

Case Name: _____

CITY OF LAKE MILLS

APPLICATION FOR ADMINISTRATIVE DESIGN REVIEW AND APPROVAL

(rev102007)

DO NOT WRITE IN THIS SPACE – FOR OFFICE USE ONLY

Date Filed: _____

Fee Paid – Receipt No.: _____ Amount: _____ Date: _____

Comments (indicate other actions such as continuances): _____

Action by Plan Commission: _____

NOTICE TO APPLICANTS

1. A Design Review and Approval (Site Plan Approval) is a review of proposed improvements to a site for compliance with City ordinances. See subchapter 2 of chapter 17 of Title 10.
2. Applicants are urged to coordinate activities with City staff in advance of application deadlines.
3. There will be no refund of application fee for any site plan approval not granted or withdrawn.
4. No incomplete applications will be acted upon.
5. Approval of an Administrative Design Review (Site Plan) shall be in effect for a period of one year, and thereafter is invalid unless a building permit has been issued.

INFORMATION REGARDING APPLICANT AND OWNER

Name of Applicant(s): _____ Phone: _____

Address of Applicant(s): _____

Email Address of Applicant: _____

Property Interest of Applicant: _____
(Owner, Contract Purchaser/Agent, etc.)

Name of Owner: _____

Address of Owner: _____

Email Address of Owner: _____

ADDRESS AND DESCRIPTION OF PROPERTY

Address: _____

Width of Lot: _____ Length of Lot: _____

Lot Area (Square Feet): _____ Tax Parcel Number: _____

Legal Description (or attach legal description): _____

LAND USE AND ZONING

Present Zoning: _____

Present Land Use: _____

Proposed Land Use: _____

	Surrounding Zoning	Surrounding Land Use
NORTH	_____	_____
SOUTH	_____	_____
EAST	_____	_____
WEST	_____	_____

NOTE: The following questions must be answered completely. If additional space is needed, attach extra pages to application. Before answering, read the NOTICE TO APPLICANTS above.

1. Is a scaled plot plan indicating the location of the premises and the nature of the new use? Yes ___ No ___ (Application will not be processed without the required drawings.)

2. Does the application include the following:

Existing Topography	___	Proposed Topography	___
Existing water mains	___	Proposed water mains	___
Existing sanitary sewer	___	Proposed sanitary sewer	___
Existing streets	___	Proposed streets	___
Existing electric	___	Proposed electric	___

Existing driveways	___	Proposed driveways	___
Existing parking	___	Proposed parking	___
Erosion Control Plan	___	Scale and north arrow	___
Setback lines	___	Easements	___
Site lighting	___	Protected green space	___

3. Is a storm water plan prepared and attached, including design calculations and a summary of design assumptions? Yes _____ No _____

4. Does any violation of the City of Lake Mills Zoning Ordinance exist on the property now? Yes _____ No _____ If "yes", how? _____

5. Will the proposed improvements be in harmony with the neighborhood and not contrary to the intent and purpose of the Zoning Ordinance? Elaborate:

6. Is there a written description for:
 Projected number of residents, employees, or daily customers _____
 Performance standard reports _____
 Site density reports _____ Operational reports _____

7. Has a Landscaping Plan been prepared? Yes _____ No _____

8. Has a Floor Plan been prepared? Yes _____ No _____ Does it include the following:
 Exterior elevations _____ Building cross-section _____
 Exterior lighting _____ Roof Plan _____
 Exterior screening _____

9. Do you plan additional improvements or development on this site? Elaborate:

10. Additional comments by Applicant: _____

Applicants are reminded that City Code permits the City to charge the Applicant for the full cost of all engineering and planning consultant charges for work billed to the City in connection with the design review and approval required under Title 10.

I (We) certify that all of the above statements and the statements contained in any papers or plan submitted herewith are true to the best of my (our) knowledge and belief.

(Signature of Applicant) (Date)

(Signature of Owner, if different) (Date)