



# TOWN OF GRAFTON ADVISORY DISCUSSION REQUIREMENTS

1102 Bridge Street  
P.O. Box 143  
Grafton, WI 53024  
(p): 262-377-8500  
(f): 262-377-0332  
Website: [www.town.grafton.wi.us](http://www.town.grafton.wi.us)

---

**In order for an application to be complete, the following items are required at the time of submittal:**

*(Please note that if any one element is not included, the application is considered incomplete. Incomplete applications are subject to all application deadlines and may be postponed to the next agenda if submittal deadlines are not met.)*

- Signed, completed Advisory Discussion Application Form
- Signed, completed Advisory Discussion Requirements Checklist
- Thirty (30) copies of the submittal package, submittal requirements include, but are not limited to:
  - o Site narrative, as described below
  - o Plan set for existing and proposed conditions, as described below
- Electronic copy of entire submittal package

---

**In addition to the material submittal requirements, each application must address the following elements:**

- Review the Town Code requirements corresponding to the corresponding type of application and provide the proper information (checklists for each type of application are available at the Town Hall). While Staff understands that at the Advisory Discussion level the full engineering and layout of the site may not be complete, the more information provided to the Town, the more guidance provided to the applicant.

Types of applications include:

- o Rezoning – Town of Grafton Code of Ordinances Section 9.1.3
- o Conditional Use Permit – Town of Grafton Code of Ordinances Section 9.1.4
- o Land Division – Town of Grafton Code of Ordinances Title 9 – Land Use Regulation Chapter 2 – Land Division
  - Certified Survey Map – Section 9.2.3
  - Town Plat/State Subdivision – Section 9.2.4 and Section 9.2.5

*The Town of Grafton Code of Ordinances is available online and for purchase at the Town Hall.*

**At a minimum, the application must provide the following information:**

- A narrative describing the intent for the site.
- A drawing (at a scale not less than one (1) inch equals one hundred (100) feet) of the existing site conditions, including lot lines and building location.
- A drawing (at a scale not less than 1 inch equals 100 feet) of the proposed site conditions, including all setbacks as required by zoning. The following shall be shown, as applicable:
  - o Topographic mapping at not less than ten-foot contour intervals (available at the Ozaukee County offices, as listed below).
  - o Soil characteristics or interpretations secured from soil maps prepared by the USDA, Soil Conservation Service (SCS) and/or monitoring boring data (available at the Ozaukee County offices, as listed below).
  - o The limits of woodland cover and wetlands on the entire parcel.
  - o Location of lakes, ponds, streams or kettles, standing water and designated floodplains on the parcel.
  - o Areas of steep or severe slope conditions, high water table conditions, potential drainage and erosion problems.
  - o Existing and proposed access from the parcel to adjacent streets, roads or properties.

- Proposed street location and width.
- Proposed lots including size to the nearest one-tenth acre.
- Existing zoning of property within five hundred (500) feet of the property (zoning maps available for purchase at the Town Hall or on the Town’s website).
- Any other pertinent information useful to the plan commission in its determination of the developability of the parcel.
- Environmental corridors which shall be delineated on the sketch plan.
- Proposed building location, as applicable.

For a Conditional Use Permit, the following information must also be included:

- Type of structure.
- Proposed operation or use of the structure or site.
- Number of employees.
- As applicable, information required from the Town of Grafton Code of Ordinances:
  - Section 9.1.5 Parking, Loading, Driveways and Access
  - Section 7.6 Signs
  - Section 9.1.7 Modifications

*Following review and comment by the Town Staff of the concept plan, the Plan Commission shall offer opinions and make recommendations regarding the next action that should take place. Such review of the concept plan shall not be deemed an approval of the layout and design as proposed.*

**Site and topographical mapping is available through:**

Ozaukee County Planning, Resources & Land Management Department  
 Director: Andy Holschbach  
 Administration Center • P.O. Box 994  
 121 W. Main St. • Port Washington, WI 53074-0994  
 Local Phone: (262) 284-8270 Metro Phone: (262) 238-8313  
 Fax: (262) 284-8278 Metro Fax: (262) 238-8367

**REVIEW TIMELINE**

*Initial Application*

Staff reports for the initial review will be available to the applicant on the Friday before the Plan Commission meeting. Staff reports will be emailed or faxed to the applicant. Please specify the preferred method of delivery.

*Subsequent Application*

Depending on the level of effort required for a subsequent review, Staff Reports or Staff Approval Reports will be available two (2) weeks after receipt of the complete application.

**SUBSEQUENT REVIEW**

Staff will complete a review of the initial application and generate a Staff Report. If all Town Code, Ordinance and Standard requirements have been met, Staff will issue an approval report. If there are outstanding items that need to be addressed, Staff will generate a punchlist of items that must be addressed prior to approval and issuance of a conditional use permit.

Please note that a review of punchlist items is a subsequent application and requires a formal submittal to the Town. The applicant should fill out a new Advisory Discussion Application form, with the Nature of Request marked as Staff review

of punchlist items. On the back side of the application form, the applicant should check the Advisory Discussion under Subsequent Application and submit the form to the Town Clerk with the required fee, as well as payment of all outstanding fees.

Once the revised submittal package, application form and fee are submitted to the Town Clerk, she will forward the package to Staff for review. If all punchlist items are addressed, Staff will issue an Approval Report. If the punchlist items have not been addressed, another punchlist will be generated and an additional subsequent application required.

All remaining escrow will be refunded with the Town's receipt of final billing after the Approval Report has been generated.

---

#### ESCROW, FEES AND SPECIAL CHARGE

The Town of Grafton employs staff who aid in the review of each application. Staff members include (but are not limited to) the Town Clerk, Building Inspector, Administrative Assistants, Engineers, Planners and Lawyers. Professional Service Staff members bill on an hourly basis, and range from \$55/hour for a staff level technician to \$125/hour for senior staff. Each application requires review by several staff members. It is the responsibility of the applicant to pay for the time spent reviewing his/her application. It is at the discretion of the Town what level of effort is required by each individual staff member in order to conduct a complete review. The Town, at its sole discretion, shall be empowered to impose a special charge for the amount of said review cost, payable with the next succeeding tax roll.

---

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

Date: \_\_\_\_\_