

# APPLICATION SIGNATURE FORM CITY OF BRODHEAD

Name of Applicant: \_\_\_\_\_

Owner Representative: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

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

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

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

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

Site Parcel Number: \_\_\_\_\_

Site Address: \_\_\_\_\_

Current Zoning: \_\_\_\_\_

Proposed Zoning: \_\_\_\_\_

Proposed Land Use: \_\_\_\_\_  
Description, including name of development or subdivision, if applicable

Action Requested (See Chart on Page 2 for Fee Schedule and Required Supporting Documents):

- |   |  |
|---|--|
| <input type="checkbox"/> Concept Plan                       | <input type="checkbox"/> Extra-territorial Plat or CSM       |
| <input type="checkbox"/> Site Plan Review (Non-residential) | <input type="checkbox"/> Preliminary Plat                    |
| <input type="checkbox"/> Conditional Use                    | <input type="checkbox"/> Final Plat/Final Plat Reapplication |
| <input type="checkbox"/> Rezoning                           | <input type="checkbox"/> Annexation                          |
| <input type="checkbox"/> Variance                           | <input type="checkbox"/> Street Easement/Vacation            |
| <input type="checkbox"/> Planned Unit Development           | <input type="checkbox"/> Signage Permit                      |
| <input type="checkbox"/> Certified Survey Map (CSM)         | <input type="checkbox"/> Driveway Permit                     |
| <input type="checkbox"/> Minor Subdivision                  | <input type="checkbox"/> Sidewalk Permit                     |

The applicant certifies, by his or her signature below, familiarity with State of Wisconsin and City of Brodhead regulations and procedures pertaining to this application for Land Use approval. The undersigned further certifies that the information contained in this application and all accompanying attachments and exhibits are true and correct to the best of his or her knowledge.

Additional fees will be required by Building Inspector and Fire Inspector for new and/or alternations to buildings. Contact SAFEbuilt (City's Building Inspector) at 1-800-422-5220 and Fire Inspection Services, Inc. at (262) 567-9764 to coordinate Inspections. Building Inspection and Fire Inspections are required prior to receiving occupancy permits.

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date of Application**

Office Use:

Date Received \_\_\_\_\_ Date Paid \_\_\_\_\_ Receipt # \_\_\_\_\_

Fee Received \$ \_\_\_\_\_

**APPLICATION SIGNATURE FORM (Cont.)**  
**FEE SCHEDULE AND REQUIRED SUPPORTING DOCUMENTS**

<b>ACTION REQUESTED</b>	<b>FEE</b>	<b>REQUIRED SUPPORT DOCUMENTS AND INFORMATION</b>
Concept Plan	No Fee	1,9
Site Plan Review (Non-Residential)	\$300	1,2,10,17,18,19,20,21,23,24,25,26,27
Conditional Use	\$150	1,3,11, 31
Rezoning	\$200	1,4,10,11,13 or 14,31
Variance	\$150	1,5,9 or 10,11,31
Planned Unit Development	\$200	1,2,10,17,18,19,20,21,23, 24, 25,27
Certified Survey Map (CSM)	\$150	1,2,14,28,30
Minor Subdivision	\$250	1,2,12,17,18,19,20,21,22,23,28,30
Extra-Territorial Plat Or CSM	\$300	1,2,9 or 10,30
Preliminary Plat	\$300	1,2,12,17,18,19,20,21,22,23,28,30
Final Plat / Final Plat Reapplication	\$300	1,2,13,17,18,19,20,21,22,23,26,27,28,30
Annexation	\$200	1,2,11,15,16,29
Street Easement/ Vacation	\$150	1,2,10,11,13 or 14
Signage Permit	\$75	1,6,9
Driveway Permit	\$25	1,7,9
Sidewalk Permit	No Fee	1,8,9

<b>SUPPORTING DOCUMENTS AND INFORMATION</b>	<b>PAPER COPIES</b>	<b>ELECTRONIC COPY</b>
1) Application Signature Form – Form #1 <i>(Available on City Website)</i>	10	1
2) Development Application Checklist – Form #2 <i>(Available on City Website)</i>	10	1
3) Conditional Use Justification Form – Form #3 <i>(Available on City Website)</i>	10	1
4) Rezone Justification Form – Form #4 <i>(Available on City Website)</i>	10	1
5) Variance Justification Form – Form #5 <i>(Available on City Website)</i>	10	1
6) Signage Permit Checklist – Form #6 <i>(Available on City Website)</i>	10	1
7) Driveway Permit Checklist – Form #7 <i>(Available on City Website)</i>	10	1
8) Sidewalk Permit Checklist – Form #8 <i>(Available on City Website)</i>	10	1
9) Concept Plan/Sketch	10	
10) Site Plan	10	1
11) Location Map	10	1
12) Preliminary Plat	10	1
13) Final Plat	10	1
14) Certified Survey Map (CSM)	10	1
15) Annexation Petition	1	1
16) Annexation Map	10	1
17) Application for Electrical Service (Brodhead Water & Light) <i>(Available on City Website)</i>	1	1
18) Application for Water Service (Brodhead Water & Light) <i>(Available on City Website)</i>	1	1
19) Application for Sanitary Sewer Service (City of Brodhead) <i>(Available on City Website)</i>	1	1
<b>Engineering Review - Infrastructure</b>		
20) Grading/Drainage Plan/Storm Water Management	10	1
21) Water/Sanitary Sewer/Storm Sewer/Electric Plans	10	1
22) Street/Right of Way Cross Sections	10	1
23) Erosion Control Plan	10	1
24) Proposed Building Colors/Materials	10	1
25) Building Elevation Plans	10	1
26) Lighting Plans	10	1
27) Landscaping	10	1
28) Developers Agreement	1	1
29) Annexation Agreement (includes pre-annex agreements)	1	1
30) Reimbursement Authorization Form	1	1
31) Names and Mailing Addresses of Adjacent Property Owners	1	1

Note: Additional supporting information may be requested by City upon receipt of application.

## APPLICATION SIGNATURE FORM (Cont.)

### EXPLANATION OF TYPES OF INFORMATION (from fee and supporting documents tables):

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1. **Application Form: Must submit paper and electronic copy.**
2. Development Application Checklist: Complete the application form to the best of your ability. If there are items that don't apply, note "Not Applicable" or "N/A". If the question can be answered with the supporting plan sheets, not "see attached plan sheet."
3. Conditional Use Justification Form (*City Ordinance No. 480-28 thru 480-38*): Complete all sections on this form and include with the signature form along with other required information.
4. Rezone Justification Form (*City Ordinance No. 480*): Complete all sections on this form and include with the signature form along with other required information.
5. Variance Justification Form (*City Ordinance No. 480-107*): Complete all sections on this form and include with the signature form along with other required information.
6. Signage Permit Checklist (*City Ordinance No. 480, Article VII*): Complete all sections of this form and include with the signature form. Note supplemental information provided outlining frequently asked questions.
7. Driveway Permit Checklist (*City Ordinance No. 236*): Complete all sections of this form and include with the signature form.
8. Sidewalk Permit Checklist (*City Ordinance No. 398-5*): Complete all sections of this form and include with the signature form.
9. Concept Plan (*City Ordinance No. 480*): The concept plan review is not a formal application process but is intended for those considering a development and want to get initial comments, feedback, questions answered, and recommendations, etc. from City Staff and Plan Commission prior to moving forward with a formal development application. This can also be a sketch or other informal drawing for purposes of discussion.
10. Site Plan (*City Ordinance No. 480-97*): Shows entire proposal on the site. Includes edge of pavement and/or back of curb line, sidewalks (existing and proposed), footprints of the structure, drives, parking spaces and fencing, locations of accessory uses, property lines, dimensions, etc. Landscape plans and Water/Sewer/Storm plans may be shown combined on this plan if the composition is easily read and understood.
11. Location Map: Show where the site is relative to a City map
12. Preliminary Plat (*City Ordinance No. 472*): Prints of the preliminary and final (recordable plat), with proper signature blocks.
13. Final Plat (*City Ordinance No. 472*): Prints of the preliminary and final (recordable plat), with proper signature blocks.
14. Certified Survey Map (CSM) (*City Ordinance No. 472*): A recordable instrument showing the legal and mapped description of the land division.
15. Annexation Petition (*City Ordinance No. 472 and 480*): a document that shows owner is supporting the annexation.
16. Annexation Map: a recordable map having the legal and mapped description of the parcel to be annexed.
17. Application for Electrical Service: Complete all sections of this form and submit to City of Brodhead Water & Light. Contact Water & Light at 608-897-2505 if there is information not known at the time of application.
18. Application for Water Service: Complete all sections of this form and submit to City of Brodhead Water & Light. Contact Water & Light at 608-897-2505 if there is information not known at the time of application.
19. Application for Sanitary Sewer Service: Complete all sections of this form and submit to City of Brodhead. Contact the Public Works Director at 608-897-4384 if there is information not known at the time of application.
20. Grading/Drainage Plan/Stormwater Management Plan: Shows original and proposed grades, drainage arrows, and report including stormwater management calculates per City Ordinances. Shows storm sewer system, ditches, culverts, basins, etc.
21. Water/Sanitary Sewer/Storm Sewer Plans: Shows size and location of proposed water mains and fire hydrants size and location of the proposed sanitary sewer collection system with gradient profiles and invert elevations; shows the proposed storm drainage system.
22. Street Cross-Sections: Section shows curb, gutter, paving, and sidewalk relative to the right-of-way width.
23. Erosion Control Plan: A map of existing site conditions on a scale of at least 1 inch equals 100 feet showing the site, boundaries and immediately adjacent areas which accurately identify site locations.
24. Proposed Building Colors and Materials: Submit samples of exterior colors and materials.
25. Building Elevation Plans
26. Lighting Plans: Shows lighting locations, fixture type, height, and photometric plan.
27. Landscape Plan: Shows location, size, type, botanical name, and common name of proposed trees and shrubs. Also calls out surface treatment. Shows walls, fences, and details.
28. Developer's Agreement: An agreement between the developer and the City determining park dedications and the responsibilities for street, water, sewer, and the storm sewer improvement and extensions.
29. Annexation Agreement.
30. Reimbursement Authorization Form. This is an agreement between the applicant and the City. The owner will be responsible to reimbursing the City when costs are incurred by the City for services of the City Attorney, City Engineer, and City Planner, or any other professional services during the application process. This applies to request for division of land per City Ordinance No., 472-23D.