

What is the proposed use of the property should it be rezoned or a special use provided by ordinance?

Does the proposed use conform to the requested zoning district based on the following:

Permitted Use within the Land Use Table §455-60 _____

Special Use with Land Use Table §455-60 _____

Accessory Buildings and Structures §455-42 _____

Minimum Lot Width _____

Maximum Building Height _____

Minimum Front Setback _____

Required Side Yard Depth _____

Required Rear Yard Depth _____

Off-Street Parking §455-38 _____

Non Residential Use Regulations

Landscaping and Buffer yards §455-36 _____

Exterior Lighting §455-37 _____

Outdoor Storage §455-40 _____

Miscellaneous Use Regulations §455-46 _____

Describe effects of the proposed property use on all neighboring properties within 300 feet. This would include noise, odor, lighting and traffic. (A traffic study may be required for proposed uses that create high or peak traffic volumes.)

Provide a survey showing all existing improvements OR a land use aerial photo (Milwaukee Land Information website - <https://county.milwaukee.gov/EN/Administrative-Services/Land-Information-Office> to support the proposed use.

Initial if attached _____

Provide an operational plan of the intended use including, but not limited to, hours of operation, number of employees, floor plan, signage, storage both indoor and outdoor.

Initial if attached _____

Construction of any new improvements including new buildings or additions which change an existing building exterior footprint will require completion and submittal of a site plan in accordance with §455-47.

Initial if attached _____

CITY OF ST. FRANCIS

LIST OF DATA AND PLANS REQUIRED

BEFORE SCHEDULING FOR A PLANNING COMMISSION REVIEW

OF

APPLICATION FOR CHANGE OF ZONING

TWO (2) SETS OF PLANS AND DATA FOR PLANNING COMMISSION AND AN ELECTRONIC COPY VIA E-MAIL OR USB FLASH DRIVE

- ___ 1) Name of owner(s) – (Including proof)
- ___ 2) Option(s) on property – (Including proof)
- ___ 3) Recent Plat of Survey – (One year limit) & Legal Property Description(s) of all properties requested to be rezoned.
- ___ 4) Site Development Plan(s) – (Showing Structures, Parking & Traffic patterns, Proposed and Present Elevations (including adjacent parcels) and preliminary Landscape plans.
- ___ 5) Building Plan(s) – To include Floor Plans, Elevations and Individual Living Unit Plans

NOTE: X denotes information required pending Planning Commission review.

Council Meetings held on Tuesday of the first full week of the month and Tuesday of the third week of every month at 7:00 PM in the Council Chambers.

Planning Commission meetings held the fourth Wednesday of the month (or call of the Chair). 6:00 PM – West Committee Room, adjacent to the Council Chambers.

All applications to be reviewed by Zoning Administrator prior to filing with City Clerk.

_____ / ____ / ____
 Zoning Administrator (Date)

**ACKNOWLEDGEMENT AND CERTIFICATE OF THE APPLICANT'S
RESPONSIBILITY FOR ALL CITY'S COSTS AND EXPENSES**

Applicant, _____ hereby acknowledges the applicants responsibility for all City's costs and expenses directly or indirectly related to the applicant's request under Article IV 455-31 and Article VIII 455-48

455-9 FEES

- D. Costs recoverable. All costs incurred by the City in the consideration of any requests by an applicant related to this chapter or Chapter [402](#), Subdivision of Land, shall be recoverable, including, without limitation by enumeration, the following:
 - (1) All professional and technical consultant services and fees retained by the City and rendered in review of any application, including but not limited to the City Engineer, Planner, City Attorney or any other professional or expert hired by the City for purposes of review of the application or pre-submission request.
 - (2) Legal publication costs.
 - (3) Court reporter costs, as deemed necessary by the City Planning Commission.
 - (4) Copy reproduction.
 - (5) Postage.
 - (6) Inspection fees incurred by the City Building Inspector.
 - (7) Document recording (if required).
- E. Billing of costs. The City Clerk shall, on a monthly basis, bill all costs recoverable, other than all professional City Attorney fees, including fees of any designee of the City Attorney, pursuant to this chapter to the applicant, which said costs shall be paid by the applicant within 10 days of receipt of the City's billing. The Common Council may require an applicant to submit an advance deposit against future billings by the City for the recovery of costs provided by this chapter. Surplus deposit shall be returned to the applicant at the conclusion of the project if such deposit exceeds the amount of billings for recoverable costs. Any billed costs from the City unpaid at the expiration of said ten-day period shall bear interest at the rate of 18% per annum.
- F. Billing of attorney fees. The City Attorney shall, on a monthly or quarterly basis, bill all costs recoverable pursuant to this chapter to the applicant, which said costs shall be paid by the applicant within 10 days of receipt of the City Attorney's billing. Any billed costs from the City Attorney unpaid at the expiration of said ten-day period shall bear interest at the rate of 18% per annum.
- G. Conditions of all applications. Notwithstanding anything in the City Code to the contrary, payment in full of all recoverable costs pursuant to this chapter shall be a precondition to the final approval of any application. This precondition shall extend to any City board request for an advance deposit against future billings for recoverable costs as called for herein.

Applicant shall be provided with a signed copy of this document.

Dated this _____ day of _____, 20____

Signature of Applicant

Signature of Representative of Applicant

Confirmation of Receipt Of
Original Acknowledgement of Certificate

ANNE B. UECKER, MMC CITY CLERK/TREASURER