



TOWN OF GRAFTON PRE-APPLICATION MEETING APPLICATION

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

A separate application form must be completed each time a meeting with Town Professional Staff is requested. *If submitting applications via facsimile, please send copies of the front and back of the application.*

Application forms and fees must be submitted to the Town Clerk prior to scheduling a date and time for a meeting with Town Professional Staff. Please contact the Town Clerk for submittal deadlines. The applicant should also request the applicable submittal checklists and application forms to review prior review prior to the pre-application meeting.

All applicants requesting to be placed on the Plan Commission agenda must meet with the Town Professional Staff or designee in a pre-application conference prior to being placed on the agenda. If it is determined by the Town Professional Staff that the preliminary application is sufficient and adequate information is provided, a written application and the required plan and information shall be submitted to the Town Clerk. The application will be placed on the next available Plan Commission agenda subject to established submittal time limits. *Please note that a pre-application conference must take place and revisions per Staff comments be completed prior to the submittal deadline in order for materials to be submitted to the Town Clerk on time. Please see the Town Clerk for submittal deadlines.*

To ensure the productivity of the Pre-Application Meeting the applicant should bring:

- Appropriate Professional Staff (i.e. Surveyor, Design Engineer, Architect, Project Manager, etc.)
- Available application materials (i.e. site plan, land division, architectural plans, aerial maps, etc.)
- Application forms and submittal checklists for the appropriate type of submittal

The applicant should also review the appropriate section of the Town of Grafton Code of Ordinances and ensure the proposed application meets the specifications and intent of said ordinances.

If the applicant requires additional guidance from Town Staff prior to submitting a formal application to the Town, he may alternatively choose to attend Town Staff Office Hours. Please see the Town Clerk if you have any questions regarding which type of meeting you should request.

Available dates and times for pre-application meeting:

_____ (Date) _____ (Time)

_____ (Date) _____ (Time)

_____ (Date) _____ (Time)

_____ (Date) _____ (Time)

Upon submittal of the Pre-Application Meeting Application form and applicable fees, the Town Clerk will contact the applicant with the availability of Town Professional Staff to schedule the pre-application meetings.

Application for _____
(Please indicate whether the application is for a conditional use permit, land division, rezone, site plan approval, etc.)

Name of Project: _____

Tax Key No.: _____

Street Address: _____

Existing Use: _____ Proposed Use : _____

Landowner of Record: Name: _____
Address: _____
Phone Number: _____ Fax Number: _____
Email Address: _____

Applicant:
(if different than owner) Name: _____
Address: _____
Phone Number: _____ Fax Number: _____
Email Address: _____

Application/Agenda Fees:

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. The applicant will typically be billed for the hourly rates charged by the following staff members:

<i>Engineer</i>	<i>\$94/hour</i>
<i>Planner</i>	<i>\$95/hour</i>

Application Fees

Escrow Required

Pre-Application Meeting \$500

****NOTE: All remaining escrow will be refunded to the applicant upon payment of all invoices. The Town of Grafton reserves the right to deny an applicant an appearance at Town meetings due to insufficient funds.****

TOTAL AMOUNT RECEIVED: _____

Signature of Applicant: _____

Date: _____

Contact Information:

Please direct all correspondence to the Town Clerk. The Clerk shall direct applicants to Town Staff as required.

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

Town Clerk
Jessica Schmidt
clerk@townofgrafton.org

Deputy Clerk/Administrative Assistant
Lila Schwan
deputyclerk@townofgrafton.org