

TOWN OF IXONIA

Site Plan & Plat Review Application

The Town Board requires a Site Plan Application.

The following information and documentation is required to be submitted to the Town Hall prior to 12:00 noon on the 2nd Friday before the 4th Wednesday of the month in which you wish Town of Ixonia Planning Commission consideration. Ixonia Town Board consideration will be the 2nd of Monday of the following month.

- Six (6) copies of the site plan and corresponding papers (including this application).
- Payment of a \$300 site plan application fee to the Town of Ixonia. This fee is **nonrefundable**. Please check with Jefferson County Zoning for their fees if the site plan needs to be approved by Jefferson County Zoning.
- Any additional information required by the Building Inspector, Plan Commission, Town Board or Town Staff.
- Storm Water Management Plan needed before building permit is issued.

Please type this information if possible.

NAME OF PROJECT (Include Parcel Number)	
Owner's Name	
Owner's Address	
Owner's Phone	
Owner's Fax #	
Developer's Name	
Developer's Address	
Developer's Phone	
Developer's Fax #	
Ordinance Number Permitting your use	
Present Zoning Classification	
Date of Plan Submittal	

Signature of Petitioner

Signature of Owner

Date of Signature

Date of Signature

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Agreement for Reimbursable Services
By Petitioner/Applicant/Property Owner

The Town may retain the services of professional consultants (including planners, engineers, architects, attorneys, environmental specialists, recreation specialists, and other experts) to assist in its review of a proposal coming before the Town Board. The Town reserves the right to apply the charges for these services as well as for staff time expended in the administration, investigation and processing of applications to the Petitioner.

The Petitioner is required to provide the Town with an executed copy of this agreement as a prerequisite to the processing of the development application. The submittal of a development proposal application or petition shall be construed as an agreement to pay for such professional review services applicable to the proposal. The Town may delay acceptance of the application or petition as complete, or may delay final approval of the proposal, until the Petitioner pays such fees. Review fees which are applied to a Petitioner, but which are not paid, may be assigned by the Town as a special assessment to the subject property.

_____, the applicant/petitioner/ property owner(s)
(Names)
_____, dated _____, 20____,
(Nature of application/petition)

agrees, to reimburse the Town of Ixonia for all consultant services (e.g. engineering, planning, surveying, legal) required to process this application in addition to those normal costs payable by an applicant/petitioner (e.g. filing or permit fees, publication expenses, recording fees, impact fees, etc.), and, further, agrees to reimburse the Town for other administrative staff review if, in the judgment of the Town Board, such reimbursement is warranted.

Dated this _____ day of _____, 20_____.

(Signature of Applicant/Petitioner)

(Signature of Property Owner, if Different from Applicant/Petitioner)

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Procedural Checklist for Site Plan Application

This form is designed to be used by the Applicant as a guide to submitting a complete application for a site plan review *and* by the Town to process said application.

I. Application Submittal Packet Requirements for Applicants Use

Site Plan shall include the following information:

Please check column if included

Site plan drawn to a recognized engineering scale.	
Existing and proposed topography.	
The characteristics of soils related to contemplated specific uses.	
Total number of parking spaces noted.	
Driveway widths and total number of parking spaces including size of stalls.	
The type, size, and location of all structures with all buildings dimensions shown.	
Indicate height of building(s).	
A drawing depicting size, height, type, and location of all signage including the lighting.	
Existing and proposed street names indicated including location and dimension (cross-section & entry throat) of all access points onto public streets.	
Indicate existing and proposed public rights-of-way and widths.	
Display <i>North Arrow</i> on plans.	
Locate existing and general location of proposed sanitary sewers, storm sewers, and water mains.	
Locate any proposed storm water management facilities, including detention/retention areas. Include storm water calculations.	
Projected normal and peak water usage and sanitary sewer usage. Impact fees are based on the average daily usage.	
Locate existing trees. Note location, extent, and type of proposed plantings.	
Note location of pedestrian sidewalks and walkways.	
A graphic outline of any development staging that is planned should be shown on the site plan.	
Architectural plans, elevations and perspective drawing and sketches illustrating design, character of proposed structures, exterior materials and colors. Include outdoor storage, service areas, and a description of screening devices (fencing materials).	
The proposed use of the property, hours of operation, the type of licenses or permits required from any federal, state or local agency or governmental unit, the projected number of employees and daily customers, and traffic generation.	
Note the type and location of proposed lighting (including lighting isometric diagram).	
Landscaping plan including point calculations	
Grading, erosion control and stormwater management plans	
Noise – Explain any noise that will occur as a result of this operation.	
List any proposed departures from the standards of development as set forth in the Town zoning regulations, other Town regulations or administrative rules, or other universal guidelines.	

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NOTE: Initiation of Land Use or Development Activity: Absolutely no land use or development activity, including site clearing, grubbing, or grading shall occur on the subject property prior to the approval of the required site plan. Any such activity prior to such approval shall be a violation of law and shall be subject to all applicable enforcement mechanisms and penalties.

NOTE: Modification of an Approved Site Plan: Any and all variation between development and/or land use activity on the subject property and the approved site plan is a violation of law. An approved site plan shall be revised and approved via the procedures so as to clearly and completely depict any and all proposed modifications to the previously approved site plan, prior to the initiation of said modifications.