



# TOWN OF GRAFTON LAND USE PLAN MAP AND COMPREHENSIVE PLAN: 2035 AMENDMENT APPLICATION 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.)*

**INITIAL APPLICATION** (or any time the item appears on a meeting agenda):

- Pre-Application meeting minutes, with all applicable submittal requirements
- Signed, completed Land Use Plan Map and Comprehensive Plan: 2035 Amendment Application Form
- Signed, completed Land Use Plan Map and Comprehensive Plan: 2035 Amendment Requirements Checklist
- Thirty (30) copies of the submittal package, submittal requirements include, but are not limited to:
  - o Site narrative including information from the list below specifically stating the requested use
  - o Plan set for existing and proposed conditions, as described below (thirty (30) 11x17 copies and three (3) full-sized plan sets)
- Electronic copy of entire submittal package
- Formal letter requesting a Plan Commission waiver of any and all requirements not met (as applicable)

**SUBSEQUENT APPLICATION** (Staff review of punchlist items):

- Signed, completed Land Use Plan Map Amendment Application Form
- Signed, completed Land Use Plan Map Amendment Requirements Checklist
- Five (5) copies of the submittal package, submittal requirements include, but are not limited to:
  - o Site narrative including information from the list below specifically stating the requested use
  - o Plan set for existing and proposed conditions, as described below
- Electronic copy of entire submittal package
- Additional items as required by Staff Report

---

When applying for a Land Use Plan Map and Comprehensive Plan: 2035 Amendment, please review the following documents:

- Town of Grafton Code of Ordinances – specifically:
  - o Title 9, Chapter 1 – Zoning
- Town of Grafton Land Use and Transportation Plan
- Town of Grafton Comprehensive Plan: 2035

ALL applications for a land use plan map amendment must include the following information:

- Name and addresses of:
  - o Applicant
  - o Owner of the site

*NOTE: If the applicant and property owner are not the same entity, the applicant shall submit a letter from the property owner acknowledging the application for and concurring with the proposed land use plan map and Comprehensive Plan: 2035 amendment*

  - o Architect, professional engineer or contractor.
- Description of the Subject Site by lot, block and recorded subdivision or by metes and bounds.
- Address of the subject site.
- Type of structure.
- The zoning district within which the subject site currently lies.
- The land use plan district within which the subject site currently lies.
- The land use plan district within which the applicant proposes that the site lie.

- A narrative explanation of the reason and nature of the request for the amendment.
- Traffic information if the proposed use may generate more trips per day than the planned use.
- Additional Information as may be required by the Town Plan Commission, Town Engineer, Town Planner, Building, Health, or Plumbing Inspectors.

*Requirements specific to each zoning district are outlined in Section 9.1.3 of the Town of Grafton Code of Ordinances (Title 9, Chapter 1).*

For Staff review of the application, include the following information with evidence of meeting the minimum requirements for:

- Lot width and area.
- Building height and area.
- All setbacks including front, rear and side yards.

The following Sections of the Zoning Code may also need to be reviewed as a part of the rezoning application:

- Section 9.1.5 Parking, Loading, Driveways and Access
- Section 7.6 Signs
- Section 9.1.7 Modifications

If the land use plan map amendment application will include land disturbing construction activities, the applicant should consult Town of Grafton Code of Ordinances Title 7, Chapter 15. If the project falls under the jurisdiction of this ordinance, the following may be required:

- Soil Erosion Control Permit.
- Stormwater Management Plan, or evidence that no stormwater management plan is required.

In addition to the Town of Grafton, extraterritorial reviews include, but are not limited to, the following agencies:

- Village of Grafton
- City of Mequon
- Village of Saukville
- City of Cedarburg
- City of Port Washington
- Ozaukee County Land, Planning, Resources and Land Management (shoreland zoning)
- Ozaukee County Highway Department (access off of a County road)
- Wisconsin Department of Natural Resources (WDNR)
- Wisconsin Department of Transportation (WisDOT) (access off of a State road)

Review of the land use plan map amendment application and appearance before the Plan Commission or Board of Supervisors is subject to the payment of all fees (Section 1.3).

## 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 Land Use Plan Map and Comprehensive Plan: 2035 Amendment 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 Land Use Plan Map and Comprehensive Plan: 2035 Amendment Review 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.

A Staff Approval Report is required prior to approval. 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: \_\_\_\_\_