

# Application Packet For Site Plan Review

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Village of Brooklyn, Dane/Green County, WI

210 Commercial St, Brooklyn, WI 53521

<http://www.brooklynwi.gov/>

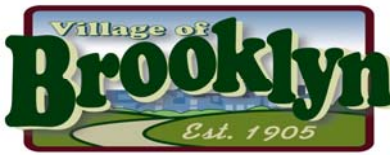
## Included in this Packet:

- Applicability of Ordinance Form
- Summary of Application Process
- Agreement for Reimbursable Services
- Application for Site Plan Review
- Statement of Understanding
- Developer Checklist
- Environmental Assessment Checklist
- Appendix C Schedule of Fees

**Village of Brooklyn**

[clerk@brooklynwi.gov](mailto:clerk@brooklynwi.gov)

[deputyclerk@brooklynwi.gov](mailto:deputyclerk@brooklynwi.gov)



## Applicability of Ordinance

*Do I need to submit a Site Plan of my project for review?*

The purpose of this sheet is to help you determine whether or not your project is subject to the necessity of a review by the Village of Brooklyn. Please read and respond to the following questions:

QUESTION:	YES	NO
Is this project for commercial development?		
Is this a project site less than one (1) acre?		
Is this project site greater than one (1) acre <b>AND</b> requires a building permit?		
Will this require a site plan as specified in any other Village ordinance?		

Did you answer "YES" to **ANY** of the above questions?     **YES**     **NO**

If yes, your project is subject to a Site Plan Review. Please continue with the application.

If no, your project is not subject to a Site Plan Review.

If you are still unsure as to if your project is subject to Site Plan Review, please contact the Village of Brooklyn Clerk's Office for further guidance.

Village of Brooklyn  
210 Commercial St  
Brooklyn, WI 53521

Phone: (608) 455-4201 X1  
Fax: (608) 455-1385  
Email: [clerk@brooklynwi.gov](mailto:clerk@brooklynwi.gov)  
[deputyclerk@brooklynwi.gov](mailto:deputyclerk@brooklynwi.gov)

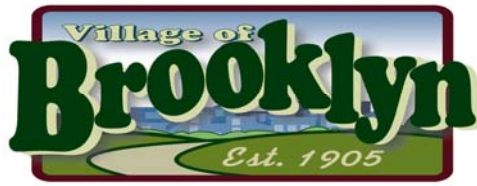
\_\_\_\_\_  
Signature of Person Preparing this Form

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

The purpose of this document is to provide guidance in applying for a Site Plan Review in the Village of Brooklyn. The documents contained in this packet will help guide individuals or organizations as they plan and prepare submittal documents, providing for increased efficiency and a streamlined approval process.



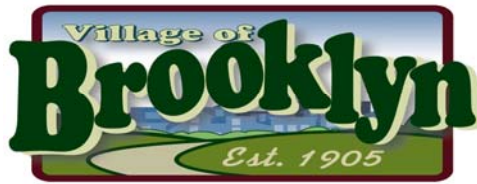
## Summary of Application Process

1. Contact the Village Clerk's Office to obtain an application packet for Site Plan Review in electronic form.
2. Fill out all forms in the packet completely. You are encouraged to contact the Village Clerk's Office at this time to hear the scope of your proposal. Depending on your project, the Village Clerk's Office will refer your proposal to the Public Works Director (cc: Chairperson of the Planning Commission) who may have valuable input and guidance that will help you as you complete the application packet and draft the site plan. Contact information for the Village Clerk's Office is located at the bottom of the following page.
3. The Applicant shall prepare a site plan in accordance with the Village of Brooklyn Site Plan Review Ordinance # 117-400 and the "Developers Checklist".
4. Submit via email ([clerk@brooklynwi.gov](mailto:clerk@brooklynwi.gov) and [deputyclerk@brooklynwi.gov](mailto:deputyclerk@brooklynwi.gov)) in pdf format and **2 copies** of the following items, **assembled in packet form**, to the Village Clerk's Office (*The Village Clerk will forward the information on to the proper Village Representatives for review*):

EACH PACKET SHALL CONTAIN THE FOLLOWING:	
<input type="checkbox"/>	Letter of Intent
<input type="checkbox"/>	Completed Applicability of Ordinance
<input type="checkbox"/>	Completed Reimbursable Services Agreement
<input type="checkbox"/>	Completed Application for Site Plan Review
<input type="checkbox"/>	Statement of Understanding
<input type="checkbox"/>	Site Plan Map adhering to the criteria found in the Submittal Checklist
<input type="checkbox"/>	Completed Developer Checklist
<input type="checkbox"/>	Completed Environmental Assessment Checklist

5. The Village Clerk's Office (and other Village representatives as appropriate) shall review all the submitted documents and determine the completeness of the application. The Village Clerk's Office will work with you to make sure that you have all the appropriate information for your submittal.
6. Once the Village Clerk's Office has indicated that you have all the appropriate information, **you will need to via email place in pdf format and then place on 11 x 17 or smaller paper and provide 10 copies of the completed packet to the Village Clerk's Office 21 calendar days prior** to the meeting for distribution to the Zoning Administrator and Village Plan Commission for their standard meeting.

***If the documentation is found to be incomplete or inaccurate, your project will not be added to the Plan Commission Meeting agenda and will not be discussed until all the appropriate documentation has been submitted.***



7. The Village Clerk's Office and other Village representatives (as appropriate) shall give their recommendations about each completed application to the Plan Commission prior to the next Plan Commission meeting to either approve or reject the proposal.
8. The Plan Commission will give its recommendation to the Village Board to either approve or reject the application.
9. The Village Board shall reject, approve, or approve conditionally the site plan application within 60 days of being deemed a complete submittal to the Planning Commission. Upon Village Board approval, a permit may be granted.
10. Pay all the necessary fees to the Village Clerk's Office.

### **ASSOCIATED FEES**

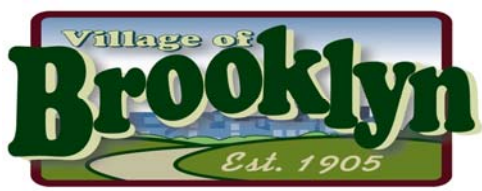
**Application Fee:** See Fee Schedule

\*Please note: Some of the fees are attached or can be found in Village Ordinance Appendix C that might apply, but depending on the development there may be others that apply and in NO WAY, is this list meant to be all inclusive. We do our best to keep fee schedules accurate, but errors and omissions are subject to correction.

**Review Fees:** The applicant shall pay a fee equal to the Village's actual cost incurred as a result of the review by any Village Representative. The fee shall be paid within 30 days of the bill being issued by the Village.

**Village of Brooklyn**

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Brooklyn, WI 53521  
Phone: (608) 455-4201 X1  
Fax: (608) 455-1385  
Email: [clerk@brooklynwi.gov](mailto:clerk@brooklynwi.gov)  
[deputyclerk@brooklynwi.gov](mailto:deputyclerk@brooklynwi.gov)



## AGREEMENT FOR REIMBURSABLE SERVICES INCURRED BY THE VILLAGE OF BROOKLYN

The cost of application review for all land division, site plan, conditional use, zoning and other applications required to come before the Planning Commission shall be borne by the Applicant. The Applicant shall pay all reasonable Village of Brooklyn incurred expenses relating to a particular project review. This may include meeting charges, professional consultants, or other relevant Village expenses incurred in connection to the review of the project in question. The Village reserves the right to apply the charges for these services as well as for staff time, mileage, and Village equipment usage expended in the administration, investigation and processing of applications to the Applicant.

The Applicant is required to provide the Village with an executed copy of this agreement as a prerequisite to the processing of the project application. The submittal of the project application shall be construed as an agreement to pay for such professional review services applicable to the proposal. Review fees which are applied to an Applicant, but which are not paid within 30 days of the issuance of the bill by the Village will accrue interest at a rate of 1.5% per month until the fee is paid in full. Failure to pay the fees in due time can result in further consequences, including disruption of the project.

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Applicant and/or Property Owner(s)

For \_\_\_\_\_, agrees to  
(Project Name)

reimburse the Village of Brooklyn for all review costs associated with, but not limited to, Village Engineer, Village Attorney and consultants as appropriate, relating to the review costs associated with the project review request and, further, agrees to reimburse the Village for other administrative staff review if, in the judgment of the Village of Brooklyn Board such reimbursement is warranted.

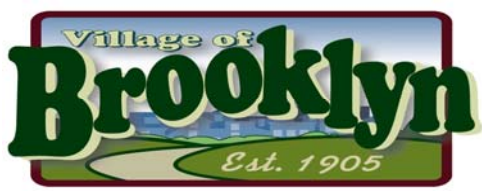
Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

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

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature of Property Owner  
(if different from applicant)

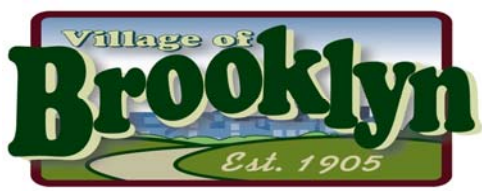
\_\_\_\_\_  
Printed Name



## Application for Site Plan Review

GENERAL INFORMATION				
Name of Project:				
Site Address:		City:		State:
Tax Parcel Number:		Subdivision:		Lot #:
		Block:		Acreage:
Property Owner(s):				
Mailing Address of Owner:		City:		State:
				Zip Code:
Phone Number (Days):		Phone Number (Cell):		Email Address:
Contact Person:		Company:		
Address of Contact Person:		City:		State:
				Zip Code:
Phone Number:		Fax Number:		Email Address:

PROJECT INFORMATION			
<b>Type of Submittal or Service Request</b> (Check all that Apply)	<b>Zoning Information</b>		
<input type="checkbox"/> New	Existing Zoning:		
<input type="checkbox"/> Addition	Requesting Zoning Change? <input type="checkbox"/> YES <input type="checkbox"/> NO		
<input type="checkbox"/> Alteration	Requested Zoning (If Applicable):		
<input type="checkbox"/> Approval Extension	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;">Parcel Area:</td> <td style="width: 50%; padding: 2px;">Disturbed Area:</td> </tr> </table>	Parcel Area:	Disturbed Area:
Parcel Area:	Disturbed Area:		
<input type="checkbox"/> Accessory	Amount of New Impervious Area:		
Prior Zoning Decisions for Property (if Applicable):			
Summary of Project:			



## Statement of Understanding

By signing below, I, \_\_\_\_\_, certify that the information contained in this application is true and accurate to the best of my knowledge, and understand that a deliberate misrepresentation of information may be grounds for denial or reversal of this application, and/or revocation of any approval already awarded based on this application.

(Print Applicant Name)

I also authorize Village of Brooklyn staff permission to view and enter the subject property for reviewing and investigating this request.

I understand that submittal of this application and payment of the proper fees does not mean that approval of the Site Plan is imminent or guaranteed.

I understand that approval of this Site Plan does not qualify as, nor replace the necessity for proper permitting for the proposed project.

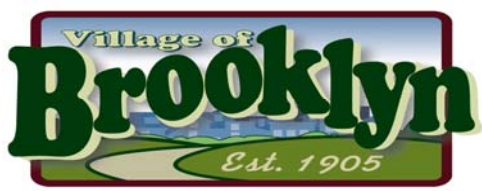
Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

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

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature of Property Owner  
*(If Different from Applicant)*

\_\_\_\_\_  
Printed Name



**VILLAGE OF BROOKLYN  
DEVELOPER CHECKLIST TO BE COMPLETED FOR  
PLANNING & ZONING COMMISSION  
CONSIDERATION**

Address of project: \_\_\_\_\_ Owner: \_\_\_\_\_  
Description of project: \_\_\_\_\_  
Contact Person \_\_\_\_\_ Contact Phone: \_\_\_\_\_

This checklist must be completed, signed by the owner or owner's authorized agent, and returned via email in pdf format and paper copies with your submittal 21 calendar days prior to the Planning & Zoning Commission Meeting. There will be fees due when permits are issued or during the review process and those fees will be assessed in accordance with the applicable Village ordinances. Only completed applications will be reviewed. Not all items may apply to your project. Please do not check any items off if they are not provided with your submittal. Include this completed checklist along with your submittal and provide via email a pdf version of your documents to the Village Clerk's Office at [clerk@brooklynwi.gov](mailto:clerk@brooklynwi.gov) and [deputyclerk@brooklynwi.gov](mailto:deputyclerk@brooklynwi.gov) copies can be delivered or sent to Village of Brooklyn, 210 Commercial St., Brooklyn, WI 53521.

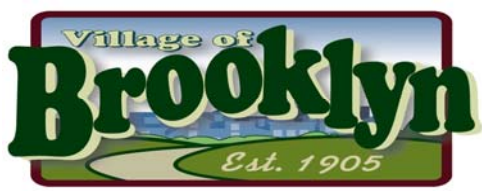
**Plan and Engineering Report Sets**

- All sheets shall be of uniform size (we recommend 22" x 34"). Two (2) full-size sets are required, plus ten (10) sets of 11"x17" size drawings of the site plan, and two (2) letter-size copies of the Engineering Reports, all bound for the Plan Commission, signed and sealed, as applicable.
- All plan must also be sent via pdf format via email to [clerk@brooklynwi.gov](mailto:clerk@brooklynwi.gov) and [deputyclerk@brooklynwi.gov](mailto:deputyclerk@brooklynwi.gov)
- All plans must be drawn to scale.
- All report pages and/or plan sheets shall be numbered.
- The seal and signature of the surveyor, engineer, or architect who is responsible for plan preparation shall appear on the index page (unless waived by the Village Engineer).

**Title, Site Plan Layout, and Streets**

- Name of project, address, legal description of property, description of proposed use, and zoning district. Location within zone 1 or zone 2, of the wellhead protection ordinance or if not located within either zone of the wellhead protection ordinance, so state in the submittal letter or on the site plan.
- Location Map, north arrow, date of preparation, revision dates, and scale.
- Show and name adjacent and surrounding streets, recorded property lines, and their dimensions.
- Show all existing and proposed public and private easements for utility, drainage, sewer, parking, access, and other purposes, and all easements on surrounding properties benefiting the subject property.
- Fundamental aspects of all existing and proposed buildings, including use of each structure, dimensions, number of stories, and their locations on the parcel.
- If buildings are to be removed, the site plan shall so indicate.
- Dimension all yard setbacks for buildings and off-street parking.
- Gross floor area for existing buildings and proposed additions listed separately. For parking calculations, floor area will be determined as the area to be used for a particular use (e.g., sale of merchandise, servicing of customers, manufacture, warehouse). Number of existing and future employees is required for some parking calculations.

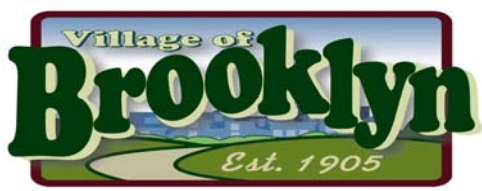




- ❑ When abutting a site plan project, any public right-of-way needs to be identified with accurate locations for existing and proposed facilities such as underground utilities, streets, curbs, sidewalks, project driveways, and driveways on opposite street frontages.
- ❑ Traffic aspects of existing and proposed driveways and parking lot including arrows to show traffic flow, parking stall sizes and layout (see Village Ordinance 117-1052 for specific requirements), handicap stalls and ramps, loading zones, driveway widths and radii or flares on driveway aprons to public streets.
- ❑ Show barriers, curbing, or wheel stops located to prevent any portion of a vehicle from projecting beyond property lines. Also, indicate barriers constructed and anchored to prevent dislocation.
- ❑ A note shall appear on the face of the site plan that indicates the calculations for parking and loading requirements. Plans for any joint use of parking must be in writing and attached.
- ❑ The location of sidewalks, other pedestrian-type walkways, traffic control dividers, and tree islands.
- ❑ Show the location of existing and proposed signage on the site plan. Provide a sign elevation showing the height from bottom of sign to grade, overall width and height, and face dimensions.
- ❑ Location, height, elevations, and materials of all fences or retaining walls.
- ❑ Location, type, height, and size of all outside storage including required screening.
- ❑ Identify whether existing or proposed buildings will contain a fire protection system. Show on-site fire hydrants and fire hose connection points.
- ❑ Lock Box will be provided for Fire Department access (Village Ordinance Section 12-69).
- ❑ State what type of product(s) will be manufactured, sold and/or stored on-site.
- ❑ State all types of hazardous materials to be stored on-site. If none, state “no hazardous materials will be stored on-site.”
- ❑ Show location of all mechanical equipment and type of screening.
- ❑ Show proposed sidewalks and handicap access with grade elevations at driveways.

#### Utilities, Grading, and Drainage Plan

- ❑ Identify existing topography (by dashed lines) at one-foot or two-foot intervals depending on slopes being depicted, and proposed grade elevations (solid lines) for the building, parking lot, drives, surrounding open areas, and including all property within 50 feet (also using contour lines and spot elevations and drainage flow arrows as needed to define drainage patterns).
- ❑ List all existing and proposed grades for first floor.
- ❑ Show details of all existing and proposed retaining walls and the location of swales and inlets.
- ❑ Show proposed sidewalk(s) abutting all street frontages at all driveways. Show elevations of sidewalk at property line in accordance with Village standards.
- ❑ Provide a storm water management plan to include the lot size, building location, location of impervious areas, size and location of drainage basin(s), proposed flow direction arrows, detention pond footprint, depth of detention pond, detention pond discharge location, size, and overflow, and peak flows off-site. The storm water management plan shall serve to minimize regional peak discharges and volume increases and plan for improved water quality and construction site erosion control. Be advised that different sites may have different requirements and/or concerns based on geography, scope of the project, and proximity to the receiving body of water or storm sewer collection system.



#### Landscape & Lighting Plan

- Locate significant existing trees and indicate whether they will remain, be relocated, or be removed. Identify any other significant vegetation, which is to remain.
- Identify the location, size, species, and variety of proposed trees, shrubs, ground cover, and other landscape features that will be used to control erosion or screen parking, truck loading, refuse disposal, mechanical equipment, and outdoor storage from adjacent residential districts or public rights-of-way.
- Show the location of existing and proposed buildings, parking lots, walks, driveways, fences, water features, retaining walls, signs, mechanical equipment, recreational facilities and mailbox(s) (follow US Postal requirements).
- Identify type of finishing materials, including seeded grass, sod, type of mulch in planting beds, pavers, concrete, and asphalt. Show a table that describes the percentage relative to the overall development area that the buildings, hard surface, and green spaces contain. Do not include street right-of-way areas.
- Locate the refuse and recycle containers and enclosure and provide a construction detail.
- Identify all exterior lighting fixtures, either mounted on the building or free-standing light along with dispersion pattern, intensity of light and cut-off shielding that reflects light downward and which prevents the light source from being visible from adjacent properties.

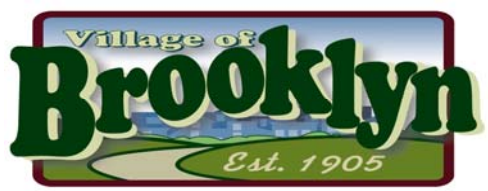
#### Architectural & Construction Plans

- Dimensioned elevations of all exterior walls (photographs may be substituted for existing elevations to remain unchanged).
- Type of Roof, wall and trim materials, colors, and textures.
- Changes or additions to existing buildings or materials clearly identified.
- Location and presence of all fire rated wall assemblies.

#### Fees

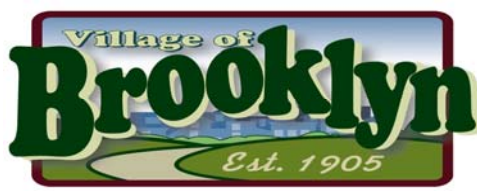
As a potential developer of a residential, commercial, industrial or other site in the Village of Brooklyn, please be advised that there are fees imposed by Village ordinance that are triggered by a myriad of activities, and the developer is responsible for whatever fees are assessed by Ordinance for the developer's planned activities. At the onset of development there are often scenarios where the Village Staff can estimate fees, but be advised that development parameters often evolve during the process and it is the developer's responsibility to determine how or if this effects the fee structure.

**Some of the obvious fees are listed below that might apply, but depending on the development there may be others that apply and in NO WAY, is this list meant to be all inclusive. We do our best to prepare accurate estimates of applicable fees upon request, but errors and omissions are subject to correction.**



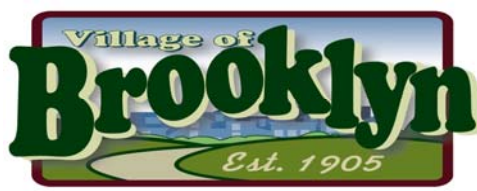
	Included	Estimated	Actual
CSM and/or Plat Submittal and review fees.			
Engineering, Legal and Administrative review fees.			
PUD review fees.			
Building Permit and/or Erosion Control Permit fees.			
Park fees.			
Sanitary Sewer Connection fees.			
Water Impact fees.			
Other fees required by Village Ordinance(s)			
<b>TOTAL fees include with this submittal</b>			

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Must be signed by the owner or owner's authorized agent)



**VILLAGE OF BROOKLYN  
ENVIRONMENTAL ASSESSMENT CHECKLIST  
Village Ordinance 111-202**

Project	Owner Name
<b>Checklist</b>	
<p>If checked, please explain in detail by attaching maps and supporting documentation describing the impacts of the proposed development.</p> <p>Does the project site involve:</p> <p><b>Land Resources</b></p> <ul style="list-style-type: none"> <li>◦ Changes in relief and drainage patterns (attach a topographic map showing, at a minimum, two-foot contour intervals)</li> <li>◦ A floodplain. (If yes, attach two copies of a typical stream valley cross-section showing the channel of the stream, the 100-year flood plains limits and the floodway limits (if officially adopted). Of each side of the channel and a cross-section of area to be developed.)</li> <li>◦ An area of soil instability – greater than 20% slope and/or organic soils, peats, or mucks at or near the surface.</li> <li>◦ Prime agricultural land (Class I, II, or III soils).</li> <li>◦ Wetlands and mapped environmental corridors.</li> </ul> <p><b>Water Resources</b></p> <ul style="list-style-type: none"> <li>◦ Location within an area traversed by a navigable stream or dry run.</li> <li>◦ Lake frontage.</li> </ul> <p><b>Human and Scientific Interest</b></p> <ul style="list-style-type: none"> <li>◦ An area of archeological or geological interest.</li> <li>◦ An area of historical interest.</li> <li>◦ An area of buildings or monuments with unique architecture.</li> </ul> <p><b>Energy, Transportation and Communications</b></p> <ul style="list-style-type: none"> <li>◦ Does the development encompass any future street appearing on the Village of Brooklyn Official Map?</li> <li>◦ Is the development traversed by an existing or planned utility corridor (gas, electricity, water, sewer interceptor, communications, storm sewer)?</li> </ul>	
<b>Comments:</b>	

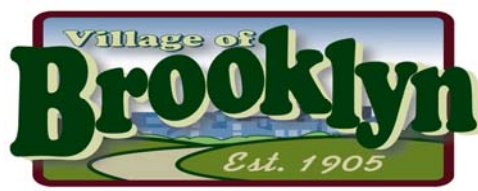


## VILLAGE OF BROOKLYN FEES

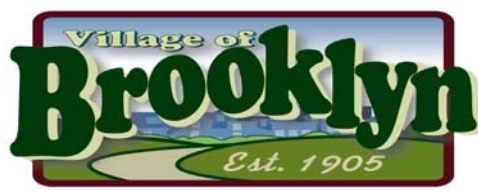
### TYPE OF FEE

Residential Principal Use (One and Two-Family Structures)	\$130.00	Base Fee
Residential Accessory Use (One and Two-Family Structures)	\$65.00	Base Fee
Residential Addition, Alteration or Remodeling (Principal or Accessory)	\$85.00	Base Fee
Commercial Principal Use (Includes Multi-Family)	\$185.00	Base Fee
Commercial Accessory Use (Includes Multi-family)	\$90.00	Base Fee
Commercial Addition, Alteration & Remodeling (Principal or Accessory)	\$125.00	Base Fee
Zoning Permit-Sign (New or Existing)	\$105.00	Base Fee
Written Zoning Verification	\$200.00	Base Fee

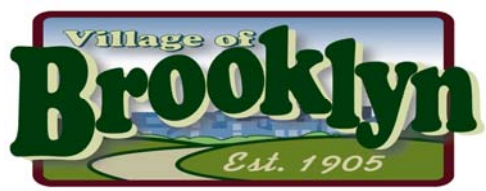
Additional Zoning and Selected Planning Services	Base Fee
Certified Survey Map (CSM)	\$200.00 plus \$40.00/lot
Conceptual Land Division	\$100.00 plus \$40.00/lot
Conditional Use Permit (CUP)	\$450.00



Final Plat	\$200.00 plus \$40.00/lot
Extraterritorial Plat Review	\$200.00 plus \$40/lot
Extraterritorial Zoning Review	\$200.00 plus \$40.00/lot
Joint Conditional Use and Re-Zone	\$500.00
Joint Re-Zone and Certified Survey Map	\$450.00 plus \$40.00/lot
Land Use Plan Amendment	\$350.00
Planned Unit (District) Development (PUD or PDD)	\$325.00
Preliminary Plat	\$200.00 plus \$40.00/lot
Project Concept Review	\$150.00
Project Review	\$225.00
Re-Zone Petition	\$325.00
Site Plan/Plan of Operation	\$175 plus \$0.04/sq ft
Zoning Board of Appeal/Adjustment	\$360.00
Special Planning & Zoning Meeting	\$250.00
*Complex zoning requests that require special consultation or deviation from the normal and expected zoning process, whether covered by a permit fee or not, may be subject to additional fees as reasonably incurred at the discretion of the Village.	

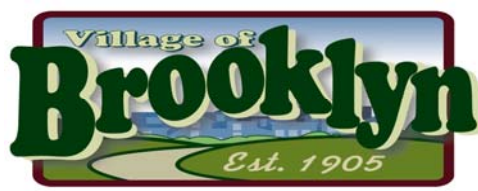


VIOLATIONS & PENALTIES	BASE FEE
Variance Application Review	\$25.00*
Variance Special Meeting	\$100.00*
Zoning Ordinance Change or Amendment	\$25.00*
Zoning Ordinance Special Meeting	\$100.00*
Zoning Ordinance Violation	\$100.00 minimum per offense* \$200.00 maximum per offense*
Wellhead Protection Violation	\$10.00 minimum per offense* \$500.00 maximum per offense*
Home Occupations/Professions in Residential District	\$25.00
Wireless Community System Violation	\$50.00 per day per violation
*Additional costs will be invoiced to the applicant at a later date	
<b>BUILDING INSPECTION PERMITS</b>	
<b>RESIDENTIAL (1&amp;2 FAMILY)</b>	
NEW STRUCTURES:	
Plan Review & Inspections	\$726.00 minimum/0.25 per sq ft (includes elec, plbg, HVAC & Occupancy)
Erosion Control	\$96.80
State Seal	\$35.00
MANUFACTURED & HUD DWELLINGS	\$363.00 plus 0.25/sq ft for attached garage and decks

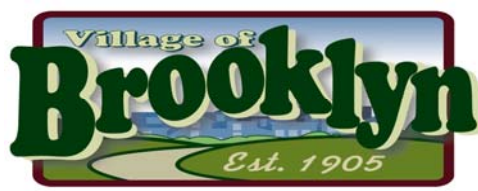


RESIDENTIAL ADDITIONS:	
Plan Review & Inspections	\$181.50 minimum/0.25 per sq ft
Erosion Control	\$60.50
REMODEL/ALTERATIONS:	
Plan Review & Inspections	\$121.00 minimum/0.25 per sq ft
Electrical Only	\$108.90
Plumbing Only	\$96.80
HVAC Only	\$96.80
ACCESSORY STRUCTURES:	\$42.35 minimum
MISCELLANEOUS:	
Detached Garage	\$96.80
Decks	\$121.00 min/0.61 per sq ft
Pools (in ground)	\$211.75
Signs	\$42.35
Fences	\$42.35
EARLY START PERMIT—Residential	\$72.60
RAZING/DEMOLITION	\$60.50



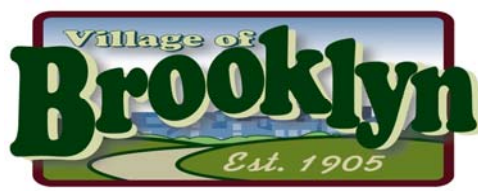


MOVING STRUCTURES	\$302.50 (preliminary inspection)
RE-INSPECTION	\$85.00/hour
<b>COMMERCIAL BUILDING PERMITS</b>	
NEW STRUCTURES & ADDITIONS:	
Plan Review & Inspections (plus mechanicals as needed) Multi-family (3 families or more), restaurants, motels, offices, CBRF. taverns, mercantile, assembly halls, manufacturing & industrial, schools, hospitals, schools institutional, and vehicle repair and storage, etc.	\$90.75 minimum/0.14 per sq ft const 0.06 per sq ft electrical 0.06 per sq ft plumbing 0.05 per sq ft HVAC
Commercial New Construction-Additions-Remodel for Storage Buildings or Shell Buildings (plus mechanicals as needed)	\$96.80 minimum/0.09 per sq ft
REMODEL:	
Plan Review & Inspections (plus mechanicals as needed)	\$96.80 minimum/0.10 per sq ft
PLUMBING ONLY	\$96.80
HVAC ONLY	\$96.80
ELECTRICAL ONLY	\$145.20
EARLY START PERMIT—Commercial	\$181.50
EROSION CONTROL	\$181.50 first acre & 60.50/acre thereafter
RE-INSPECTION FEE	\$85.00/Hour
RAZING/DEMOLITION	\$60.50
MOVING	\$302.50 (preliminary inspection)



<b>EROSION CONTROL PLANS</b>	
SMALL PROJECTS (< 20,000 sq ft soil moved)	\$350.00
MEDIUM PROJECTS (site less than 2 acres, doesn't need EC Plan Checklist)	\$500.00
LARGE PROJECTS (> 2 acres—< 5 acres)	\$750.00
MAJOR PROJECTS (> 5 acres)	\$1,000.00 estimated at application; pays all Village costs with balance refunded if < \$1,000.00)

<b>SEWER CONNECTION FEES</b>			
<i>Per Residential</i>		<i>Commercial/Industrial/Institutional</i>	
1 unit	\$3,215.00	¾" & 5/8 "	\$3,215.00
2 unit	\$6,430.00	1"	\$5,000.00
3 unit	\$9,645.00	1¼"	\$8,750.00
4 unit	\$12,860.00	1½"	\$8,750.00
5 unit	\$16,075.00	2"	\$12,500.00
6 unit	\$19,290.00	3"	\$20,000.00

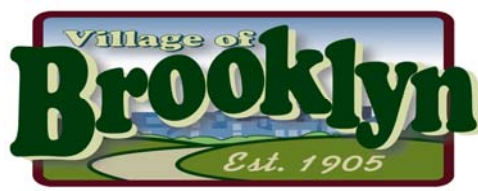


		Larger to be determined by Board
Any structure larger than a 6 unit residential, \$3,215.00/unit for first 6 units.		
For each additional unit, 1 bedroom at \$800.00 and each additional bedroom, \$400.00/bedroom.		

SEWER SURCHARGE RATES	
BOD (over 250 mg/l)	\$0.76
TSS (over 250 mg/l)	\$0.48
TKN (over 40 mg/l)	\$1.74
TP (over 7 mg/l)	\$11.20

**CHAPTER 111-28: DEDICATION OF LANDS FOR PARKS AND PLAYGROUNDS**

District	Units	Per Lot
R-SL, SM, SH	1	\$1,400.00
R-T	2	\$2,800.00
R-M	4	\$5,600.00
B-G, B-N	2	\$1,400.00
If the Subdivider of a lot designated R-M, B-G, or other residential zoning desires to build more units on the lot than is set forth on the above schedule, the developer shall pay the \$1,400.00 for each unit in excess of that listed on the schedule. Residential units approved on lots in other residential zoning districts shall also be assessed \$1,400.00 per unit.		



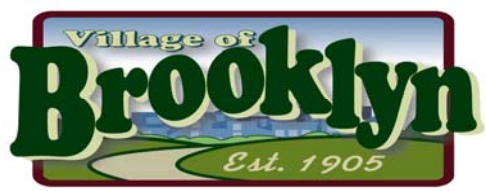
<b>NATURAL LAWN PERMIT</b>	<b>\$300.00</b>
One-time fee for owner of Property - non-transferrable	

**WATER IMPACT FEES**

The impact fees for the installation of water service to a property are calculated as follows:

Equivalent Service Method  
Meter Size and Fee:

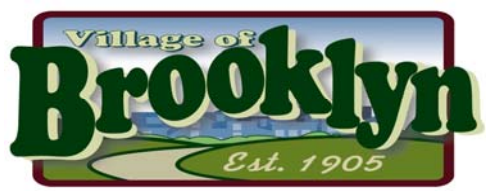
Size	Conversion Factor	2016	2017	2018	2019
5/8 " & 3/4"	1	1,039	1,043	1,046	1,048
1"	1.3	1,350	1,356	1,360	1,362
1¼"	1.7	1,766	1,773	1,778	1,781
1½"	2	2,077	2,085	2,092	2,095
2"	3	3,116	3,128	3,138	3,143
3"	4	4,155	4,171	4,184	4,190
4"	5	5,193	5,214	5,229	5,238
6"	6	6,232	6,256	6,275	6,285



**WATER & SEWER RATES**

Base Rate		Water	Sewer
Meter Size:	5/8 "	\$9.25	\$43.00
	1"	12.00	51.90
	1½"	15.00	218.71
	2"	30.00	229.83
	3"	65.00	455.95

Plus Volume Charge:	Water
	First 2,000 Cu Feet each month= \$2.66/100 Cu Ft
	Next 2,000 cu. Feet each month=\$2.40/100 Cu Ft
	Next 4,000 or more Cu Feet each month=\$1.50/100 Cu Ft
Plus Volume Charge:	Sewer
	\$6.75/100 Cu Foot



**OFFICE USE ONLY**

<b>Date Received:</b>	<b>By:</b>	<b>Parcel #:</b>
<b>Referred To:</b>	<b>Fee: \$</b>	<b>Check#</b> <input type="checkbox"/> <b>Paid</b>

**OFFICE USE ONLY – MATERIALS SENT TO:**

<b>Date Sent:</b>	<b>Return By:</b>
<b>Zoning Administrator</b>	
<b>Building Inspector</b>	
<b>Public Works</b>	
<b>Police Department</b>	
<b>Fire Inspector</b>	
<b>EMS</b>	
<b>Village Engineer</b>	
<b>Village Attorney (as needed)</b>	

**APPROVALS**

**Plan Commission Meeting Date:**

**Your Request has been:**  
 **Approved**    **Not Approved**    **Approved with conditions**

**Village Board Meeting Date:**

**Your Request has been:**  
 **Approved**    **Not Approved**    **Approved with conditions**