



Part I. General Information

Applicant information:

Person's Name(s): _____

Firm Name (if any): _____

Relationship (check one): Owner Tenant Prospective Owner/Tenant Representing: _____

Mailing Address: _____ City: _____ State: ____ Zip: _____

Office/Home Phone #: _____ Mobile Phone #: _____

Email: _____

Property owner information:

Person's Name(s): _____

Ownership (check one): Individual Trust Partnership Corporation/LLC Other: _____

Mailing Address: _____ City: _____ State: ____ Zip: _____

Office/Home Phone #: _____ Mobile Phone #: _____

Email: _____

Parcel number or legal description of property:

Address or street boundaries of property:

Current and proposed use of subject property (check all applicable uses, and whether each is a current use, proposed use, or both):

- two or multiple family residential (current use proposed use)
- mixed commercial/residential building(s) (current use proposed use)
- office/research (current use proposed use)
- retail/commercial services (current use proposed use)
- manufacturing/warehousing/contractor (current use proposed use)
- institutional use (current use proposed use)
- parking (current use proposed use)
- significant earth filling, excavating, grading (current use proposed use)
- other use: _____ (current use proposed use)

Summary of proposed project:

Part II. Application Fee and Plan Submittals

Along with this application, please submit a non-refundable site plan and design approval application fee of \$200. Also, please submit one digital copy in an easily reproducible format (e.g., PDF) of all plans that are required to make a complete application. The Village Administrator may also require hard copies after you provide a digital copy. Except as the Village Administrator may otherwise allow, each complete application must include one or more plan sheets specifying the following information:

- Title block(s) that indicates the name, address, and phone number(s) of the project, proposer, current property owner, and agent(s) (i.e., developer, architect, engineer, planner) for project.
- The date of the original plan and the latest date of revision to the plan.
- A north arrow and a graphic scale.
- All property lines and existing and proposed right-of-way lines with bearings & dimensions labeled.
- Delineation and labeling of floodplains, wetlands, shoreland setback areas, slopes of 12 percent or greater, mature trees and woodlands.
- All existing and proposed easement lines and dimensions, with a key provided and explained on the margins of the plan as to ownership and purpose.
- All required building setback lines applicable to the zoning districts, including setbacks from natural resources.
- A grading plan showing existing and proposed grades, including retention walls and related devices.
- An erosion and sediment control plan, where required under applicable Dane County and/or State regulations.
- Location of existing and proposed stormwater management facilities and structures, including a stormwater management plan where required under applicable Dane County and/or State regulations.
- All existing and proposed buildings, structures (including fencing), and paved areas, including building entrances, walks, drives, decks, patios, fences, walls, utility poles, drainage facilities, and mechanical and utility units.
- Locations and dimensions of all access points onto public streets.
- Locations and dimensions of all on-site parking (and, if applicable, off-site parking), including summary of number of parking stalls provided versus required by zoning ordinance for the land use(s).
- Locations and dimensions of all loading and service areas on the subject property and labels indicating the dimension of such areas.

Parcel Address or ID #: _____

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- Location of all outdoor storage areas including dumpsters and the height, design, and materials of all screening fences.
 - Location of all outdoor activity areas, including those for daily, seasonal, or longer-term sales and display of merchandise, including but not limited to donation drop-off boxes and vending machines.
 - Locations, types, heights, fixture designs, and cut-off angles of all exterior lighting. For projects proposed to include significant exterior lighting, the Village may require including a detailed photometric plan showing the distribution of light output across the property to the property lines.
 - A landscaping plan at the same scale as the main plan showing the location, species, and size and time of planting for all proposed landscape plants, complying with Article G, Section 13-1-92 of the zoning ordinance and the Village of Marshall Landscaping Plan Standards document.
 - Elevation drawings, drawn to a recognized architectural scale, of proposed buildings or proposed exterior remodeling or expansion of existing buildings to include exterior or roof mechanical equipment and showing finished exterior treatment, with adequate labels provided to clearly depict exterior dimensions, materials, texture, color, and overall appearance. Each exterior door shall be numbered on the elevations and on the actual building to facilitate subsequent emergency access, based on a numbering scheme available from the Village Administrator or protective service providers.
 - Locations, types, heights, sizes and lighting of all existing signage on the subject property, and for proposed signage to the extent practical at the time of application.
 - In the site plan map legend, the lot area, proposed landscaped surface area, and total existing and proposed gross floor area of buildings.
 - Plat of survey or Certified Survey Map, in cases where lot lines or easements are unclear or require adjustment.
 - Possible future building and/or parking lot expansions, if any.
 - If requested by Village Administrator or Plan Commission, process safety management, risk management, containment, and/or emergency response program.



Parcel Address or ID #: _____

Part III. Plan of Operation

New or expanded: Is this a new or expanded operation? _____

Specific existing Building A: _____
and proposed uses Building B: _____
of all existing and Building C: _____
proposed buildings: Other: _____
Other: _____

All chemicals Building A: _____
stored and Building B: _____
proposed in all Building C: _____
buildings, including Other: _____
toxic, noxious, and Other: _____
hazardous materials: _____

Fire control/ suppression methods (hydrant, sprinklers, alarms, Knox Box, access room) _____

Contact person for Fire Department purposes: _____
Daytime phone number: _____ Nighttime number: _____

Starting/projected # of employees and/or residents: _____

Projected maximum capacity or housing units (including # BRs): _____

Days of week in operation: _____

Hours of operation: _____

- Off-street parking: A. Number of parking spaces current available: _____
- B. Number of parking spaces proposed: _____
- C. Parking lot material: Concrete: _____ Asphalt: _____ Gravel: _____ Other: _____
- D. How many parking spaces will be used for employee parking? _____
- E. Type of screening to be used: Fencing: Y/N Plantings: Y/N Berming: Y/N Other: _____

Traffic generation: Types of vehicles: Passenger vehicles? Y/N Semi-trucks/trailers? Y/N Smaller trucks: Y/N
Estimated number of vehicle trips per day: Trucks: _____ All other: _____

Parcel Address or ID #: _____

Utility usage: Project involve significant water usage? Y/N Project involve unusual sanitary effluent? Y/N

Erosion control and
stormwater
planning: Proposed area of land disturbance: _____ sq. ft. Is it green space? Y/N If no, what: _____
Does project require a construction erosion control plan to your knowledge? Y/N
Does project require post-construction stormwater management plan to your knowledge? Y/N

Exterior lighting: Type of lighting used (include catalog pages if proposed): _____
Location of lighting (include on lighting plan if proposed): _____

Signs: Existing: Freestanding/ground mounted: Y/N On building: Y/N Mobile: Y/N Temporary: Y/N
Proposed: Freestanding/ground mounted: Y/N On building: Y/N Mobile: Y/N Temporary: Y/N
Sizes (sf): _____ Locations: _____ Lighting: Y/N

Outdoor storage
and display: Outdoor storage of materials or equipment? Existing Y/N Proposed Y/N For what?: _____
Outdoor display of products for sale/lease? Existing Y/N Proposed Y/N For what?: _____

Food service or
vending machines: Are there any food service or vending machines? Existing Y/N Proposed Y/N
If yes, how many? _____ What type? _____

Game machines: Are there game machines? Existing Y/N Proposed Y/N
If yes, how many? _____ What type? _____

Music or live
performances: Is there any type of music or live performances in this proposal? Existing Y/N Proposed Y/N
If yes, what type? _____ Days of the week? _____ Hours: _____

Type of refuse/
recycling service
used/proposed: Municipal _____ Private _____

Highway access
permit: Is a new highway access permit needed from the State, County, or Village? Y/N
If yes, from which agency(ies)? _____ (attach access permit if secured)

Security or
screening fencing: Already on site? Security Y/N Screening Y/N Proposed? Security Y/N Screening Y/N
Fence type, size, location(s): _____

Vibration, noise, air
pollution, odor,
glare, heat: Might this operation have vibrations, noise, air pollution, odor, glare, and/or heat detectable at any
property line? Vibrations Y/N Noise Y/N Air pollution: Y/N Odor: Y/N Glare: Y/N Heat: Y/N If
Explain any "yes" answers, including proposed mitigation strategies:

Liquor or other
special licenses: Current liquor license? Y/N Type: _____ Proposed liquor license? Y/N Type: _____
Other current local, county, state, or federal licenses? Y/N
If "yes" describe type, agency, and timing for receipt:

Other pertinent
operational
information: _____

Parcel Address or ID #: _____

Part IV. Comparison of Proposed Site Plan with Required Review Standards**In the space provided below or on an attached sheet, please explain why and how:**

1. The proposed site layout and buildings are appropriate in relation to the physical character of the site and the usage of adjoining land areas.

2. The traffic pattern generated by the proposed layout will be consistent with the safety of residents and the community and minimize any traffic hazard, with regard to entrances and exits to public streets; the arrangement and improvement of interior roadways; and the location, adequacy, and improvement of areas for parking and for loading and unloading.

3. Adequate water supply, drainage facilities, and sanitary and waste disposal facilities will be provided.

4. The landscaping and appearance of the completed site will be designed so as not to impair the value of adjacent properties and to promote the public health, safety, and welfare.

Parcel Address or ID #: _____

Part V. Reimbursement for Development Review Services

The Village Planner, Village Engineer, Public Works Director, Village Attorney, and other Village staff and consultants may expend time in the administration, investigation, and processing of development review applications. In addition, the Village may retain the services of other professional consultants—including but not limited to landscape architects, architects, environmental specialists, and recreation specialists—in the investigation and processing of such applications.

Reinforcing a requirement of Section 13-1-178 of the Village zoning ordinance, The signing and submittal of this application or petition for development review shall be construed as an agreement to pay for professional consulting services associated with the administration, investigation, and processing of this application or petition. The Village Administrator shall retain sole discretion in determining when and to what extent it is necessary to involve one or more professional consultants in the review of each application or petition.

The applicant shall be responsible for the costs for such professional consulting services. The applicant shall pay such costs upon receipt of one or more invoices from the Village, following the execution of the development review services associated with the application. In the event the applicant fails to pay such costs, the responsibility shall pass to the property owner, if different, under the same terms. Development review fees that are assigned to the applicant or property owner, but that are not actually paid, may then be imposed by the Village as a special charge on the affected property.

Part VI. Signatures

By signing and dating below, I/We:

1. Reviewed and understand the Village of Marshall zoning ordinance and its standards of approval related to this application;
2. Read, understand, and accept my/our responsibilities under the reimbursement section above;
3. Submitted an application that is true, correct, and complete to the best of my/our knowledge;
4. Acknowledge that Village officials and/or employees may, in the performance of their functions, enter upon the subject property to inspect or gather information necessary to process this application;
5. Understand that all meeting dates are tentative and may be postponed by the Village for the reason of incomplete submittals or other administrative reasons;
6. If this application is approved, agree to abide by this application, approved plans, and required conditions associated with plan approval in the development of the subject property; and
7. Understand that the Village's zoning ordinance and/or the conditions of development approval may specify timeframes within which I/we must take certain actions related to the development of the subject property, or risk having the approval being nullified.

Signature of Applicant

Date

Signature of Property Owner (if different)

Date

Parcel Address or ID #: _____

Part VII. Record of Administrative Procedures (to be completed by Village)

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- Pre-application conference with Village Administrator or designee (optional)

Date of conference: _____ Participants: _____

-
- Pre-application conference with Village Plan Commission (optional)

Date of Conference: _____

-
- Application and required plans filed with Village

Date filed: _____

Name of Village staff person who accepted application: _____

-
- Application fee received by Village

Date received: _____

Name of Village staff person who accepted fee: _____

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- Application and submitted plans verified as being complete

Date verified: _____

Name of Village staff person who verified application as complete: _____

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- Village Plan Commission action scheduled

Meeting date: _____

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- Village Plan Commission action taken (within 30 days of its receipt of a complete application)

Meeting date: _____

Action (circle one): Approval as presented Approval with conditions Denial

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- Applicant notified of Village Plan Commission action

Date: _____

Name of Village staff person who notified Applicant: _____