

The following are only for Final Plats in addition to the previous list:

Capital Area Regional Planning Commission
100 State Street, Ste 400
Madison, WI 53703-2573

Postmaster
Post Office
Verona, WI 53593

Madison Metropolitan Sewage District
1610 Moorland Road
Madison, WI 53713

Verona Area School District
700 North Main Street
Verona, WI 53593
(streets and street names)

REVISED: 7/28/21