TOWN OF WYOMING

PLAN COMMISSION

SUBMITTAL PACKAGE

PART ONE – GENERAL INFORMATION

DATE SUBMITTED\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

LAND OWNER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­\_\_\_\_

MAILING ADDRESS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PROJECT ADDRESS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PHONE NUMBER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

LEGAL DESCRIPTION Section \_\_\_\_\_\_ Town \_\_\_\_\_\_N

Range \_\_\_\_\_\_E \_\_\_\_\_1/4 \_\_\_\_\_1/4

PART TWO – REQUEST

(Please check all appropriate boxes.)

[ ] Rezone [ ] Land Division [ ] Conditional Use Permit

[ ] Driveway - Access [ ] Driveway - Internal [ ] Building Siting

[ ] Signage [ ] PCD Modification [ ] Other (Please Explain)

PART THREE – PROPOSAL DETAILS

Please provide the following:

1. Complete description of request.
2. (a) A conceptual site plan (8 ½ x 11).

(b) A topographical map showing existing areas of vegetation and existing conditions such as wetlands or floodplains.

(c) Clear photos are helpful.

(d) Note any unique characteristics such as spots of historical significance.

(e) If your property falls within Lower Wisconsin State Riverway Boundary (LWSR), your project may be subject to additional review by the LWSR Board.

1. Names and addresses of all land owners contiguous to the property for which the request is being submitted, including neighboring landowners directly across roads, if applicable. The Commission may request additional names and addresses be provided for purposes of notification depending on the significance of the proposal.
2. Describe efforts made to minimize the visual impact of the project.
3. Details of proposed zoning changes and/or conditional uses, if any.
4. Project timetable.
5. Traffic impact and internal circulation projections.
6. Erosion control plan.
7. Post-construction drainage plan.
8. Utility services: sewer, water, and electric.
9. Signage plan, if any. (See Town of Wyoming Sign Ordinance).
10. Multiple copies of the submittal package (number of copies equals 10 plus the number of contiguous landowners) mailed or delivered to the Chairperson of the Planning Commission NO LESS THAN TWO WEEKS prior to the Plan Commission meeting date. Include the appropriate fee in the form of a check or money order made out to "Town of Wyoming." See fee schedule.
11. Dates and times when you would be available to show the property to the Commission.