

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: ZONING ACTION 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)	Application Fee	Refundable Escrow Fee (see page 3)
<input type="checkbox"/> Pre-application concept review (per meeting)	\$100 _____	N/A
<input type="checkbox"/> Certified Survey Map (both 1 st and 2 nd reviews) [# parcels: _____]	\$100 _____	\$1,500 plus \$100 per parcel _____
<input type="checkbox"/> Certified Survey Map (3 rd and subsequent reviews)	N/A	\$300 per _____
<input type="checkbox"/> Zoning Map Amendment	\$100 _____	\$1,200 _____
<input type="checkbox"/> Zoning Text Amendment	\$100 _____	\$800/subsection _____
<input type="checkbox"/> Conditional Use Permit (Residential/Agricultural)	\$100 _____	\$2,000 _____
<input type="checkbox"/> Conditional Use Permit (Commercial/Industrial)	\$100 _____	\$3,500 _____
<input type="checkbox"/> Preliminary Plat ¹ (both 1 st and 2 nd reviews) [# lots _____]	\$100 _____	\$2,000 min ² _____
<input type="checkbox"/> Preliminary Plat ¹ (3 rd and subsequent reviews)	N/A	\$800 per _____
<input type="checkbox"/> Final Plat ¹ (both 1 st and 2 nd reviews)	\$100 _____	\$2,000 min ³ _____
<input type="checkbox"/> Final Plat ¹ (3 rd and subsequent reviews)	N/A	TBD _____
<input type="checkbox"/> Planned Unit Development ¹	\$100 _____	\$5,000 min ⁴ _____
<input type="checkbox"/> Commercial/Industrial Development Review ¹	\$100 _____	\$2,300 min ⁵ _____
<input type="checkbox"/> Site/Architectural Plan Approval	\$100 _____	N/A
<input type="checkbox"/> Zoning Board of Adjustment/Appeals	\$100 _____	\$2,500 _____
<input type="checkbox"/> Other:	\$100 _____	TBD _____
	Total _____	Total _____

¹Applicant is responsible for cost of construction review

²\$2,000 plus: \$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

³\$2,000 plus: \$20 per lot (1-100 lots); Over 100 lots, per estimate by Town Engineer

⁴\$5,000 plus: \$28 per dwelling unit, and/or \$0.75 per square foot of building for non-residential

⁵Greater of \$2,300 or \$0.75 per square foot of building

DESCRIPTION:
LOCATION:
ACREAGE:
CURRENT USE OF PROPERTY: _____
PROPOSED USE OF PROPERTY: _____
OTHER NOTES: _____

Zoning Administrator Use						
Tax Key T11_	Parcel Size	Current Zoning	Requested Zoning	Comp 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

General instructions for all applications:

1. A complete application is due to the Town Administrator no later than 4:00 p.m. 28 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. 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 \$100 for each Plan Commission review requested).
3. A complete application consists of:
 - a. Form 1 Zoning Action Application
 - b. Documents, plans and drawings describing in detail the request
 - c. Correct payments for application and escrow fees, made payable to “Town of Trenton”
4. Most applications are considered for approval at separate meetings.
 - a. 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.
 - b. The Town Board makes the final decision at its meeting on the third Monday of the month.
 - c. Certain applications require a public hearing with up to 30 days’ advance notice, which may extend the time to consider the action.

Refundable escrow fees

1. 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 and/or 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.
2. 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.
3. To cover anticipated costs, the Town of Trenton requires that each application submit a fee to be placed in an escrow account as shown on page 2 of this application. Estimated costs of these services are shown below and are in addition to any other fees or costs payable by Applicant for the requested actions.

Description	Rate	Other Charges
Town Administrator and Town Building Inspector	\$62-\$100/hour	Travel time at hourly rate
Town Engineer/Engineer Technician	\$120-\$250/hour	Travel time at hourly rate
Town Attorney	\$325/hour	Travel time at hourly rate
Copying, printing, mailing	\$1.50-\$3.00 per item	

4. If the costs exceed the escrow payment, Applicant 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, Applicant will be refunded 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.
5. 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.
6. To expedite the review process and keep fees to a minimum, Applicants are encouraged to submit complete applications.
7. Applicant has the right to engage consultants of his or her own choosing (at Applicant’s expense) to assist in presenting the 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 Applicant’s consultants and to charge for their services.

Acknowledgment

Applicant(s) and Owner(s) hereby certify and authorizes the following (please check each item):

- All the above statements and other information submitted as part of this application are true and correct to the best of Applicant's knowledge.
- No Town of Trenton elected or appointed official or employee has a priority interest in the above-referenced property for which this application is being filed.
- No Town of Trenton elected or appointed official or employee has been promised or given any contract for consultation, planning or construction in relation to this project.
- Applicant has read and understands all information in this packet.
- Applicant understands the policies of the Town of Trenton regarding change of zonings and property development, including:
 - Conditions of the resolution regarding all approvals being strictly followed.
 - Certificates of Occupancy are not given until all conditions of approval have been met.
- Owner(s)/Applicant(s) authorize 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. Owners/Applicants grant this authorization to enter even if this land has been posted against trespassing pursuant to §943.13, Wis. Stats.
- Applicant has read and understands all information presented regarding escrow fees for Town planning, engineering and related services and costs.
- Applicant understands and agrees that he or she shall be responsible for any professional services fees incurred by the Town even if the request is not approved.

Dated: _____

All owners must sign

Property Owner Signature

Property Owner Signature

Dated: _____

Applicant Signature