



# VILLAGE OF VERNON

*Wisconsin*

W249S8910 Center Drive • Big Bend, WI 53103 • 262-662-2039

## 2023 DEVELOPMENT REVIEW APPLICATION

Please submit one (1) PDF electronic file and eight (8) full-size hard copies of the APPLICATION FORM and SUPPLEMENTAL APPLICATION MATERIALS (i.e. maps, plats, construction plans, etc.) to the Village of Vernon Clerk or Deputy Clerk at the Vernon Village Hall, W249 S8910 Center Drive, Big Bend, WI 53103. **All materials and application fees must be submitted to the Village of Vernon one month prior to Plan Commission meeting, which is held the second Wednesday of each month.**

### PETITIONER NAME & MAILING ADDRESS:

\_\_\_\_\_  
*First Name* *Last Name*

\_\_\_\_\_  
*Street* *City* *State* *Zip*

\_\_\_\_\_  
*Phone (Home)* *Phone (Mobile)* *Email*

### PROPERTY ADDRESS:

\_\_\_\_\_  
*Street* *City* *State* *Zip*

DEVELOPMENT REVIEWS:	APPLICATION FEES:	
<input type="checkbox"/> Master Plan Amendment	\$500.00	+ Professional Services Fees
<input type="checkbox"/> Zoning Amendment	\$450.00	+ Professional Services Fees
Preliminary Plat	\$500.00 + \$30 / Lot	+ Professional Services Fees
<input type="checkbox"/> Development Agreement	\$ 50.00	
<input type="checkbox"/> Declaration of Restrictions	\$ 50.00	
<input type="checkbox"/> Construction Plans / Stormwater Management Plan	\$ 50.00 each	
<input type="checkbox"/> Letter of Credit	\$ 50.00	
<input type="checkbox"/> Re-Submittal of Preliminary Plat	\$400.00	+ Professional Services Fees
<input type="checkbox"/> Final Plat	\$400.00	+ Professional Services Fees
<input type="checkbox"/> Re-Submittal of Final Plat	\$300.00	+ Professional Services Fees
<input type="checkbox"/> Waiver / Modification - Land Division & Development Control	\$ 50.00	+ Professional Services Fees
<input type="checkbox"/> Dedication & Reservation of Lands	\$483.00 / Lot	
Certified Survey Map		
<input type="checkbox"/> Conceptual	\$150 + \$15 / Lot	+ Professional Services Fees
<input type="checkbox"/> Final	\$200 + \$15 / Lot	+ Professional Services Fees
<input type="checkbox"/> Re-Submittal	\$100 + \$15 / Lot	+ Professional Services Fees
<input type="checkbox"/> Conditional Use		
<input type="checkbox"/> Original	\$300.00	+ Professional Services Fees
<input type="checkbox"/> Amendment	\$200.00	+ Professional Services Fees
<input type="checkbox"/> Site Plan & Plan of Operation		
<input type="checkbox"/> Original	\$200.00	+ Professional Services Fees
<input type="checkbox"/> Amendment	\$100.00	+ Professional Services Fees
<input type="checkbox"/> Waiver / Modification - Accessory Building		
<input type="checkbox"/> Location	\$150.00	+ Professional Services Fees
<input type="checkbox"/> Quantity	\$150.00	+ Professional Services Fees
<input type="checkbox"/> Size	\$150.00	+ Professional Services Fees
<input type="checkbox"/> Compatibility	\$150.00	+ Professional Services Fees
<input type="checkbox"/> Sign	\$100.00	+ Professional Services Fees
<input type="checkbox"/> Hobby Kennel	\$100.00 + \$60.00 License	+ Professional Services Fees
<input type="checkbox"/> Other (Specify): _____	\$_ + Professional Services Fees	After-The-Fact Application
<input type="checkbox"/>	Double Fees	+ Professional Services Fees

### INTERNAL USE ONLY:

\_\_\_\_\_  
*Application Submittal Date* *Meeting Date* *Meeting Time*

\_\_\_\_\_  
*Amount Due* *Check Number* *Date Paid* *Received By*

*Any individual with questions about a property or the planning process, must fill out this form completely and send the signed form to the Interim Clerk Administrator. Once the form is received, the Clerk/Administrator or his/her designee will email the Village of Vernon's Planner the information. Please note, once there is contact with the Village's Planning and Zoning Administrator, the individual will be charged for the fees they incurred talking with the Planner/Zoning Administrator.*

## PROFESSIONAL SERVICES FEES REIMBURSEMENT

Pursuant to the Village of Vernon Code of Ordinances, the Village of Vernon Village Board has determined that whenever the services of the Village Attorney, Village Engineer, Village Planner or any other of the Village staff or agent results in a charge to the Village for that professional's time and services and such service is not a service supplied to the Village as a whole, the Village Clerk shall charge that service for the fees incurred by the Village. Also, be advised that pursuant to the Village of Vernon Code of Ordinances, certain other fees, costs, and charges are the responsibility of the property owner or responsible party.

It will be the responsibility of the property owner or responsible party to attend all pertinent meetings and monitor all potential costs from the Village Attorney, Village Engineer, Village Planner or any other Village staff or agent. In the event the scope of the project changes, the property owner or responsible party needs to communicate said change to the Village Clerk. It is recommended that the property owner or responsible party meet with the Village Clerk's office to monitor any associated additional costs.

I, the undersigned, have been advised that, pursuant to the Village of Vernon Code of Ordinances, if the Village Attorney, Village Engineer, Village Planner or any other Village professional provides services to the Village because of my activities, whether at my request or at the request of the Village, I shall be responsible for the fees incurred by the Village. In addition, I have been advised that pursuant to the Village of Vernon Code of Ordinances, certain other fees, costs, and charges are my responsibility.

### PROFESSIONAL SERVICES FEES

<input type="checkbox"/> Village Attorney	John Macy	\$210.00/ per hour
<input type="checkbox"/> Village Engineer	Andy Schultz	\$166.00 / per hour
<input type="checkbox"/> Village Planner	Shaun Mularkey	\$141.00 / per hour plus mileage

### PETITIONER NAME & MAILING ADDRESS:

<i>First Name</i>		<i>Last Name</i>	
<i>Street</i>	<i>City</i>	<i>State</i>	<i>Zip</i>
<i>Phone (Home)</i>	<i>Phone (Mobile)</i>	<i>Email</i>	
<i>Signature</i>		<i>Date</i>	

### PROPERTY OWNER NAME & MAILING ADDRESS (if different then above):

<i>First Name</i>		<i>Last Name</i>	
<i>Street</i>	<i>City</i>	<i>State</i>	<i>Zip</i>
<i>Phone (Home)</i>	<i>Phone (Mobile)</i>	<i>Email</i>	
<i>Signature</i>		<i>Date</i>	

### **TRAVEL TIME AND MILEAGE CHARGEBACK:**

*Please be advised that a (1) one hour travel time and mileage will be charged to the applicant. This charge will be divided by the number of planner appointments on the date requested.*



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## VILLAGE OF VERNON SITE INSPECTION NOTIFICATION

The Village of Vernon Plan Commission and Village Board request permission of the property owner or responsible party to enter the subject property, between the hours of 9am to 5pm or upon prior 24 hour notice, for a site inspection prior to any scheduled Village Plan Commission or Village Board meeting. The site inspection will allow the Village Plan Commission and Village Board to make more informed decisions with respect to the requested application. Site inspections are not available for Conditional Use requests/applications. Conditional Use site inspections must be conducted in accordance with all open meeting laws.

I, the undersigned, have been advised that my signature grants permission to members of the Village Plan Commission and Village Board to conduct site inspections of the subject property. Failure to authorize said site inspection will not be held against the property owner or responsible party in the decision of the requested application; however, the site inspection does allow the Village Plan Commission and Village Board to make more informed decisions.

**PETITIONER NAME & MAILING ADDRESS:**

<i>First Name</i>		<i>Last Name</i>	
<i>Street</i>	<i>City</i>	<i>State</i>	<i>Zip</i>
<i>Phone (Home)</i>	<i>Phone (Mobile)</i>	<i>Email</i>	
<i>Signature</i>		<i>Date</i>	

**PROPERTY OWNER NAME & MAILING ADDRESS (if different then above):**

<i>First Name</i>		<i>Last Name</i>	
<i>Street</i>	<i>City</i>	<i>State</i>	<i>Zip</i>
<i>Phone (Home)</i>	<i>Phone (Mobile)</i>	<i>Email</i>	
<i>Signature</i>		<i>Date</i>	

**PETITIONER / PROPERTY OWNER COMMENTS:**

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## **SUPPLEMENTAL APPLICATION MATERIALS**

In addition to the Development Review Application, the Petitioner and/or Property Owner shall be required to provide the following supplemental application materials. The Village of Vernon Village Staff, Village Plan Commission, Village Board, and / or Waukesha County (Shoreland & Floodland Protection Jurisdiction) reserve the right to request additional supplemental application materials beyond those identified below.

### **SUPPLEMENTAL APPLICATION MATERIALS:**

**Master Plan Amendment**

Refer to Vernon Smart Growth Comprehensive Plan, Chapter 11 Implementation

Refer to Wis. Stats. 66.1001

**Zoning Amendment**

Refer to Vernon Code of Ordinances, Chapter 300, Zoning Code, Section 300-46

**Preliminary Plat, Final Plat, Certified Survey Map, and Re-Submittal**

Refer to Vernon Code of Ordinances, Chapter 200, Land Division & Development Control

Refer to Vernon Code of Ordinances, Chapter 200, Land Division & Development Control, Appendix F (Attached)

**Waiver / Modification - Land Division & Development Control Ordinance**

Refer to Vernon Code of Ordinances, Chapter 200, Land Division & Development Control, Section 200-14

**Dedication & Reservation of Lands (For each new lot via CSM or Plat)**

Refer to Vernon Code of Ordinances, Chapter 200, Land Division & Development Control, Section 200-12

**Conditional Use**

Refer to Vernon Code of Ordinances, Chapter 300, Zoning Code, Section 300-6(F)

Refer to Vernon Code of Ordinances, Chapter 300, Zoning Code, Section 300-22

**Site Plan & Plan of Operation**

Refer to Vernon Code of Ordinances, Chapter 300, Zoning Code, Section 300-6(F)

**Waiver / Modification - Accessory Building**

Refer to Vernon Code of Ordinances, Chapter 125, Building Construction, Section 125-10

Refer to Uniform Building Permit Application (Attached)

Refer to Waukesha County Preliminary Site Evaluation (Attached)

**Sign**

Refer to Vernon Code of Ordinances, Chapter 300, Zoning Code, Section 300-13

Refer to Vernon Sign Permit Application (Attached)

**Hobby Kennel**

Refer to Vernon Code of Ordinances, Chapter 117, Animals, Section 117-10

Refer to Vernon Hobby Kennel License Application (Attached)

\* Revised 6-1-2023