

**REQUEST TO BE ON TOWN OF WARREN PLANNING COMMISSION AGENDA**

Date \_\_\_\_\_ Received by Clerk \_\_\_\_\_

Property address ( if available) \_\_\_\_\_ Property located in the \_\_\_\_ ¼ of the \_\_\_\_ ¼ of Section(s) \_\_\_\_\_ of the Town of Warren.

Reason for request: \_\_\_\_\_

Name of applicant: \_\_\_\_\_ Name of land owner if different than applicant \_\_\_\_\_

Contact person \_\_\_\_\_ Address \_\_\_\_\_

Phone number \_\_\_\_\_ Fax \_\_\_\_\_

e-mail address ( optional ) \_\_\_\_\_

All submittals shall include:

- Completed request form to be on planning agenda.
- All applicable fees to be paid to Township at the time of application. Deadline for application submittal is 10 days prior to the Town planning meeting. \$40 for Minor Subdivision. ( may require additional fees depending on submittal type and if there are public improvements or legal review. See addendum for possible additional submittal items )
- 7 copies of proposed map. Submittal shall be in final form for Certified Survey Map not containing public improvements.
- Escrow fees shall be requested and deposited per 14-1-90 in the event any public improvements or additional legal review may be required. It is required that C.S.M.'s ( minor subdivisions ) shall have a \$300 escrow. \$1000 for each lot up to \$5000 shall be required for any subdivisions or applications requiring review by engineering staff or legal counsel. Any costs related to administration, attorney or engineering review shall be reimbursed to the Town by the developer. **See Ordinance Title 14 Subdivision Regulations for fees and other requirements**

Additional items may be required as part of the "complete submittal". See addendum "A" for a list of items of concern. The submittal is considered complete when the Planning Board and Town Board have enough information to be able to make informed decisions regarding whether the proposed development meets Township requirements. Some submittals shall require additional information because of unique conditions specific to the subject property.

Applicant(s) signatures(s) \_\_\_\_\_

Date paid \_\_\_\_\_ Fees submitted \_\_\_\_\_

Town of Warren  
720 112<sup>th</sup> Street  
Roberts, WI 54023 phone 715-749-9013 fax 715-749-9014  
townofwarrenwi@msn.com

### ADDENDUM "A"

The following items is a list of items that shall be required as part of a complete submittal. All the items listed may not be required on every submittal. However, those items mentioned below and as stated in the subdivision ordinance shall be required for those circumstances where the respective conditions exist.

- Submittals of 5 lots or more originating from one parcel, or containing road dedication or public improvements will require preliminary map for submittal
- Minor subdivisions containing 20% or greater slopes shall show said slopes on C.S.M. ( upland conservancy ).
- If 20% or greater slopes are to be disturbed a grading plan will be required.
- For all subdivisions, driveways and shared driveways are to be shown.
- For all subdivisions with wetlands, said wetlands shall be shown ( lowland conservancy )
- Net buildable area
- Easements
- Septic systems
- Proposed constructed waterways
- Retentions ponds ( slopes, specifications and engineering as-built )
- Elevation and grading plans
- Drainage and stormwater Management maintenance agreement
- Landscaping plan
- Developers agreement
- Wetland delineation
- Preliminary Plat or preliminary Certified Survey Map ( St. Croix County standards apply to preliminary plat )
- Lighting plans
- Parking, fencing, berms and plantings
- For special exceptions – all materials submitted to the County shall be submitted to the township for review.

Planning meeting is the first Monday of every month. Deadline is 10 days prior to the first Monday of the month. This time frame allows adequate time for proper posting of the agenda and distribution of materials to Town Planning Board members, engineering staff and legal staff.