

## Community Development Department

444 West Grand Avenue  
Wisconsin Rapids, WI 54495-2780  
Ph: (715) 421-8228 • Fax: (715) 421-8291

# City of Wisconsin Rapids Planning Commission Application

Attached is the application and directions for projects that require Planning Commission approval. This coversheet describes the process and application requirements. The form should be completed and returned with the required sets of plans and the appropriate application fee to the Community Development Department, City of Wisconsin Rapids, City Hall, 444 West Grand Avenue, Room 202. If you have any questions about the application or submittal requirements, please do not hesitate to contact the Community Development Department at (715) 421-8228 during normal business hours, Monday-Friday, 8:30 a.m. to 4:30 p.m., except City holidays.

### **Prior to Submittal:**

1. Prior to the submittal of the application, the applicant must meet with the Director of Community Development to discuss the proposal, review concept plans in detail, and discuss the approval process. This conference is MANDATORY.
2. Prior to the submittal of the application, a letter must be sent to the Alderperson of the district of where the request is taking place, explaining the request. Please attach the notification letter with your application materials.

### **Filing of Planning Commission Applications:**

1. The filing deadline for all applications is 4:30 p.m. on the filing day. The filing deadline is three weeks prior to the meeting in which you wish to appear. Please consult the annual Planning Commission schedule for specific dates for that calendar year. Applications received after 4:30 p.m. on the filing day will not be scheduled until the next application cycle.
2. The application must be filled out completely and accurately, including contact information for the applicant and project contact person (if any). The required materials identified in this application packet shall be submitted in their entirety as they pertain to your request and include all of the necessary information.
3. All applicants are required to submit copies of all items submitted in hard copy with their application (including the application form, the letter of intent, legal description, complete plan sets and elevations, etc.) as individual Adobe Acrobat PDF files compiled either on a non-returnable CD to be included with their application materials, or in an email sent to [ategen@wirapids.org](mailto:ategen@wirapids.org). The e-mail shall include the name of the project and applicant. Applicants who are unable to provide the materials electronically should contact the Community Development Department at (715) 421-8228 for assistance.

### **Upon Filing Your Application:**

1. A public hearing will be scheduled, if applicable, for the Planning Commission meeting in which your item is presented. Property owners within 100 feet of the boundaries of the property will be notified of your request.
2. Staff will meet two weeks prior to the Planning Commission meeting to review your plans. You will be notified as soon as possible if any revisions are needed. You will be given an opportunity to revise your plans before the meeting. However, any revisions must be received one week prior to the meeting. The Commission will not review any plan revisions that have not been first reviewed by staff. A copy of the agenda and staff report for your item will be sent out to you on the Thursday prior to the meeting.

3. The applicant or agent is required to attend the Planning Commission hearing to explain your proposal and answer questions. Failure to appear at the scheduled hearing will cause referral of the matter to a future hearing date. (You should also remain at the meeting until the Planning Commission votes on your item.)

**Planning Commission Review Process:**

1. At the Planning Commission meeting, you will have an opportunity to provide information about your request, after which, Staff will present their recommendation.
2. The public hearing process will then take place, if applicable.
3. After the public hearing, if applicable, the Planning Commission can approve, reject, conditionally approve, or refer your proposal to a future hearing based in part on a review of the request against the applicable standards found in the City Ordinances. After Planning Commission recommendation, final approval is determined by the Common Council.

**Application Fees:**

Please consult the schedule below for the appropriate fee for your request. Applications containing a combination of requests shall, after computation of each category, be charged the highest individual fee. Fractions of an acre are rounded up to the next whole acre.

Land Division

- Certified Survey Map: \$60.00 + \$10.00/lot
- Subdivision Preliminary Plat: \$200.00 + \$10.00/lot
- Subdivision Final Plat: \$50.00
- Manufactured Home Park: \$400.00 + \$10.00/lot

Land Use Change

- Conditional Use \$250.00
- District Change (Rezoning): \$250.00 + \$10.00/acre

Planned Unit Development

- Pre-Petition Conference: \$150.00
- Residential (public hearing and final approval is included): \$300.00 + \$20.00/acre
- Non-Residential (public hearing and final approval is included): \$300.00 + \$20.00/acre
- Planned Unit Development Amendment: \$150.00

Signs (sign request fees do not include the fees for individual signs permits)

- Variance: \$150.00
- Master Signage Plan \$150.00

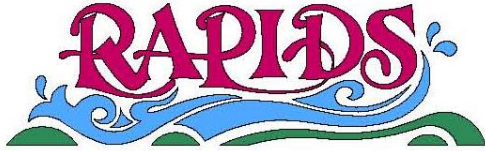
Site, Building, and Landscape Review

- New Construction: \$150.00 + \$20.00/acre
- Existing: \$100.00 + \$10.00/acre

Miscellaneous

- Code Amendments: \$300.00
- Conceptual Project Review: \$50.00
- Home Occupation (minor): \$50.00
- Home Occupation (major): \$150.00
- Unspecified Planning or Zoning Action (not requiring legal publication): \$50.00
- Unspecified Planning or Zoning Action (requiring legal publication): \$250.00

W I S C O N S I N



## Planning Commission Application

**444 West Grand Avenue; Room 202  
Wisconsin Rapids, WI 54495  
Ph: (715) 421-8228 | Fax: (715) 421-8291**

- The following information is required for all applications for Planning Commission review.
- Please read all pages of the application completely and fill in all required fields.
- This application form may also be obtained online at [www.wirapids.org](http://www.wirapids.org).
- All applications will be reviewed against the applicable standards found in the City Ordinances to determine if the project can be approved.

### FOR OFFICE USE ONLY:

Case # \_\_\_\_\_

Fee \_\_\_\_\_

Date Received \_\_\_\_\_

Received By \_\_\_\_\_

Aldermanic District \_\_\_\_\_

Zoning District \_\_\_\_\_

Plan Commission Date \_\_\_\_\_

#### ***For Complete Submittal***

- Application
- Letter of Intent
- Plan Sets
- Alderperson Notification
- Fee Paid

### 1. Project Title and Location

Project Title (if any): \_\_\_\_\_

Project Address: \_\_\_\_\_ Parcel ID: 34-\_\_\_\_\_

### 2. Type of Request(check at least one)

#### **Land Division**

- Certified Survey Map
- Subdivision Preliminary Plat
- Subdivision Final Plat
- Manufactured Home Park

#### **Land Use Change**

- Conditional Use
- Rezoning (From \_\_\_\_\_ To \_\_\_\_\_)

#### **Planned Unit Development**

- Pre-Petition Conference
- Residential
- Non-Residential
- Amendment

#### **Signs**

- Variance
- Master Signage Plan

#### **Site, Building, and Landscape Review**

- New Construction
- Existing

#### **Miscellaneous**

- Code Amendment
- Conceptual Project Review
- Home Occupation (major)
- Home Occupation (minor)
- Unspecified Planning or Zoning Action (not requiring legal publication)
- Unspecified Planning or Zoning Action (requiring legal publication)

**3. Applicant, Agent, & Property Owner Information**

Applicant's Name: \_\_\_\_\_

Company: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State and Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Project Contact Person: \_\_\_\_\_

Company: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State and Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Property Owner (if not applicant): \_\_\_\_\_

Company: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State and Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**4. Project Information**

Provide a general description of the project and all proposed uses of the site:

Development Schedule: Commencement: \_\_\_\_\_ Completion: \_\_\_\_\_



**6. Required Submittals:**

- Letter of Intent** describing this application in detail but not limited to, including: existing conditions and uses of the property; development schedule for the project; names of persons involved (contractor, architect, landscaper, business manager, etc.); types of businesses; number of employees; hours of operation; square footage or acreage of the site; number of dwelling units; gross square footage of building(s); number of parking stalls, etc.
- Plan Sets** submitted as follows below and depicts all lot lines; existing, altered, demolished or proposed buildings; parking areas and driveways; sidewalks; location of any new signs; existing and proposed utility locations; building elevations and floor plans; landscaping, and a development schedule describing pertinent project details:
  - o **Two (2) copies** of a full-sized plan set drawn to a minimum scale of one inch equals 20 feet (collated and folded),
  - o **One (1) copy** of the plan set reduced to fit onto 11 inch by 17 inch paper (collated, stapled, and folded), and
  - o **One (1) copy** of the plan set reduced to fit onto 8 ½ inch by 11 inch paper.
- Letter to Alderperson** describing the project.
- Filing Fee:** \$\_\_\_\_\_ See the fee schedule on the application cover page. Make checks payable to: *City of Wisconsin Rapids*.

**FOR ALL APPLICATIONS:** All applicants are required to submit copies of all items submitted in hard copy with their application (including this application form, the letter of intent, complete plan sets and elevations, etc.) as **INDIVIDUAL** Adobe Acrobat PDF files compiled either on a non-returnable CD to be included with their application materials, or in an e-mail sent to [ategen@wirapids.org](mailto:ategen@wirapids.org). The e-mail shall include the name of the project and applicant. Applicants who are unable to provide the materials electronically should contact the Community Development department at (715) 421-8228 for assistance.

**7. Applicant Declarations:**

- Pre-application meeting with staff:** Prior to preparation of this application, the applicant is required to discuss the proposed development and review process with the Director of Community Development; note staff persons and date.

*Date of meeting or conversation:* \_\_\_\_\_

***The signer attests that this form has been completed accurately and all required materials have been submitted:***

Applicant Name (Printed): \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Relation to Property Owner: \_\_\_\_\_

Owner Name (Printed): \_\_\_\_\_

Authorizing Signature of Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_