

Petition and Checklist for Special Exception Permit

To the Town Board and Planning Commission of the Town of St. Croix Falls, Polk County, Wisconsin:

I, the undersigned, being owner/owner's agent of all the area herein described, hereby petition the Town Board of the Town of St. Croix Falls, Wisconsin, for a Special Exception Permit as authorized by the Town of St. Croix Falls Zoning Ordinance for the following described property.

Owner: _____ (Signature)	Agent: _____ (Signature)
Name: _____ Address: _____ _____ (City, Town) (State) (Zip)	Name: _____ Address: _____ _____ (City, Town) (State) (Zip)
Telephone No.: _____ Email Address: _____	Telephone No.: _____ Email Address: _____

For Town Use Only:	Date Filed: _____
Received By: _____	Fee Paid: _____

More information may be requested by the Planning Commission or Town Board if deemed necessary to properly evaluate your request. The lack of information requested by this form may in itself be sufficient cause to deny the petition. If you have any questions regarding the procedure, please contact the Town Planner or the Zoning Administrator.

LEGAL DESCRIPTION OF THE PROPERTY (ATTACH ADDITIONAL SHEETS IF NECESSARY):

Lot No.	Block No.	Subdivision	or Government Lot # _____, _____ 1/4
of the _____ 1/4, of Section _____ T _____ N, R _____ W, Town of St. Croix Falls, Wisconsin			
Tax #	Area in Acres	Volume	Page# _____ Polk County Register of Deeds

PRESENT IMPROVEMENTS ON THE LAND (DESCRIBE):

<input type="checkbox"/> Zoning District	Present Use
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I have requested this Special Exception Permit for the purpose of:

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	Included (Indicate Included with <input checked="" type="checkbox"/> or N/A)	Received (For Town Use Only)
<input type="checkbox"/> General Submission Requirements for all Applications		<input type="checkbox"/>
<input type="checkbox"/> Existing Conditions Map/Certificate of Survey including:		<input type="checkbox"/>
• acres, boundary lines, distances and bearings	<input type="checkbox"/> N/A	
• easements and right-of-way	<input type="checkbox"/> N/A	

		Included (Indicate Included with <input checked="" type="checkbox"/> or N/A)	Received (For Town Use Only)
<input type="checkbox"/>	• existing structures, building heights, floor area, entrances	<input type="checkbox"/> N/A	
<input type="checkbox"/>	• existing vegetation and existing topography	<input type="checkbox"/> N/A	
<input type="checkbox"/>	• wetlands, creeks, and ponds (type of wetland, determination of public or private waters)	<input type="checkbox"/> N/A	
<input type="checkbox"/>	• shoreland classifications, depict Ordinary High Water Mark and 100-year flood elevation); elevation of groundwater	<input type="checkbox"/> N/A	
<input type="checkbox"/>	• abutting land uses, zoning district, and all structures within 1,320 feet of the site	<input type="checkbox"/> N/A	
<input type="checkbox"/>	Site Plan		<input type="checkbox"/>
<input type="checkbox"/>	• Site Plan showing the area involved, its location, dimensions, and the location and existing use of all properties; including structures, within five hundred (500) feet of the area proposed. The location of the wells, bodies of water, and any water course within one thousand (1,000) feet of any proposed improvement. (Any parcel under twenty acres, or where a building is proposed to be closer than seventy-five (75) feet from a lot line or district boundary must be accompanied by a Certified Survey)	<input type="checkbox"/> N/A	
<input type="checkbox"/>	• Building location and setbacks, site and operation plans of the proposed use	<input type="checkbox"/> N/A	
<input type="checkbox"/>	• Parking lot layout, including calculation of total number of stalls based on _____ usage, and circulation plans	<input type="checkbox"/> N/A	
<input type="checkbox"/>	• Sewage Disposal Plans	<input type="checkbox"/> N/A	
<input type="checkbox"/>	• Signage location depicting size and type of sign. Signage design is very important in all districts. Trees and shrubs help to integrate conspicuous, free-standing signs into the landscape, softening their larger scale	<input type="checkbox"/> N/A	
<input type="checkbox"/>	• Lighting location depicting size, intensity (as demonstrated by a photometric plan) and type of lighting	<input type="checkbox"/> N/A	
<input type="checkbox"/>	• Garbage and trash container location and method of screening	<input type="checkbox"/> N/A	
<input type="checkbox"/>	• Sidewalk/trail alignment, location, size, and specifications	<input type="checkbox"/> N/A	
<input type="checkbox"/>	• Access to parcel, location of medians, and driveways within 1,200 feet of property	<input type="checkbox"/> N/A	
<input type="checkbox"/>	• Proposed street location and right-of-way, driveway width, and radii	<input type="checkbox"/> N/A	
<input type="checkbox"/>	• Outlot locations, common land area	<input type="checkbox"/> N/A	
<input type="checkbox"/>	• Project phasing	<input type="checkbox"/> N/A	
<input type="checkbox"/>	• Gross Floor Area including a breakdown of floor areas for types of uses (i.e., office warehouse, manufacturing)	<input type="checkbox"/> N/A	
<input type="checkbox"/>	• Floodplain and shoreland setbacks if applicable	<input type="checkbox"/> N/A	
<input type="checkbox"/>	• Lot size range/average lot size	<input type="checkbox"/> N/A	
<input type="checkbox"/>	• Evidence of DNR, Watershed, Army Corp of Engineers, Historical/Archeological Society review or permit requirements	<input type="checkbox"/> N/A	
<input type="checkbox"/>	• Evidence of protection against impact upon sensitive environmental features and scenic area or vistas	<input type="checkbox"/> N/A	
<input type="checkbox"/>	• Location of all proposed structures and buildings, sited so that obstruction of views from public ways will be minimized	<input type="checkbox"/> N/A	
<input type="checkbox"/>	Grading and Drainage Plan		<input type="checkbox"/>
<input type="checkbox"/>	• Location of all proposed structures and buildings, sited so that obstruction of views from public ways will be minimized	<input type="checkbox"/> N/A	
<input type="checkbox"/>	• Property lines	<input type="checkbox"/> N/A	
<input type="checkbox"/>	• Grading limits	<input type="checkbox"/> N/A	
<input type="checkbox"/>	• Existing contours with spot grades at two-foot intervals to mean sea level datum within 100 feet of the property	<input type="checkbox"/> N/A	
<input type="checkbox"/>	• Proposed contours at two-foot intervals to mean sea level datum within 100 feet of the property. Provide cut and fill quantities	<input type="checkbox"/> N/A	
<input type="checkbox"/>	• Finished floor elevation	<input type="checkbox"/> N/A	

		Included (Indicate Included with <input checked="" type="checkbox"/> or N/A)	Received (For Town Use Only)
<input type="checkbox"/>	• Proposed building, auxiliary structures, parking areas, and roads	<input type="checkbox"/> N/A	
<input type="checkbox"/>	• Significant trees lost and preserved with development	<input type="checkbox"/> N/A	
<input type="checkbox"/>	• Means of protection of trees to be preserved (i.e., snowfence, tagging)	<input type="checkbox"/> N/A	
<input type="checkbox"/>	• Erosion control location and type, and erosion prevention plans during and after construction	<input type="checkbox"/> N/A	
<input type="checkbox"/>	• Location of 100-year floodplain, lakes, creeks, or ponds, with Normal Ordinary High Water Mark	<input type="checkbox"/> N/A	
<input type="checkbox"/>	• Worksheet showing cut and fill balance to indicate grading feasibility of the project as proposed	<input type="checkbox"/> N/A	
<input type="checkbox"/>	• Floodplain/wetland limits and extent of alteration	<input type="checkbox"/> N/A	
<input type="checkbox"/>	• Evidence of DNR, Army Corps of Engineers, Historical/Archeological Society involvement/review or permit requests	<input type="checkbox"/> N/A	
<input type="checkbox"/>	• Stormwater runoff calculation	<input type="checkbox"/> N/A	
<input type="checkbox"/>	Utility Plan		<input type="checkbox"/>
<input type="checkbox"/>	• Property lines	<input type="checkbox"/> N/A	
<input type="checkbox"/>	• Proposed building, auxiliary structure, parking areas, and roads	<input type="checkbox"/> N/A	
<input type="checkbox"/>	• Existing and proposed utility line location, type and size	<input type="checkbox"/> N/A	
<input type="checkbox"/>	• Proposed utility mains and laterals, location, type and size	<input type="checkbox"/> N/A	
<input type="checkbox"/>	– Storm sewer	<input type="checkbox"/> N/A	
<input type="checkbox"/>	– Sanitary sewer/septic system plan	<input type="checkbox"/> N/A	
<input type="checkbox"/>	– Water (if applicable)	<input type="checkbox"/> N/A	
<input type="checkbox"/>	• Proposed hydrant locations (if applicable)	<input type="checkbox"/> N/A	
<input type="checkbox"/>	• Utility easement locations	<input type="checkbox"/> N/A	
<input type="checkbox"/>	• Soil borings, percolation test results and recommendations per lot	<input type="checkbox"/> N/A	
<input type="checkbox"/>	Landscape Plan		<input type="checkbox"/>
<input type="checkbox"/>	• Building, paved areas, fences, walls, parking lot, loading areas, service roads	<input type="checkbox"/> N/A	
<input type="checkbox"/>	• Existing and proposed contours and berming at two-foot contour intervals to mean sea level datum	<input type="checkbox"/> N/A	
<input type="checkbox"/>	• Location, type, and size of existing plant material. Color render for presentation	<input type="checkbox"/> N/A	
<input type="checkbox"/>	• Significant plant material lost and preserved with development. Color render for presentation	<input type="checkbox"/> N/A	
<input type="checkbox"/>	• Location, type, size, and number of proposed plant materials. Color render for presentation	<input type="checkbox"/> N/A	
<input type="checkbox"/>	• Areas to be seeded, sodded, or left undisturbed	<input type="checkbox"/> N/A	
<input type="checkbox"/>	• Method of screening parking areas, loading areas, and rooftop mechanical units, including site lines illustrating effectiveness of screening	<input type="checkbox"/> N/A	
<input type="checkbox"/>	• Legend, plant list, key, and a descriptive narrative of each plant species suitable to support the planting design	<input type="checkbox"/> N/A	
<input type="checkbox"/>	• Location of 100-year floodplain, lakes, creeks, and ponds with Normal Ordinary High Water Mark	<input type="checkbox"/> N/A	
<input type="checkbox"/>	• Location of and height of retaining walls with details of construction	<input type="checkbox"/> N/A	
<input type="checkbox"/>	• Identify all slopes in excess of 3:1, existing and proposed	<input type="checkbox"/> N/A	
<input type="checkbox"/>	Architectural Plans		<input type="checkbox"/>
<input type="checkbox"/>	• Architectural plans should demonstrate an integration with the existing rural character of a site and its neighboring context	<input type="checkbox"/> N/A	
<input type="checkbox"/>	• Rural character in this context is determined by the review of visual images, physical site characteristics and aesthetics of the existing landscape	<input type="checkbox"/> N/A	
<input type="checkbox"/>	• Refer to the forward for further understanding of the Township's intent	<input type="checkbox"/> N/A	