

**TOWN OF PLEASANT SPRINGS
PLAN COMMISSION**

**INFORMATION AND REQUIREMENTS
REZONE and/or CERTIFIED SURVEY MAP/PLAT REQUEST**

IMPORTANT – PLEASE READ THE INSTRUCTIONS CAREFULLY

1. All requests start with the applicant contacting the town office and obtaining an application packet. The office is located at 2354 County Road N, Stoughton, WI, 53589. Office hours are: Monday, Tuesday, Thursday, 8:00 am to 4:00 pm, the office is generally available on Wednesdays from 8:00 am – 4:00 pm. Please contact the office for additional availability. Telephone: (608) 873-3063.
2. You will be given the name and telephone number of a Plan Commissioner who will serve as your contact person. **You must contact this Commissioner before completing your application.** *
***Always call your contact person if you need further information or have any questions regarding the application, forms and/or process. Another number to call for information about your application is the Dane County Zoning & Planning at 608-266-4266.**
3. **The current property owner(s) are required to attend all Plan Commission and Town Board meetings, unless an agent is named in writing to appear in their place. Even if an agent is named, the property owner(s) must attend the first Plan Commission and Town Board meetings in order for the Town Board to hear the request. If the owner(s) cannot appear for good and sufficient reason, your contact person will provide information about postponing the appearance or notarizing the application.**
4. The Plan Commission meets at 6:00 p.m., the second Wednesday of the month at the Town Hall, 2354 County Road N, Stoughton, unless otherwise noticed. There is a nine-item limit to the agenda. To be placed on an agenda a completed application, with ALL of the requirements, must be submitted to the office. The agenda will be noticed in the order in which applications were received.
5. **No additional information will be accepted to be distributed to Plan Commission members after the cutoff date.**
6. Plan Commission recommendations are referred to the agenda for the Town Board meeting scheduled on first and the third Tuesday of each month at Town Hall, at 6:00 p.m. The Town Board **will only take action on the request submitted at the Plan Commission.** The request **CANNOT** be changed between the Plan Commission and Town Board meeting. If the applicant wishes to change their request, they must withdraw their request and make a new request to the Plan Commission for consideration.
7. The completed application form, site plan, and all required attachments must be returned to the Clerk, with the application fee by the deadline date in order for the request to be considered for inclusion on the next available agenda. **The staff cannot accept or hold incomplete applications, and cannot accept fee payment unless all materials are complete.** A list of Town due dates is available from the office staff. **No additional information will be accepted to be distributed to Plan Commission members after the cutoff date.**

**NOTE – APPLICATION MUST INCLUDE ALL CORRECT PARCEL NUMBERS INVOLVED IN
THE PROJECT**

8. **Only the request made and submitted by the deadline will be reviewed.** If an applicant wishes to change the request submitted, they will need to withdraw their request and submit a new request. The new request is subject to all applicable deadlines.
9. **You must provide an original and twelve (12) good-quality copies of all materials required with this application.** Be sure to keep copies of all materials for yourself.
10. **If you are instructed to develop or are required to provide additional materials at any time during this process,** you must provide an original, good-quality copy of all materials required with this application. Be sure to keep copies of all materials for yourself.
11. Application fees: **\$200.00 for applications based on residential use; \$250.00 for all other requests,** including communication towers. All fees are non-refundable. Exact cash or a check made payable to the “Town of Pleasant Springs” is required. No application will be placed on an agenda until all fees are paid.
12. When a request appears on the Plan Commission or Town Board agenda, and no one appears at the meeting to represent the request, action may be taken on the request.

THE REZONE/CERTIFIED SURVEY MAP PROCESS

1. REVIEW OF APPLICATION WITH THE PLAN COMMISSION AND TOWN BOARD

- Your application will be reviewed by the Plan Commission. The application will be reviewed for consistency with the Comprehensive plan and all applicable Dane County Ordinances and State Statutes. The Plan Commission is advisory to the Town Board.
- The Plan Commission will then make a recommendation for approval/disapproval to the Town Board.
- The Town Board will review your application at the next Town Board meeting, which is generally held the first and third Tuesday of the month. A motion on your petition may be made and voted on by Town Board for approval, approval with conditions, denial, or be denied and held in abeyance for further information. The Town Board's action may differ from the Plan Commission's.
- The Clerk will notify Dane County Zoning of the Town Board action taken on your rezone petition in writing.
- Applicant should submit an application to Dane County for their request.

***Please note the application deadline for the Dane County Zoning & Land Regulation committee will be distributed with your packet. The Town recommends you obtain approval/disapproval from the Town before submitting an application to Dane County; however, it is not required.**

2. DANE COUNTY REVIEW/PUBLIC HEARING/COUNTY BOARD APPROVAL

- *Staff Review* - Dane County staff will begin a review of your application approximately one month prior to the public hearing. Your proposal will be reviewed for consistency against the Town Land Use/Comprehensive Plan and the Dane County Comprehensive Plan. If your proposal involves the creation of new residential lot, a housing density study will be performed to determine the housing density rights associated with the original farm. In addition, the property will be reviewed for environmentally sensitive areas. You will be contacted if any conflicts arise with your petition. A staff report will be prepared for the ZLR Committee and you will be provided with a copy of this report approximately one week prior to the meeting. All proposed land use changes, rezones, and land divisions must be consistent with the Dane County Comprehensive Plan.
- *Zoning and Land Regulation Committee Public Hearing* - A public hearing will be held in front of the ZLR Committee. The staff will publish notices in the Wisconsin State Journal approximately two weeks prior to the ZLR public hearing. In addition, all property owners within **500** feet of the property will be notified by mail of your request. An agenda will be sent to you and your agent approximately one week prior to the meeting. This meeting is an opportunity for individuals to speak in support, opposition, or raise concerns about your proposal. At the public hearing, the ZLR Chairperson will announce your petition and request that you or your agent speak on behalf of your petition. You will need to approach the podium and state your name, location of your property, the current zoning district of the property, the change request, and reason for the change of zoning. After hearing testimony, The ZLR Committee may recommend approval, postponement, or denial of your petition.
- *County Board* - After the ZLR Committee acts on your petition, it is then placed on the next County Board agenda. At the Board meeting, all zoning petitions on the agenda are generally acted upon in one action. Your attendance is generally not needed. However, if your petition was controversial or if the ZLR Committee did not pass the petition unanimously, you should plan to attend the County Board meeting in case questions arise. Conditional Use Permits do not require approval of the County Board.
- *County Executive* - All zoning petitions approved by the ZLR Committee and County Board are sent to the County Executive for approval. The Executive may approve or veto your petition and are generally

acted upon within 10 days of County Board action. Conditional Use Permits do not require approval by the County Executive. (If CSM is required applicant has 90 days to record the required CSM)

3. ZONING ORDINANCE AMENDMENT

- If your petition was amended or conditions placed on it, such as the recording of a Certified Survey Map or Deed restrictions, the County is required to send the petition back to the town to confirm the set conditions. The Town will place the zoning ordinance amendment on the next available Town Board agenda for review.

4. PRELIMINARY CERTIFIED SURVEY MAP (If required)

- The Town recommends you submit a preliminary certified survey map to the Town for review. During this review the Town will review the CSM to ensure all required items are included. It is your responsibility to obtain a surveyor for the Certified Survey Maps.
- The Driveway Access Placement Form must be completed, approved and signed by the Public Works staff and submitted to the Clerk prior to action on your Preliminary Certified Survey Map. You can set up an appointment with the Public Works staff, by contacting them at 608-205-9169.
- The Preliminary Certified Survey Map must include any required restrictions and/or conditions, show driveway access placement and include a Certificate of Town Board Approval

5. FINAL CERTIFIED SURVEY MAP

- Once the Final Certified Survey Map is received from Dane County, including the County's review and conditions for approval, the Town will place the final certified survey map on the next Plan Commission meeting for recommendation to the Town Board.
- The Certified Survey Map must include any required restrictions and/or conditions, show driveway access placement and include a Certificate of Town Board Approval.
- When the rezone petition has been acted upon by the County Board and the rezone is published a required by law, the Land Division Review Officer or designee will specify a list of items to be included in the final Certified Survey Map. The Officer will direct this letter to the applicant/surveyor; the town receives a copy of this letter.

*Please note if any of the Town's required items are missing from the Final Certified Map, the Town reserves the right to require you make the changes and re-submit the map. The Town may also provide conditional approval if there are items missing from the CSM. The Town Clerk will not sign the CSM for recording until those conditions are met.

6. RECORDING AND FILING

After recording and filing the Certified Survey Map with the Register of Deeds, a copy of the recorded document must be returned to town office staff by the applicant within 14 days.

TOWN OF PLEASANT SPRINGS
Plan Commission Application
Rezone or CSM Request

**Complete application in ink. Do not leave any blank areas. If an area is not applicable, write N/A on that line. Only the property owners may initiate and sign this application.*

Contact Person(s) Name & Telephone no: (Assigned by Office)	E-Mail Address of Contact Person(s)-
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Section A: General Information	
Land Owners Name(s):	<i>Date of Application:</i>
Full address: (including City, State, Zip)	<i>Email Address:</i>
Phone Number:	

***Please note only property owners are allowed to make application to the Town for a rezone/CUP or CSM. An agent may be elected to speak on behalf of the**

I, _____, authorize and agree to _____
 (Owner's Name) (Agent's Name)
 acting on my behalf for this application pertaining to land I own in the Town of Pleasant Springs.

Signature of Land Owner	Date		
Agent's Name:	Full address: (including City, State, Zip)		
Section B: Property Description and Information			
All Parcel Numbers involved: 046/0611-	Parcel Address(s):		
Total Acres in Parcel:	Total Acres to be Rezoned:	Present Zoning:	Request Zoning:

Reason for Re-zone and/or CSM Request:

Is there a residential dwelling or any other building on this parcel now? - Yes - No

If yes, list all buildings: _____

Is there a residential dwelling/other building on the proposed new parcel(s)? - Yes - No

If yes, list all buildings: _____

Have you previously submitted an application for rezone on this parcel? - Yes - No

Is this the original tract of land from June 6, 1978? - Yes - No

Has the property been previously rezoned? - Yes - No

If yes, how many times? _____

Are there any deed restrictions on this property? (If yes, attach copies) - Yes - No

Is the property located on a gravel road? (If yes, see page 10) - Yes - No

Is the parcel served by gravel Town road? - Yes - No **(If yes, see policy on increased development on gravel roads)**

Explain land divisions, provide dates and attach documentation:

Section C: Requirements

- Fee must be submitted at time application is received. \$200 for residential uses, \$250 for all other requests including communication towers. All fees are non-refundable. Exact cash or a check made payable to the "Town of Pleasant Springs" is required. No application will be placed on an agenda until all fees are paid.

- If your application intends to create a new parcel or changes the use of an existing parcel, a Driveway Access Placement Form may need to be completed prior to approval of the Preliminary Certified Survey Map. Contact the Public Works Department at 608-205-9169.

- Submit an aerial photograph of the subject property. A photo for this purpose can be obtained by using Access Dane at (office staff can provide additional instructions on obtaining the map):
<http://accessdane.co.dane.wi.us>

- (Required if you will be creating a new parcel or rezoning a portion of a parcel) Orange flags must mark the boundaries of any proposed new parcel. Flags may be obtained by request at the Town office. Placed is required within 24 hours of filing the town application. Flags are not required if rezoning requested is for an entire existing parcel.

- You must provide an original and twelve (12) good-quality copies of all materials required with this application. Be sure to keep copies of all materials for yourself.

SECTION D - ONLY REQUIRED IF CURRENT ZONING IS FP-35

(Please consult with contact person for additional information and assistance completing this section.)

- Provide Density Study information of the subject parcel(s) if the current zoning is FP-35. This information can be obtained from Dane County Planning and Development at 210 Martin Luther King Jr. Blvd, Madison WI 53703. Telephone: 608-266-4251.

- Submit a site plan if the current zoning of the subject property is FP-35, if your application intends to create a new parcel or changes the use of an existing parcel. You may submit a current recorded CSM with additional notations or use an aerial map from Access Dane to draw the site plan.

- Obtain soil interpretation sheets for the proposed parcel/building site if the request affects lands zoned FP-35. These are available from Dane County Land Conservation office, 1 Fen Oak Court, Madison WI. Telephone Number: 608-224-3730.

SECTION E – Land Division

The division of this parcel will create _____ lot(s) _____ parcel(s) _____ building site(s)

SECTION F – Dane County Filing

Have you filed an application with Dane County? - Yes - No

If yes, Petition Number: _____ Public Hearing Date: _____

If yes, attach a copy of the Dane County petition with this application

SECTION G – Landowner's Statement

All the information on this form is accurate. My signature on this application constitutes authorization for members of the Plan Commission and Town board to make site visits on the subject property (for all applicable property owners).

Signature of Land Owner

Date

Do not use the section below unless directed to do so by your Plan Commission contact person

STATE OF WISCONSIN

Dane County

_____, being first duly sworn on oath says that (s)he is the person who made and signed the foregoing application for a Rezone/CUP Request or Certified Survey Request, that all the statements made by the applicant are true and he appoints _____ as agent to act on his behalf.

X _____

Applicant sign here

Subscribed and sworn to before me this

day of _____, 20 _____

Notary Public, _____ County, Wisconsin

My Commission Expires _____

TOWN OF PLEASANT SPRINGS

DRIVEWAY PLACEMENT FORM

This form must be completed, signed by Public Works Staff or Town Chair and submitted to the Clerk's office prior to approval of your Preliminary Certified Survey Map.

Date: _____

Name: _____

Address: _____

Address or location of the property where the driveway is to be placed:

ATTACH A DRAWING OR MAP SHOWING DRIVEWAY LOCATION ON ABOVE PROPERTY. (Specify footage from lot lines)

Date approved by Public Works

Signature of Public Works or Town Chair

I understand that the approved driveway placement on the attached map, as approved by the Town of Pleasant Springs Public Works Department cannot be altered in any way. The driveway placement must be shown on the Certified Survey Map.

Signature of Landowner

Policy on Increased Development on Gravel Roads

It is the policy of the Town of Pleasant Springs that development on existing gravel roads must be carefully considered for its' impact on maintenance and improvement costs.

The following apply to all land divisions and increased development on gravel roads:

1. Every rezone, land division, and/or change in use requiring Town Board action on any parcel that includes any portion of a gravel road will require the land owner either to discontinue the road, or to construct and improve the road to comply with statutory Town Road Standards.

2. Discontinuance must be complete

- a) before the Town Board acts on the final rezone, or
- b) if no CSM or Plan Commission action is required, prior to final Town Board action on the request.

The land owner must initiate the discontinuance, perform all filing, recording, publication, service and notice activities and pay all costs related to these actions.

3. Construction and improvement will require that the property owner:

- a. Provide the improvements at their sole expense, to be constructed to Town Road Standards and subject to the approval of the Town Engineer, and
- b. Have the improvements constructed and accepted within 180 days of recording the final CSM, or within 180 days of County Board action on the rezone if no CSM is required, or within 180 days after final Town Board action if no CSM or Plan Commission action is required, and
- c. File an irrevocable letter of credit payable to the Town of Pleasant Springs, Dane County, Wisconsin equal to the construction cost of the improvement with the Town Clerk
 - i) prior to the date of the Plan Commission action on the preliminary CSM, or
 - ii) if no CSM or Plan Commission action is required, prior to final Town Board action on the request, and
- d. Execute a public improvement contract with the Town of Pleasant Springs
 - i) prior to the date of the Plan Commission action on the preliminary CSM, or
 - ii) if no CSM or Plan Commission action is required, prior to final Town Board action on the request, and
- e. Provide the entire right-of-way at 66' wide, and
- f. Ensure that the dedication and acceptance of the entire road be shown on a recorded Certified Survey Map that has been approved by the Town and Dane County.

4. Failure to complete either the discontinuance or the construction/improvement may result in delay in completing a land use change, or denial of a land use request, or cause a rezone to be null and void.

Town of Pleasant Springs – CSM Proper Town Language

I hereby certify that this Certified Survey Map was approved by the Town Board of the Town of Pleasant Springs on _____, 20_____

Maria P. Hougan, Town Clerk