

TOWN OF TRENTON
 Washington County, Wisconsin
 1071 Highway 33E, West Bend, WI 53095
 Town Administrator: 262.675.6009 x106 townadmin@townoftrenton.wi.gov

FORM 1: STANDARD APPLICATION

REQUEST FOR PLAN COMMISSION/TOWN BOARD REVIEW

The undersigned applicant(s) hereby apply to the Town of Trenton Plan Commission and Town Board of the Town of Trenton for the items indicated on this application.

APPLICANT				
Name	Phone			
Company				
Applicant is: <input type="checkbox"/> Owner <input type="checkbox"/> Agent <input type="checkbox"/> Buyer <input type="checkbox"/> Other:				
Address	Street	City	State	Zip
Email				

PROPERTY OWNER				
(Note: If not the legal owner of the property, please state name, position, and title in relation to the parcel of interest. An offer to purchase, with written acknowledgement of the current owner is required with this application.)				
Name	Phone			
Company				
Address	Street	City	State	Zip
Email				

SECONDARY PROPERTY OWNER				
Name	Phone			
Company				
Address	Street	City	State	Zip
Email				

AGENT				
(Person representing applicant to be notified of meetings and given copies of reports.)				
Name	Phone			
Company				
Address	Street	City	State	Zip
Email				

Request (check all that apply)	Form	Application Fee (See Table A Fee Schedules)	Escrow Fee
<input type="checkbox"/> Concept Review (pre-application) – Form 1 only	N/A		N/A
<input type="checkbox"/> Sign Permit	2		
<input type="checkbox"/> Certified Survey Map	3		
<input type="checkbox"/> Zoning Map Amendment	4		
<input type="checkbox"/> Zoning Text Amendment	5		
<input type="checkbox"/> Conditional Use Permit (Residential/Agricultural)	6		
<input type="checkbox"/> Conditional Use Permit (Commercial/Industrial)	6		
<input type="checkbox"/> Preliminary Plat	7		
<input type="checkbox"/> Final Plat	7		
<input type="checkbox"/> Planned Unit Development	8		
<input type="checkbox"/> Commercial/Industrial Development Review	9		
<input type="checkbox"/> Site/Architectural Plan Approval	10		
<input type="checkbox"/> Re-Submittal of Plans	N/A		
<input type="checkbox"/> Other:			
*Totals			
*Note: Include separate checks for application and escrow fees and remit to the Town of Trenton			

DESCRIPTION:
LOCATION:
ACREAGE:
CURRENT USE OF PROPERTY:
PROPOSED USE OF PROPERTY:

Zoning Administrator Use						
Tax Key	Parcel Size	Current Zoning	Requested Zoning	Comprehensive Plan Designation	Comp Plan Amendment?	Requested Designation
					<input type="checkbox"/> No <input type="checkbox"/> Yes	
					<input type="checkbox"/> No <input type="checkbox"/> Yes	
					<input type="checkbox"/> No <input type="checkbox"/> Yes	
					<input type="checkbox"/> No <input type="checkbox"/> Yes	
Subject to Extraterritorial Zoning?			West Bend (3 miles)	<input type="checkbox"/> No <input type="checkbox"/> Yes	Newburg (1 mile)	<input type="checkbox"/> No <input type="checkbox"/> Yes

Applicant hereby certifies that:

1. All the above statements and other information submitted as part of this application are true and correct to the best of his or her knowledge.
2. No Town of Trenton elected or appointed official, or employee, as a priority interest in the above-referenced property for which this application is being filed.
3. None of the above referenced individuals has been promised or given any contract for consultation, planning or construction in relation to this project.
4. Applicant has read and understands all information in this packet.
5. Applicant understands the policies of the Town of Trenton regarding change of zonings and property development. Conditions of the resolution regarding all approvals are strictly followed. Certificates of Occupancy are not given until all conditions of approval have been met.

By the execution of this application, Applicant authorizes the Town of Trenton or its agents to enter upon the property during the hours of 7:00 a.m. to 7:00 p.m. daily for the purpose of inspection. Applicant grants this authorization to enter even if this land has been posted against trespassing pursuant to §943.13, Wis. Stats.

Dated: _____

All owners must sign

Property Owner Signature

Property Owner Signature

General Instructions for All Applications:

1. **A complete application is due to the Town Administrator no later than 4:00 p.m. 14 days prior to the Plan Commission meeting at which the matter will be considered.** The Plan Commission meets regularly on the second Monday of each month at 7:00 p.m. Submitted applications will be reviewed for completeness within five (5) working days. An incomplete application will delay any review.
2. **A complete application consists of:**
 - a. Form 1, Standard Application
 - b. Application Form(s) for the desired request(s)
 - c. All information, documents, plans and drawings as listed in Form 1 and the specific application form(s)
 - d. Signed escrow fee form (page 4 of Form 1)
 - e. Correct payments for application fee and escrow fee, made payable to Town of Trenton
3. **Before applying, Applicant is strongly encouraged to:**
 - a. Review the Town Zoning Ordinances for all requirements pertaining to the application.
 - b. Schedule a consultation with the Town Administrator (note that there is no charge for the first hour of consultation; additional time for in-person, phone or email correspondence is charged to Applicant based on the fee schedule).
 - c. Request a pre-application conference with the Plan Commission (at a cost of \$250 for each Plan Commission review requested).
4. Most applications are considered for approval at separate meetings. The Plan Commission reviews the application at its regular meeting on the second Monday of the month, and recommends approval or denial to the Town Board. The Town Board makes the final decision at its meeting on the third Monday of the month.

ESCROW FEE FORM for costs related to town planning, engineering and related services

Requests of the Town of Trenton to take action regarding real estate requires the services of the Town Administrator and may also require services of other professionals such as land use planners, engineers, attorneys, to research, review and advise the Town regarding a request. Town Ordinance §380-118 requires the Applicant to pay the reasonable and necessary charges associated with these services.

To cover anticipated costs, the Town of Trenton requires that each application submit a fee to be placed in an escrow account in accordance with the attached schedule, in addition to the base application fee. Services are billed as shown below. These costs are in addition to any other fees or costs payable by you as Applicant for your requested actions. These costs will be taken from your escrow account. If the costs exceed the escrow payment, you will be billed monthly for all additional costs, or asked to increase the escrow account. If the costs are less than the submitted escrow amount, you will be reimbursed the difference by the town after final action regarding your request. Outstanding balances at the conclusion of the project must be paid in full before permits are issued or the requested changes are implemented. Outstanding balances are subject to 18% annual interest, billed as 1.5% monthly.

Clarification of the estimate of costs for professional planning and engineering services for your application may be obtained in advance by contacting Town Administrator Cindy Komro at 262.675.6009 x106 or townadmin@townoftrenton.wi.gov. Examples of costs for services include site visits (including travel to and from the property), reviewing the application and accompanying materials, preparing reports for Plan Commission meetings, and time spent on considering the application at Plan Commission and Town Board meetings. To expedite the review process and keep fees to a minimum, Applicants are encouraged to submit complete applications.

You have the right to engage consultants of your own choosing, at your own expense, to assist you in presenting your application(s) and/or request(s) to the Town of Trenton. However, the Town retains the right to engage professional services to review the work of your consultants and to bill you for their services.

Consultant	Rate	Other Charges
Town Administrator Town Building Inspector	\$50-\$100/hour	Travel time at hourly rate Email
Town Engineer/ Engineer Technician	\$95-\$200/hour	Travel time at hourly rate Email
Town Attorney	\$150-\$300/hour	Travel time at hourly rate Email

Applicant hereby acknowledges that they have read and understand all information presented regarding escrow fees for Town planning, engineering and related services.

I understand and agree that I shall be responsible for any professional services fees incurred by the Town even if my request is not approved.

Dated: _____

Applicant Signature

Town of Trenton
Application and Escrow Fee Schedule
Table A – Base Application Fee and Minimum Escrow Fee

See Table B for escrow fees related to the review of construction plans in addition to the fees listed below. All fees are **per application**.

APPLICATION TYPE	BASE APPLICATION FEE	MINIMUM ESCROW FEE
Pre-Application Concept Review	\$100 per Plan Commission meeting	N/A
Preliminary Plat ¹ (Both 1 st and 2 nd Reviews)	\$100	\$2,000 plus: <ul style="list-style-type: none"> • \$22 per lot (1-25 lots) • \$18 per lot (26-50 lots) • \$15 per lot (51-100 lots) • Over 100 lots, per estimate by Town Engineer
Preliminary Plat ¹ (3 rd and Subsequent Reviews)	N/A	\$800 per re-submittal
Final Plat ¹ (Both 1 st and 2 nd Reviews)	\$100	\$2,000 plus: <ul style="list-style-type: none"> • \$20 per lot (1-100 lots) • Over 100 lots, per estimate by Town Engineer
Final Plat ¹ (3 rd and Subsequent Reviews)	N/A	\$700 per re-submittal
Certified Survey Map (Both 1 st and 2 nd Reviews)	\$100	\$800 plus \$100 per lot
Certified Survey Map (3 rd and Subsequent Reviews)	N/A	\$300 per re-submittal
Zoning Map Amendment	\$100	\$1,200
Zoning Text Amendment	\$100	\$800 per subsection
Conditional Use Permit (Residential/Agricultural)	\$100	\$1,600
Conditional Use Permit (Commercial/Industrial)	\$100	\$2,700
Planned Unit Development ¹	\$100	\$5,000 plus \$28 per dwelling unit, and/or \$0.75 per building square foot for non-residential
Commercial/Industrial ¹ (Development Review)	\$100	\$0.75 per square foot of building (minimum \$2,300)
Zoning Board of Appeals	\$100	\$2,500
Sign Review	\$100	\$600

¹Applicant is responsible for cost of construction review.