



Department of Building and Zoning Subdivision Request Application and Checklists

Please Print Clearly:

Legal Property Owner:

Name: _____

Mailing Address: _____

City State Zip

Applicant/Petitioner:

Name: _____

Mailing Address: _____

City State Zip

Telephone # : _____
(Area Code)

Fax Number: _____

E-Mail Address: _____

Property Information

Property Address: _____

City State Zip

Parcel Number: _____

General
Project Location: _____

Proposed
Project Use: _____

Current Use: _____

Existing Zoning: _____

Metes & Bounds
Legal Description: _____
(More space is available on
the next page)

Review & Approval Checklists

1.) Please select the request for which you are applying:

Minor Land Division (4 parcels or less)

Major Land Division* (5 or more parcels)

*May require development agreement

2.) Are you requesting zoning changes? ** Yes ___ No ___

If yes, fill in the fields immediately below:

Current Zoning: _____

Proposed Zoning: _____

** Zoning change requests are \$325

3.) Pre-Application Conference

Prior to applying for approval, schedule a meeting with the Village Building Inspector. This initial review meeting is intended to inform you about the Village Code and the Comprehensive Plan, to review standards, and to identify any potential issues. The Building Inspector can be reached at 262.877.3700 or inspector@twinlakeswi.net. You must first meet with the Building Inspector and submit your Concept Plan *before* you can submit a C.S.M. In some cases, only the Building Inspector needs to review and approve your C.S.M. See the Village Code 16.70.015 for situations that require only Building Inspector approval. For all other cases, the C.S.M. will need to be submitted to the Village Board for approval. Details regarding this procedure can be found in the Village Code 16.12.090 and 16.70.060

4.) Required Submittals

Submit the following plans and materials to the Building Inspector for approval. The Building Inspector's approval must be obtained at least 30 days prior to the next scheduled Plan Commission meeting. Plan Commission/Design Review meets the fourth Wednesday of each month at 6:30PM at the Village Hall, 108 E. Main Street, unless rescheduling is needed due to availability. Review will not commence until all of the following have been submitted:

Next Plan Commission Date: _____

Minor Land Division Submittals	Major Land Division Submittals
<p>* Concept Plan (see checklist in section 6)</p> <p>*19 copies of a C.S.M. that has been prepared by a Wisconsin licensed surveyor. Anything larger than letter-sized paper will have to be folded for mailing purposes.</p> <ul style="list-style-type: none"> ~ Review required information for the C.S.M. found in the Village Code: 16.70.090 and 16.70.020 ~ Must include all contiguous land ~ You may be required to delineate primary and secondary environmental corridors and wetlands and stake them as well. Please contact the zoning administrator to verify. <p>* Check payable to Village of Twin Lakes fee schedule in section 5)</p>	<p>* Concept Plan, Preliminary & Final (see checklist in section 6)</p> <p>*19 copies of a C.S.M. that has been prepared by a Wisconsin licensed surveyor. Anything larger than letter-sized paper will have to be folded for mailing purposes.</p> <ul style="list-style-type: none"> ~ Review required information for the C.S.M. found in the Village Code: 16.70.090 and 16.70.020 ~ Must include all contiguous land ~ You may be required to delineate primary and secondary environmental corridors and wetlands and stake them as well. Please contact the zoning administrator to verify. <p>*Developer's Agreement</p> <ul style="list-style-type: none"> ~ Covenants, if applicable ~ Condo documentation, if applicable <p>* Check payable to Village of Twin Lakes (see fee schedule in section 5)</p>

Village staff may determine that an escrow account is to be set up with the Village Treasurer to cover attorney, engineer or planner fees. Applicant/petitioner is hereby duly advised that the engineer and/or attorney or any professional assistance as deemed necessary by the Village of Twin Lakes may be employed for this project, issue, or matter. Escrow money required from the applicant will be put into an account for use in the payment of any professional fees and any balance will be returned within 45 days after the matter is completed.

To accompany this application: \$250.00 fee for Plan Commission/Design Review appearance, additional fees and escrow money as noted on the next page, and all completed paperwork.

Owner's Name (please print): _____

Owner's Signature: _____ Date _____

Applicant/Petitioner's Name (please print): _____

Applicant/Petitioner's Signature: _____ Date _____

5.) Required Fees

Plan Commission/Design Review Appearance Fee (Village Code 3.06.010 (D), 1 & 2): \$ 250.00

Zoning Change Request Fee , \$325 if applicable (Municipal Code 17.44.050): \$ _____

Escrow, as required by Village Administrator and/or Building Inspector: \$ _____

Total Amount Due: \$ _____

Developer's Agreement Required? Yes _____ No _____

Checks shall be made payable to Village of Twin Lakes

6.) Concept Plan Checklist (continued on next page)

- Name, address, and telephone number of developer, engineer, and architect
- Existing and proposed zoning districts and land uses
- Plan must be drawn to a recognized engineering scale with graphic scale and north arrow
- Neighborhood sketch plan (if required, consult with Building Inspector regarding your specific project)
- Pattern of existing and probable future development of the area in question
- How the proposed development will relate to the surrounding area
- Conceptual building layouts and parking areas for all uses (other than single-family residential development)
- If available, artist renderings of structures and facilities and floor plans (other than single-family residential development)
- Identify existing and proposed zoning districts and land uses
- Proposed conceptual landscaping (other than single-family residential development)
- Access and internal traffic movement
- Topographic contours at two-foot intervals
- Existing and proposed public and private street layout pattern and all existing and proposed roads to be named (cannot be similar to existing road names)
- Lot or parcel layout, existing and proposed; including areas and dimensions for each
- Number of dwelling units per acre

- Lands reserved or dedicated for streets, parks, playgrounds, and other public purposes
- Existing and proposed sanitary and stormwater management, utility and drainage easements, and erosion/sediment control
- Significant environmental features including navigable waters, wetlands, floodlands, and woodlands
- Vicinity sketch showing adjacent subdivisions and boundaries of unsubdivided land