



# TOWN OF GRAFTON SITE PLAN 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](http://www.town.grafton.wi.us)

A separate application form must be completed each time the issue appears before the Town Plan Commission or Town Board of Supervisors. A separate application form must also be completed each time Staff review of punchlist items is required. All information is required for each application. *If submitting applications via facsimile, please send copies of the front and back of the application as well as the front and back of the checklist (as applicable). Applications received without signature and all required information are considered incomplete and will not appear on the agenda or be reviewed by Staff.*

Applications for Agendas with attached submittals are due at least **15 days** prior to each meeting. Incomplete applications will not appear on the Town's agenda. A completed and signed Site Plan Requirement Checklist must accompany the application indicating that all of the required information has been attached, as well as thirty (30) copies of all documentation. In addition, an electronic copy of all submittal information is also required. Please see the Site Plan Requirements Checklist for additional submittal guidelines.

**Pre-application Conference:** All applicants requesting to be placed on the Planning Commission agenda should consider meeting 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 15-day deadline in order for materials to be submitted to the Town Clerk on time.*

Nature of Request:

- Pre-application Conference: Date \_\_\_\_\_
- Planning Commission Agenda Application: Date \_\_\_\_\_ (1<sup>st</sup> Wed. of Each Month)
- Staff review of punchlist items

Name of Project: \_\_\_\_\_

Tax Key No.: \_\_\_\_\_

Location (lot/block, attach legal): \_\_\_\_\_

Street Address: \_\_\_\_\_

Existing Zoning: \_\_\_\_\_ Proposed Zoning : \_\_\_\_\_

*\*Zoning changes require an application for rezoning and are not accommodated as a part of this application*

Landowner of Record: Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Applicant: Name: \_\_\_\_\_

(if different than owner) Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Engineer: Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Surveyor: Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Project: \_\_\_\_\_

**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:*

*Engineer \$94/hour  
Planner \$95/hour*

**Application Fees**

	Escrow Required	Fees Expected
<input type="checkbox"/> Pre-Application Meeting	\$500	\$300

**Initial Application**

<input type="checkbox"/> Town Administration Fee \$150		
	Escrow Required	Fees Expected
<input type="checkbox"/> Site Plan Review	\$1,500	\$1,000
<input type="checkbox"/> Storm Water Management Plan Review	\$1,500	\$1,000

**\*\*NOTE: The Town of Grafton reserves the right to deny an applicant an appearance at Town meetings due to insufficient funds.\*\***

**Subsequent Applications**

<input type="checkbox"/> Town Administration Fee \$50		
<input type="checkbox"/> Account Balance \$ _____		
	Escrow Required	Fees Expected
<input type="checkbox"/> Site Plan Review	\$1,000	\$750
<input type="checkbox"/> Storm Water Management Plan Review	\$500	\$350

*Subsequent reviews include Staff time required to review the completion of punchlist items generated from an appearance before the Plan Commission or Town Board. Subsequent applications shall be submitted to the Town Clerk with proper payment.*

**\*\*NOTE: All remaining escrow will be refunded to the applicant upon payment of all invoices.\*\***

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