

# Application for a Special Exception Permit

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

Owner		Agent	
Name:		Name:	
Address:		Address:	
Home Phone:		Home Phone:	
Work Phone:		Work Phone:	
Cell Phone:		Cell Phone:	
Email:		Email:	

Legal Description:			
Parcel Number:			
Parcel Size:		CSM#:	
Zoning District:		Present Use:	

Please circle one of the options below and complete the necessary sections on the following forms.

<b>Using the Existing Building (Complete Form A-Section 1)</b>	<b>Making Structural Alterations to Existing Building (Complete Form A-Section 1 &amp; 2)</b>	<b>New Construction or Expansion of Existing Building (Complete Form b)</b>
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*I, the undersigned, being owner/owner's agent of all the area herein described, hereby petition to the Town Board of the Town of St. Croix Falls, Wisconsin for a Special Exception Permit.*

*I declare that this application (including any accompanying schedule) has been examined by me and to the best of my knowledge and belief it is true, correct and complete. I also understand that additional permits from the State, County, Town Building Inspector or additional governmental agencies may be needed and it is solely the obligation of the applicant to obtain all necessary permits.*

Signature of applicant/agent:		Date:	
Town authorized signature:		Date:	
<i>For Town Use Only</i>			
Date Filed:			
Received by:			
Comments:			
Approved on:	Denied on:		

Please list names and complete mailing addresses of adjoining property owners.

Name	Mailing Address	Property Address

Complete application and payment must be received by the third Thursday of the month to be on the following months Plan Commission agenda. Applications deemed incomplete or missing information will not be placed on the agenda.

**NOTE:** This application will not be processed until all information required has been provided. Once we receive your application. It takes at least \_\_\_ weeks to process your application. You will receive a notice by mail, indicating when the hearing will take place. The applicant or a representative should attend the hearing.

The Plan Commission members will receive information regarding your request before the scheduled hearing date. Decisions by the Town Board are generally made one week following the applicant's hearing. The Town Board has the authority to establish conditions as deemed necessary. If the Town Board approves your project, you will then need to obtain a building permit.

**CHECK WITH OTHER REGULATING AGENCIES FOR ADDITIONAL REGULATIONS, PERMITS OR LICENSING THAT MAY BE REQUIRED.**



**Form B**  
**New Construction or Expansion of Existing Building**

		<i>Town Use Only</i> Check if Received
<b>Section 1: Existing Conditions Map/Certificate of Survey including:</b>		
	<ul style="list-style-type: none"> <li>• Acres, boundary lines, distances and bearings</li> </ul>	
	<ul style="list-style-type: none"> <li>• Easements and right-of-way</li> </ul>	
	<ul style="list-style-type: none"> <li>• Existing structures, building heights, floor area, entrances</li> </ul>	
	<ul style="list-style-type: none"> <li>• Existing vegetation and existing topography</li> </ul>	
	<ul style="list-style-type: none"> <li>• Wetlands, creeks and ponds (type of wetland, determination of public or private waters)</li> </ul>	
	<ul style="list-style-type: none"> <li>• Shoreland classifications, depict ordinary High Water Mark and 100-year flood elevation); elevation of groundwater</li> </ul>	
	<ul style="list-style-type: none"> <li>• Abutting land uses, zoning district and all structures within 1,320 feet of the site</li> </ul>	
<b>Section 2: Site Plan</b>		
	<ul style="list-style-type: none"> <li>• Site Plan showing the areas involved, its location, dimensions, and the location and existing use of all property's; 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)</li> </ul>	
	<ul style="list-style-type: none"> <li>• Building location and setbacks, site and operation plans of the proposed use</li> </ul>	
	<ul style="list-style-type: none"> <li>• Parking lot layout, including calculation of total number of stalls based in usage and circulation plans</li> </ul>	
	<ul style="list-style-type: none"> <li>• Sewage disposal plans</li> </ul>	
	<ul style="list-style-type: none"> <li>• Signage location depicting size and type of sign. Signage design is very important in all districts. Tree and shrubs help to integrate conspicuous, free-standing signs into the landscape, softening their larger scale.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Lighting location depicting size, intensity (as demonstrated by a photometric plan) and type of lighting</li> </ul>	
	<ul style="list-style-type: none"> <li>• Garbage and trash container location and method of screening</li> </ul>	
	<ul style="list-style-type: none"> <li>• Sidewalk/trail alignment, location, size and specifications</li> </ul>	
	<ul style="list-style-type: none"> <li>• Access to parcel, location of medians and driveways within 1,200 feet of property</li> </ul>	
	<ul style="list-style-type: none"> <li>• Proposed street location and right-of-way, driveway width and radii</li> </ul>	
	<ul style="list-style-type: none"> <li>• Outlot locations, common land area</li> </ul>	
	<ul style="list-style-type: none"> <li>• Project phasing</li> </ul>	
	<ul style="list-style-type: none"> <li>• Gross floor area including a breakdown of floor areas for types and uses (i.e., office, warehouse, manufacturing)</li> </ul>	
	<ul style="list-style-type: none"> <li>• Floodplain and shoreland setbacks if applicable</li> </ul>	
	<ul style="list-style-type: none"> <li>• Lot size range/average lot size</li> </ul>	
	<ul style="list-style-type: none"> <li>• Evidence of DNR, Watershed, Army Corp of Engineers, Historical/Archeological Society review or permit requirements</li> </ul>	

	<ul style="list-style-type: none"> <li>Evidence of protection against impact upon sensitive environmental features and scenic area or vistas</li> </ul>	
	<ul style="list-style-type: none"> <li>Location of all proposed structures and buildings, sited so that obstruction of views from public ways will be minimized</li> </ul>	
<b>Section 3: Grading and Drainage Plan</b>		
	<ul style="list-style-type: none"> <li>Location of all proposed structures and buildings, sited so that obstruction of views from public ways will be minimized</li> </ul>	
	<ul style="list-style-type: none"> <li>Property lines</li> </ul>	
	<ul style="list-style-type: none"> <li>Grading limits</li> </ul>	
	<ul style="list-style-type: none"> <li>Existing contours with spot grades at two-foot intervals to mean sea level datum within 100 feet of the property</li> </ul>	
	<ul style="list-style-type: none"> <li>Proposed contours at two-foot intervals to mean sea level datum within 100 feet of the property. Provide cut and fill quantities</li> </ul>	
	<ul style="list-style-type: none"> <li>Finished floor elevation</li> </ul>	
	<ul style="list-style-type: none"> <li>Proposed building, auxiliary structures, parking areas and roads</li> </ul>	
	<ul style="list-style-type: none"> <li>Significant trees lost and preserved with development</li> </ul>	
	<ul style="list-style-type: none"> <li>Means of protection of trees to be preserved (i.e., snow fence, tagging)</li> </ul>	
	<ul style="list-style-type: none"> <li>Erosion control location and type and erosion prevention plans during and after construction</li> </ul>	
	<ul style="list-style-type: none"> <li>Location of 100-year floodplain, lakes, creeks or ponds with Normal Ordinary High Water Mark</li> </ul>	
	<ul style="list-style-type: none"> <li>Worksheet showing cut and fill balance to indicate grading feasibility of the project as proposed</li> </ul>	
	<ul style="list-style-type: none"> <li>Floodplain/wetland limits and extent of alteration</li> </ul>	
	<ul style="list-style-type: none"> <li>Evidence of DNR, Army Corps of Engineers, Historical/Archeological Society involvement/review or permit requests</li> </ul>	
	<ul style="list-style-type: none"> <li>Storm water runoff calculation</li> </ul>	
<b>Section 4: Utility Plan</b>		
	<ul style="list-style-type: none"> <li>Property lines</li> </ul>	
	<ul style="list-style-type: none"> <li>Proposed building, auxiliary structure, parking areas and roads</li> </ul>	
	<ul style="list-style-type: none"> <li>Existing and proposed utility line location, type and size</li> </ul>	
	<ul style="list-style-type: none"> <li>Proposed utility mains and laterals, location, type and size <ul style="list-style-type: none"> <li>Storm sewer</li> <li>Sanitary sewer/septic system plan</li> <li>Water (if applicable)</li> </ul> </li> </ul>	
	<ul style="list-style-type: none"> <li>Proposed hydrant locations (if applicable)</li> </ul>	
	<ul style="list-style-type: none"> <li>Utility easement locations</li> </ul>	
	<ul style="list-style-type: none"> <li>Soil borings, percolation test results and recommendations per lot</li> </ul>	
<b>Section 5: Landscape Plan</b>		
	<ul style="list-style-type: none"> <li>Building, paved areas, fences, walls, parking lot, loading areas, service roads</li> </ul>	
	<ul style="list-style-type: none"> <li>Existing and proposed contours and berming at two-foot contour intervals to mean sea level datum</li> </ul>	
	<ul style="list-style-type: none"> <li>Location, type and size of existing plant material. Color render for presentation</li> </ul>	
	<ul style="list-style-type: none"> <li>Significant plan material lost and preserved with development. Color render for presentation</li> </ul>	
	<ul style="list-style-type: none"> <li>Location type size and number of proposed plant materials. Color render for presentation</li> </ul>	

	<ul style="list-style-type: none"> <li>• Areas to be seeded, sodded or left undisturbed</li> </ul>	
	<ul style="list-style-type: none"> <li>• Method of screening parking areas, loading areas and rooftop mechanical units, including site lines illustrating effectiveness of screening</li> </ul>	
	<ul style="list-style-type: none"> <li>• Legend, plant list, key and a descriptive narrative of each plant species suitable to support the planting design</li> </ul>	
	<ul style="list-style-type: none"> <li>• Location of 100-year floodplain, lakes, creeks, and ponds with Normal Ordinary High Water Mark</li> </ul>	
	<ul style="list-style-type: none"> <li>• Location of and height of retaining walls with details of construction</li> </ul>	
	<ul style="list-style-type: none"> <li>• Identify all slopes in excess of 3:1, existing and proposed</li> </ul>	
<b>Section 6: Architectural Plans</b>		
	<ul style="list-style-type: none"> <li>• Architectural plans should demonstrate an integration with the existing rural character of a site and its neighboring context</li> </ul>	
	<ul style="list-style-type: none"> <li>• Rural character in this context is determined by the review of visual images, physical site characteristics and aesthetics of the existing landscape</li> </ul>	
	<ul style="list-style-type: none"> <li>• Refer to the forward for further understand of the Town's intent</li> </ul>	