

Village of Mount Horeb

138 East Main Street

Mount Horeb Wisconsin 53572

DESIGN REVIEW APPLICATION

Applicant Name: _____

Address: _____

Telephone Number (daytime): _____

Address of project if different: _____

Zoning Classification of project: _____

Fee paid (\$100-see back side of application): _____

Plan Submittal Checklist attached: _____

Landscape Plan Submittal Checklist attached: _____

Design Review Parking Lot Application Required: _____

Design Review Parking Lot Application Submitted: _____

Project Description: _____

Applicant

Date

Zoning Administrator

Date

I HEREBY ACKNOWLEDGE RECEIPT OF WRITTEN PLAN COMMISSION APPROVAL FOR THE ABOVE PROJECT, AND AGREE TO MEET THE CONDITIONS INCLUDED IN THE APPROVAL.

SIGNED: _____

DATE: _____

17.14 DESIGN REVIEW

(3) ADMINISTRATION

- (a) The Building Inspector or the Village Administrator, or his/her designee, shall advise applicants when they apply for building permits or land disturbing activity permits or other approvals or permits whether design review applies. If design review applies, the applicant will be given checklists, application forms and timetables. These documents shall have prior Plan Commission approval as to format and content. Applicants may request and have pre-application conferences with staff.
- (b) Completed applications and supporting materials must be filed in the Village office at least 20 days prior to a scheduled Plan Commission meeting so as to allow sufficient time for review by staff prior to placement on the Plan Commission agenda. Staff must be satisfied that a complete packet of information will be available to the Plan Commission prior to the commencement of the Plan Commission meeting at which the item is set for design review.
- (c) Each application shall be accompanied by a fee of \$100, payable to the Village Treasurer. In addition, each applicant under this subsection shall reimburse the Village for all professional fees, including reasonable engineering and legal review fees, incurred by the Village in connection with each application.
- (d) The Plan Commission will review a design application at a meeting set for such purpose. Following such review, discussions with applicants and agents, and discussion with the Plan Commission and with staff, the Commission shall, within 45 days of its initial review meeting, render a decision of approval, conditional approval or rejection. Decisions shall be in writing and shall identify those elements of the approved design which the Commission intends to be mandatory. Applicants shall sign acknowledgments of receiving the written Plan Commission design review decision prior to being issued a building or land disturbing activity permit. Failure to render a decision within the required time period shall be deemed a rejection for the application. The Plan Commission may, in cases requiring additional time for review, extend, for no more than 45 additional days, the time within which to render its decision.
- (e) A project that has had design review and that has a building or land disturbing activity permit is approved for execution only in accord with the directives included in the design review approval. Construction or execution that deviates from directives may not occur within terms of this chapter without prior Village approval. The Village Administrator, or his/her designee, is responsible for determining whether to give staff approval to such deviations on a finding that they are minor variations as to the Plan Commission's decision or whether full Plan Commission review and approval is needed upon a finding that the deviations are major.
- (f) An approved Design Review application shall be valid for a three (3) year period from the date of approval. A building permit for the improvement or change approved by the Design Review application must be issued before the three year period has expired. After the period has expired, the applicant must start the approval process over and resubmit a new Design Review application.

PLAN SUBMITTAL CHECKLIST

Project: _____

Submitted by: _____

Dated submitted: _____

NOTE: Please include each applicable item listed below with all formal plan submittals. All lines should be checked. Mark "N/A" if the item does not apply. All plans must be submitted with this checklist as a single package no later than twenty (20) days prior to presentation at Plan Commission/Historic Preservation Commission.

- 1. Show existing and proposed contours at an interval suitable to the topography and project. Contours should extend a minimum of 20 feet beyond property lines and nearby berms and swales and at least to the backs of curbs.
- 2. Show square footage of:
 - a. Lot or parcel
 - b. Existing impervious surface
 - c. Proposed total impervious
 - d. Existing building
 - e. Proposed total building
 - f. Existing parking and pavement
 - g. Proposed total parking and pavement
- 3. Show all relevant dimensions including:
 - a. Buildings
 - b. Parking stalls
 - c. Driveway widths
 - d. Setbacks to buildings and other improvements
 - e. Parking lot aisles, turnarounds, turning radii, etc.
 - f. Distance from driveway to street corner if under 200 feet
 - g. Sidewalk, walkway and handicap ramp widths and locations with respect to street and right-of-way
 - h. Widths of abutting R.O.W.'s, roadways, and terraces.
- 4. Show dimensions and bearings of property lines.
- 5. Show North Arrow and scale of drawing.
- 6. Show Village bench mark location and elevation to NGS datum.
- 7. Show all existing and proposed surface materials (grass, bituminous, concrete, etc.).

- ___ 8. Show total number of required and proposed parking stalls.
- ___ 9. Show handicap parking stall and ramp locations.
- ___ 10. Show up or down arrows on loading or other ramps.
- ___ 11. Show existing, proposed, and adjoining driveway approaches.
- ___ 12. Show removal and replacement to Village Specifications of concrete curb and gutter for all new curb cuts or as otherwise required.
- ___ 13. Show rim and invert elevations of all drainage structures.
- ___ 14. Design surface drainage to bypass dumpster locations.
- ___ 15. Indicate proposed direction of roof drainage and show location of all roof gutter downspouts.
- ___ 16. Show all existing and proposed public and private utility locations on and adjacent to site.
- ___ 17. Show location of nearest existing Village of Mt. Horeb fire hydrants and proposed Village and private fire hydrants.
- ___ 18. Show location and screening of refuse containers.
- ___ 19. Show how recyclable materials will be handled.
- ___ 20. Show proposed lighting for site including location, pole height, luminaire type and manufacturer's specifications.
- ___ 21. Provide drawings of proposed building with elevation views showing proposed materials and colors.
- ___ 22. Include elevation view of rooftop mechanicals and required screening design materials and colors.
- ___ 23. Include name of designer.

LANDSCAPE PLAN SUBMITTAL CHECKLIST

NOTE: Please include each applicable item listed below with all formal plan submittals. All lines should be checked or marked "N/A" if the item does not apply.

This checklist should accompany the PLAN SUBMITTAL CHECKLIST.

- 1. Show existing and proposed contours at an interval suitable to the topography and project. Contours should extend a minimum of 20 feet beyond property lines and nearby berms and swales and at least to the backs of curbs.
- 2. Show total number of required:
 - a. Parking stalls
 - b. Landscaping points and size of landscaping elements
 - c. Additional canopy trees
- 3. Show total number of provided:
 - a. Parking stalls
 - b. Landscaping points and size of landscaping elements
 - c. Additional canopy trees
- 4. Show North Arrow and scale of drawing.
- 5. Include name of designer on final papers.
- 6. Show existing/proposed hydrants, sanitary laterals, water services, light poles, power poles, and other significant topographic features in landscaped areas.
- 7. Show all relevant dimensions.
- 8. Show landscape elements and trees drawn to scale equal to their growth within five years of construction.

APPENDIX 1

PARKING AREA
APPLICATION WORKSHEET

PORTION TO BE COMPLETED BY APPLICANT:

Project Location/Address: _____

Owner/Applicant: _____

Address: _____

Phone: _____

Date of Application: _____

1. The land use or development to be served by the proposed parking area: _____

2. Number of projected employees and/or students: _____

3. Square feet of floor area: _____

4. Capacity of the facility (if applicable): _____

5. Number of dwelling units (if applicable): _____

Efficiencies _____ 1 Bedroom _____ 2 Bedroom _____ More than 2 Bedroom _____

PORTION TO BE COMPLETED BY ZONING ADMINISTRATOR:

6. Minimum number of spaces required: _____

7. Minimum number of spaces for handicapped: _____

8. Minimum number of canopy trees under the canopy tree requirement: _____

9. Minimum number of points under the landscape element point system requirement: _____

10. Linear feet of screening from nearby residentially zoned property: _____

Location of Screening: _____