CONTACT & MEETING INFORMATION

Contact Information:

 Town Hall

 6157 County Highway P

 Dane, WI 53529

608-849-7887

townhall@town.springfield.wi.us

www.town.springfield.wi.us

General Hours: Mon. 8-5, Tues.-Thur. 8-4, Fri. 8-12 noon

Regrettably, the press of other Town business makes it impossible for Town staff to provide comprehensive assistance on a drop-in basis, please call to make an appointment.

 Town Board Meetings: Town Plan Commission Meetings:

 1st & 3rd Tuesdays at 7:00 p.m. 2nd Monday at 6:30 p.m.

OFFICIALS YOU MAY CONTACT WITH SPECIFIC QUESTIONS

**Zoning Administrator**

General Engineering Company

Attn: Kory Anderson

916 Silver Lake Dr.

Portage, WI 53901

(608) 742-2169

[www.generalengineering.net](http://www.generalengineering.net)**Town Building Inspector**

SafeBuilt

(414) 639-6314

rschrader@safebuilt.com**Town Planner**

MDRoffers Consulting LLC

(608) 770-0338

[www.mdroffers.com](http://www.mdroffers.com)

**FEE SCHEDULE:**

Application Fees:

 CSM $250 + $50/lot Design Review $320

 Rezone $250 Plat—Preliminary $250 + $50/lot

 CUP $250 Plat—Final $500

 Variance $250

Retainer Fees: (Depending on the complexity of the project additional fees could be required or any unused funds will be returned)

 CSM $1,000 CUP $2,500

 Site Plans $1,000 Mineral Extraction Applications $2,500

 Subdivision Plans $7,500 Single Commercial Plat = $1,000

 Multi Commercial Plat $7,500

\*\*\*For all requests, professional service fees from the Town Engineer and Attorney are the costs of the applicant/agent.

All fees are due at the time the application is submitted. Applications will not be considered or approved until fees are paid.

Application: Submit 12 hard copies of the application and one electronic copy to the Town of Springfield, along with an electronic text document with a legal land description for each new & remaining lot.

Submittal Requirements

Before submitting your proposal, please check to make sure it includes all the information which is required for your particular proposal.

**A. Information Required for All Changes of Comprehensive, Conditional Use Permits or Land Divisions.**

**1. APPLICANT**

Name:

Phone:

Address:

 If not owner, state authority to apply for this change**:**

**2. OWNER** (if different than Applicant)

Name:

Phone:

Address:

1. **PROFESSIONAL SERVICES REPRESENTATIVES** (Surveyor, Landscape Architect, Engineer, Attorney, Contractor, Accountants. Please List Them All)

Name:

Phone:

Address:

Profession:       Name:

Phone:

Address:

Profession:      Name:

Phone:

Address:

Profession:

**4. LOCATION & DESCRIPTION OF LAND**

Current Zoning:

Parcel Number:

Current Parcel Size:

Parcel Address:

Legal Description:

Soil Type: Provide Dane County Soils Map

Current use: Residential / Cropland / Other (explain)

**5. ACTION REQUESTED** (Circle requested changes & complete the information.)

A. Zoning change from     to     for     acres. (Acreage of total parcel     )

B. Conditional Use Permit for    acres.

C. Land Division ([ ] Certified Survey Map, [ ] Preliminary Plat, [ ] Final Plat)

**6. WRITTEN DESCRIPTIVE STATEMENT** providing the following information relating to the applicant’s request must be attached to this form.

1. A description of the project stating purpose, need that is being met, relationship to surrounding properties and other information describing the project.
2. A time schedule for development.
3. Reasons why the property is suitable for the proposed use.
4. Are other sites available for the proposed use?
5. What circumstances justify the need for the proposed use at this location?
6. Are there currently any violations of Town of Springfield or Dane County Ordinances on the property at present time?
7. Is the property to be improved? When? What improvements?
8. Will the requested conditional use be in harmony with the adjacent neighborhood and Town of Springfield Comprehensive Plan?
9. Any major comprehensive changes adjacent to the subject property? New road or highway, new dam, or adjacent comprehensive change, etc.
10. Will the proposed use be located so that it will not impact or limit neighboring farm operations.
11. An explanation of the objectives to be achieved by the planned development, including building descriptions, sketches or elevations as may be required to describe the objectives.
12. Initial development-phasing timetable indicating the approximate date when construction of the planned development or stages of the development can be expected to begin and be completed.
13. A listing of all permitted uses within the planning area.
14. The density and type of dwellings. Gross square footage and ground coverage of all nonresidential structures (Floor Area Ratio).
15. The internal traffic and circulation systems, off-street parking areas, service areas, loading areas, and major points of access to public right-of-ways.
16. The location, height, and size of proposed signs, lighting and advertising devices.
17. A description of the proposed method of providing ongoing (permanent) maintenance of all commonly owned or publicly dedicated buildings, facilities, areas and thoroughfares.

**7.** **SCALE DRAWING OR MAP** of the parcel must be included with this form. Include as much detail as possible. All current and proposed structures, sewage systems and roads must be shown. A crude sketch will not be accepted. See submittal requirements.

**8. ADDRESSES OF NEIGHBORING LAND OWNERS** List the names and addresses of surrounding landowners.

**9. FEE SCHEDULE:** All fees are due at the time the application is submitted. Applications will not be considered or approved until fees are paid.

Application Fees:

 CSM $250 + $50/lot Plat—Preliminary $250 + $50/lot

 Plat—Final $500

Retainer Fees: (Depending on the complexity of the project additional fees could be required or any unused funds will be returned)

 CSM $1,000 Single Commercial Plat $1,000

 Subdivision Plans $7,500 Multi Commercial Plat $7,500

 Site Plans $1,000

\*\*\*For all requests, professional service fees from the Town Engineer and Attorney are the costs of the applicant/agent.

**10. I hereby certify that the information provided on this notice is true and correct. I understand that failure to provide all required information should be grounds for denial of my request.**

Property/Land Owner: Agent:

Signature:

Printed Name:

Date:

**A. CERTIFIED SURVEY MAP**

* 1. Does the CSM show the following:

YES NO N/A

 [ ]  [ ]  [ ]  CSM Number

 [ ]  [ ]  [ ]  Surveyor’s Statement

 [ ]  [ ]  [ ]  Scale / North Arrow

 [ ]  [ ]  [ ]  Date of Preparation

 [ ]  [ ]  [ ]  Location by Township & Range

 [ ]  [ ]  [ ]  Distance / Bearing on Boundary

 [ ]  [ ]  [ ]  Legal Descriptions of all new & remaining lots

 [ ]  [ ]  [ ]  Total Area

 [ ]  [ ]  [ ]  Lot Area

 [ ]  [ ]  [ ]  Adjoining Lots / Streets

 [ ]  [ ]  [ ]  Adjacent Comprehensive & Zoning

 [ ]  [ ]  [ ]  Setbacks

 [ ]  [ ]  [ ]  Floodplain

 [ ]  [ ]  [ ]  Environmental Protection Areas

 [ ]  [ ]  [ ]  Adjacent Survey Monuments

 [ ]  [ ]  [ ]  Public facilities locations and proposed dedication areas

 [ ]  [ ]  [ ]  Open space areas/Trails/Parks/ Recreation Facilities

* 1. Attach the following information (\* if public improvements are included)
		1. Certified Survey Map 12 Copies
		2. Site Assessment Checklist 12 Copies
		3. Copies of any special agreements, conveyances, restrictions, or covenants, which will govern the use, maintenance, and continued protection of the development and any of its common or public areas.
		4. Electronic text document containing the legal land descriptions for each new and remaining parcel.
		5. Any other information deemed appropriate by the Town of Springfield representative for complete review of the application.

 (3) Each CSM for all new home sites created in the Ag Preservation area must include the following note/restriction, “Regardless of zoning, Lot X may not be further divided except by approval of the Town following verification that such division is consistent with the Town comprehensive plan, including its residential density policy.”

**B. Plats**

PRELIMINARY PLAT

Does the Preliminary Plat show the following:

YES NO N/A YES NO N/A

 [ ]  [ ]  [ ]  Owner’s Name / Address [x]  [ ]  [ ]  Engineer’s Name / Address

 [ ]  [ ]  [ ]  Surveyor’s Name / Address [ ]  [ ]  [ ]  Name of Subdivision

 [ ]  [ ]  [ ]  Existing Contours [ ]  [ ]  [ ]  Adjacent Comprehensive & Zoning

 [ ]  [ ]  [ ]  Surveyor’s Statement [ ]  [ ]  [ ]  Scale / North Arrow

 [ ]  [ ]  [ ]  Location by Township & Range [ ]  [ ]  [ ]  Date of Preparation

 [ ]  [ ]  [ ]  Total Area [ ]  [ ]  [ ]  Number of Lots

 [ ]  [ ]  [ ]  Lot Sizes [ ]  [ ]  [ ]  Setbacks

 [ ]  [ ]  [ ]  Floodplain [ ]  [ ]  [ ]  Environmental Protection Areas

 [ ]  [ ]  [ ]  Adjacent Survey Monuments [ ]  [ ]  [ ]  Vertical Control Benchmarks

 [ ]  [ ]  [ ]  Proposed Easements, Streets, Utilities, Storm Drainage

 [ ]  [ ]  [ ]  Existing Streets, Easements, Utilities, Storm Drainage

 [ ]  [ ]  [ ]  Public facilities locations and proposed dedication areas

 [ ]  [ ]  [ ]  Percolation Test Data/ Soil Boring Report

 [ ]  [ ]  [ ]  Open space areas/Trails/Parks/ Recreation Facilities

(2) Attach the following information:

1. Preliminary Plat (1” ‘100’ ) 12 Copies
2. Site Assessment Checklist 12 Copies
3. Signed Predevelopment Agreement
4. Draft Owner’s Certificate & Covenants - 12 Copies
5. Preliminary Engineered Construction Plans 12 Copies
6. Preliminary Storm Water Management Plan 3 Copies
7. Preliminary Erosion Control Plans 3 Copies
8. Development Phasing Plan
9. Copies of any special agreements, conveyances, restrictions, or covenants, which will govern the use, maintenance, and continued protection of the development and any of its common or public areas.
10. Electronic text document containing the legal land descriptions for each new and remaining parcel.
11. Any other information deemed appropriate by the Town representative or consultants for complete review of the application.

FINAL PLAT

Does the Final Plat show the following:

## YES NO N/A YES NO N/A

 [ ]  [ ]  [ ]  Owner’s Name/Address [ ]  [ ]  [ ]  Surveyor’s Statement

 [ ]  [ ]  [ ]  Engineer’s Name/Address [ ]  [ ]  [ ]  Scale / North Arrow

 [ ]  [ ]  [ ]  Surveyor’s Name/Address [ ]  [ ]  [ ]  Date of Preparation

 [ ]  [ ]  [ ]  Name of Subdivision [ ]  [ ]  [ ]  Total Area

 [ ]  [ ]  [ ]  Number of Lots [ ]  [ ]  [ ]  Lot Sizes

 [ ]  [ ]  [ ]  Setbacks [ ]  [ ]  [ ]  Floodplain

 [ ]  [ ]  [ ]  Location by Township & Range [ ]  [ ]  [ ]  Environmental Protection Areas

 [ ]  [ ]  [ ]  Adjacent Survey Monuments [ ]  [ ]  [ ]  Vertical Control Benchmarks

 [ ]  [ ]  [ ]  Proposed Easements, Streets, Utilities, Storm Drainage

 [ ]  [ ]  [ ]  Public facilities locations and proposed dedication areas

 [ ]  [ ]  [ ]  Percolation Test Data/ Soil Boring Report

 [ ]  [ ]  [ ]  Open space areas/Trails/Parks/Recreation Facilities

 [ ]  [ ]  [ ]  Existing Streets, Easements, Utilities, Storm Drainage

 [ ]  [ ]  [ ]  Adjacent Comprehensive & Zoning

2) Attach the following information:

* 1. Final Plat (1”‘100’) 12 Copies
	2. Executable Developer’s Agreement
	3. Owner’s Certificate & Covenants - 12 Copies
	4. Final Engineered Construction Plans 12 Copies
	5. Final Storm Water Management Plan 3 Copies
	6. Final Erosion Control Plans 3 Copies
	7. Performance Guarantees 3 Copies
	8. Engineer’s Estimate
	9. Development Phasing Plan
	10. Copies of any special agreements, conveyances, restrictions, or covenants, which will govern the use, maintenance, and continued protection of the development and any of its common or public areas.
	11. Electronic text document containing the legal land descriptions for each new and remaining parcel.
	12. Any other information deemed appropriate by the Town of Springfield representative to complete review of the application.

|  |
| --- |
| TOWN OF SPRINGFIELD LAND DIVISION ORDINANCESITE ASSESSMENT CHECKLIST (***To be prepared by applicant)*** |
| ITEM OF INFORMATION  | YES | NO |
| **I. Land Resources. Does the proposed development site include or is it adjacent to:** | [ ]  | [ ]  |
| A. Slopes of 12% or greater? (See comprehensive plan Map 4 or complete on-site survey) | [ ]  | [ ]  |
| B. Slopes of 20% or greater? (See comprehensive plan Map 4 or complete on-site survey) | [ ]  | [ ]  |
| C. A floodplain, as designated by FEMA? (If Yes, attach map of the 100-year floodplain limits) | [ ]  | [ ]  |
| D. Bedrock within 10 ft. of surface? (See County soil survey or based on on-site soil borings)  | [ ]  | [ ]  |
| E. Groundwater within 5 ft. of surface? (See County soil survey or based on on-site soil borings) | [ ]  | [ ]  |
| F. Soils having severe or very severe limitations for private on-site waste disposal (septic) systems?  (See comprehensive plan Map 13 or based on on-site perc tests) | [ ]  | [ ]  |
| G. A brownfield/contaminated site? (DNR Contaminated Lands Web Database or site assessment) | [ ]  | [ ]  |
| H. Mineral rights owned by someone aside from the lot owner? (If yes, provide more info) | [ ]  | [ ]  |
| I. A mineral extraction operation or asphalt batch plant, whether approved, in operation or both? | [ ]  | [ ]  |
| J. Group I or II agricultural soils? (See comprehensive plan Map 2 or County Soil Survey)  List soil types on property:       | [ ]  | [ ]  |
| K. Development adjacent to an existing farm operation? (If yes, setbacks, buffer yards and/or covenants may be required over the new subdivisions) | [ ]  | [ ]  |
| L. Wetlands? (see WisDNR Wisconsin Wetland Inventory or based on on-site survey) | [ ]  | [ ]  |
| M. Exposed hill or ridgetops? (see comprehensive plan, including Maps 4 and 5) | [ ]  | [ ]  |
| N. Open space/environmental corridors or Conservancy District? (See Maps 6 and 7 of comp plan) | [ ]  | [ ]  |
| O. A grassland/prairie management area, or a prairie or oak savanna remnant? (see Map 39 of the North Mendota FUDA ECRn or based on site survey) | [ ]  | [ ]  |
| P. Existing or planned paths? (See comprehensive plan, Dane County Park and Open Space Plan, Dane County Bicycle System Plan)  | [ ]  | [ ]  |
| Q. Existing trails for motorized vehicles, such as snowmobile routes? (See County Park Plan, club or commercial trail maps) | [ ]  | [ ]  |
| **II. Water Resources. Does the proposed development site include or is it adjacent to:** | [ ]  | [ ]  |
| A. An area traversed by a navigable creek or stream, intermittent stream, or dry run? | [ ]  | [ ]  |
| B. Within 300 feet of a river or stream or 1,000 feet of lake, pond, or flowage? | [ ]  | [ ]  |
| C. The Upper Pheasant Branch Creek subwatershed? (See DNR database: http://dnr.wi.gov/org/gmu/gmu.html or Comprehensive Plan Map 4) | [ ]  | [ ]  |
| D. The Pheasant Branch Marsh subwatershed? (thermally sensitive watersheds) | [ ]  | [ ]  |
| E. The Upper Black Earth Creek subwatershed? (thermally sensitive watersheds) | [ ]  | [ ]  |
| F. An existing stormwater storage or transmittal system, either natural or human-made? | [ ]  | [ ]  |
| G. An area with extreme or high susceptibility of shallow aquifers to groundwater contamination? (see Wisconsin Geological and Natural History Survey or Dane County) | [ ]  | [ ]  |
| H. An area with high groundwater recharge rates (rating of 9 or higher) in the report Hydrology of Dane County, 1999, Wisconsin Geological and Natural History Survey? | [ ]  | [ ]  |
| I. Use of a private group waste treatment system, holding tanks, or other non-traditional means of sanitary waste treatment and disposal? | [ ]  | [ ]  |
| J. A high-capacity well? (defined by as a well with withdrawal > 100,000 gallons per day) | [ ]  | [ ]  |
| K. Development within a wellhead protection area for a municipal well? (Middleton or Waunakee)  | [ ]  | [ ]  |
| L. Development within 1,200 feet of any open or closed landfill site? (See Map 6 of comprehensive plan and WisDNR landfill database) | [ ]  | [ ]  |

|  |  |  |
| --- | --- | --- |
| ITEM OF INFORMATION  | **YES** | **NO** |
| **III. Biological Resources. Does the development site include or is it adjacent to:** | [ ]  | [ ]  |
| A. A section of land that the WisDNR Wisconsin Natural Heritage Inventory identifies as containing endangered or rare plant or animal species? (see Map 38 of the North Mendota FUDA ECR of comprehensive plan--if yes, you must submit an Endangered Species (NHI) Review Request Form (Form 1700-047) ) | [ ]  | [ ]  |
| B. Trees with a diameter of 12 or more inches at breast height?  | [ ]  | [ ]  |
| C. Areas with a continuous woodland canopy of 5 acres or greater?  | [ ]  | [ ]  |
| **IV. Human and Scientific Interest. Does the project site include or is it adjacent to:** | [ ]  | [ ]  |
| A. An archeological site, such as a Native American site? (See State Historical Society Archeological Site Inventory database, Map 3 of comprehensive plan, or through a site inventory if performed) | [ ]  | [ ]  |
| B. A historic site or building, including those listed or eligible for listing on the State or National Register of Historic Places? (see State Historical Society American Heritage Inventory or Map 3 of comprehensive plan) | [ ]  | [ ]  |
| C. An area or structures that reflect the agricultural heritage of the Town, such as stone rows, fence lines, tree lines, or agricultural buildings such as farmsteads, barns, and silos? | [ ]  | [ ]  |
| **V. Energy, Transportation and Communications. Is the development site:** | [ ]  | [ ]  |
| A. Abutting or traversed by an existing or planned roadway corridor, as shown on the town, county, or adjacent city comprehensive plan; an official map; or a state, county, adjacent city, or town highway plan? | [ ]  | [ ]  |
| B. Within a highway noise impacted area (within 500 feet of a state or federal highway)? | [ ]  | [ ]  |
| C. Traversed by or abutting an existing or planned utility corridor or structure, including but not limited to gas, electrical, water, sewer, storm, and telecommunications? | [ ]  | [ ]  |

Yes answers must be explained in detail by attaching maps and supportive documentation on the type, location, and extent of the identified feature, **and** the impact that the subdivision or land division is expected to have on that feature.

The completed site assessment checklist and the attached information will be used by the Town as a basis for determining the suitability of the land for subdivision or land division, and for evaluating whether the project meets other requirements of the Town’s subdivision ordinance and comprehensive plan. Adjustments to the proposed subdivision to minimize or mitigate the impact of yes answers may be required.

CERTIFICATION:

I hereby certify that I have researched the listed reference sources and that the information supplied on and included with this site assessment checklist is correct to the best of my knowledge.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of subdivider, engineer, or surveyor Printed Name and registration/license number Date