

**TOWN OF COTTAGE GROVE - CODE OF ORDINANCES**

**CHAPTER 12 - BUILDING CODE**

**12.01 UNIFORM BUILDING CODE**

**(1) AUTHORITY**

Pursuant to the provisions of chs. 59, 60, 61, 62, 66 and 101, Stats., the Town of Cottage Grove hereby adopts a building code for the regulation of all types of buildings including private and public, rural and urban and including buildings owned by the state or any political subdivision thereof, to be erected in the Town.

**(2) SCOPE**

The Town building code applies to all dwellings, commercial buildings, agricultural buildings, swimming pools, garages and other outbuildings. Excepted are children's play structures, dog kennels, and fences. Fences are regulated under ss. TCG 11.03 and TCG 12.06.

**(3) INCORPORATION BY REFERENCE**

(a) The provisions of the following Wisconsin Department of Commerce (COMM) administrative codes, and all subsequent amendments thereto are hereby adopted and made a part of this ordinance with the same force and effect as if they were fully reprinted herein with the exception of any penalty provision. Municipal penalties are limited to those specified herein.

COMM 16	Electrical Code
COMM 20-25	Uniform Dwelling Code
COMM 28	Smoke Detectors
COMM 60-66	Commercial Building Code
COMM 75-79	Buildings Constructed Prior to 1914
COMM 81-87	Uniform Plumbing Code

**(4) FEES**

(a) Building permit fees shall be set by and may be amended at any time by resolution of the Town Board. The appropriate fee for each category shall be specified in a building permit fee schedule provided to the applicant, and shall be submitted with the application, to the Town treasurer in US currency, money order or check payable to: the Town of Cottage Grove. An itemized receipt shall be provided for all currency received.

(b) Any fee established by the Town board, which is in effect at the time the application is made, shall remain in effect for the entire period that the permit is valid.\

(c) Design review of the project shall be completed prior to issuance of a building permit if such review is required under TCG 12.08.

**(5) PENALTY FOR VIOLATION**

(a) Violations documented by the Town building inspector shall be corrected within 30 days, or as specified in writing by the Town building inspector. Violations of this ordinance, which remain unresolved beyond the date specified by the Town building inspector, shall be punishable as class C forfeitures, under s. TCG 25.04.

(b) In addition to the forfeiture specified in (a), subsequent building permits requested by, or on behalf of, the same applicant, shall be withheld until such time as the Town Board has been satisfied that there are no continuing violations of any Town ordinance by the applicant.

**(6) LIABILITY FOR DAMAGES**

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This Building Code and the regulations within it shall not be construed as an assumption of liability by the Town of Cottage Grove, the Town building inspector, or any deputy building inspector for damages because of injuries sustained or property destroyed by any defect in any installation or in any dwelling, building structure or equipment subject to inspection by the Town. The purpose of the inspections under this chapter is to improve the quality of structures in the Town. The inspections, permits, reports and findings issued after the reviews or inspections are not intended as, nor are they to be construed as, a guarantee. In order to so advise owners and other interested persons, the following disclaimer shall be applicable to all reviews or inspections under this title: "The review of applications and/or the findings of inspection contained herein are intended to report conditions of noncompliance with code standards that are readily apparent at the time of review or inspection. The review or inspection does not involve a detailed examination of the property lines or surveys, mechanical systems or the closed structural and nonstructural elements of the building and premises. No warranty of the operation, use or durability of equipment and materials not specifically cited herein is expressed or implied."

### (7) EFFECTIVE DATE

- (a) The original ordinance was adopted on June 2, 1980 and revised on January 19, 2009.
- (b) This section shall take effect upon passage and publication.

## **12.02 TOWN BUILDING INSPECTOR**

### (1) CREATION AND APPOINTMENT

(a) There is hereby created the office of Town building inspector. The building inspector shall be appointed or contracted by the Town Board until said appointment/contract is rescinded by the Town Board.

(b) The Town building inspector shall be fully insured, and certified for by the state of Wisconsin to perform all residential and commercial building inspections and plan reviews required under this Chapter, including the categories specified under Wis. Admin. Code Chpt. COMM 5.61, 5.62, 5.625, 5.63, 5.635 for commercial buildings, UDC, electrical, plumbing, and residential dwellings.

### (2) SUBORDINATES

The Town building inspector may appoint as necessary, deputy building inspectors subject to approval by the Town Board. Any deputy building inspector so appointed shall be insured and certified as required under (1) above inspections for the field(s) for which that inspector has been approved by the Town Board.

### (3) DUTIES

The Town building inspector, shall administer and enforce all provisions of this ordinance and all other statutes, codes and laws of the State of Wisconsin relating to building construction

### (4) POWERS

(a) The Town building inspector, and any deputy inspector, may enter upon any public or private premises for inspection purposes, at all reasonable hours; and may require the production of the permit for any building, plumbing, electrical, or HVAC work.

(b) No person may interfere with, or refuse to permit access to any such premises, to the building inspector, or any deputy inspector, while in the performance of their duties. If the Town building inspector is denied consensual entry to any premises or building, the Town building

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inspector may obtain a special inspection warrant under Wis. Stats. § 66.0119, as may be amended.

(c) The Town building Inspector shall have the power to pass upon any question arising under the provisions of this chapter relating to buildings, subject to conditions contained in this chapter. Any person aggrieved by any order or ruling or interpretation of the Town building inspector may appeal from such order, ruling or interpretation to the Town Board, such appeal to be in writing.

(d) Whenever the Town building inspector finds any building or part thereof with the Town to be so old, dilapidated, or so out of repair as to be dangerous, unsafe, unsanitary or otherwise unfit for human habitation, occupancy or use, the building inspector may order the owner to raze and remove such building or part thereof, or if it can be made safe by repairs, to repair and make safe and sanitary or to raze and remove at the owner's option. Such order and proceedings shall be as provided in Wis. Stats. § 66.0413(1), as may be subsequently amended.

### (5) RECORDS TO BE MAINTAINED

All records pertaining to the Town building inspection program, including but not limited to those identified in (a) to (d), shall be maintained in the town office. All such records shall be made available for public inspection during normal business hours.

(a) A record of all applications for a building permit, including the date the application was made and the date the permit was issued by the Town building inspector.

(b) A record of all fees collected; showing the total amount received, the name of the person the fee was received from and their relationship to the applicant if not the same person, the date received, who received the fee, and the date the fee was turned over to the Town treasurer.

(c) A copy of the completed standard building permit numbered in the order of issuance, including a record of the number, description and size of all buildings erected indicating the kind of materials used and the aggregate cost of each building.

(d) A record of all inspections made indicating that the site passed or failed the inspection, and any subsequent action to be taken to resolve a non-compliance condition.

### (6) EFFECTIVE DATE

(a) The duties and authority of the Town building inspector were initially described in the town building code, adopted on April 17, 1989, and revised on January 19, 2009

(b) This section shall take effect upon Passage and Publication.

## 12.03 UNIFORM FIRE CODE

### (1) AUTHORITY

(a) For purposes of this ordinance, the standing chief of the Cottage Grove Fire Department shall be referred to as the Fire Chief.

(b) Pursuant to ch. 101, Stats., and the authority granted to the Fire Chief under s. 101.14(2), Wis. Stats., the town of Cottage Grove hereby authorizes the Fire Chief, acting as a deputy of the department of the Wisconsin Department of Commerce, to conduct fire inspections of buildings and property within the town limits, as an agent of the town. The town of Cottage Grove further designates the Fire Chief as the fire code official under Wis. Adm. Code COMM 14, 61-62 and authorizes the Fire Chief to designate, mark and require fire lanes, fire apparatus access, appropriate signage and appurtenances as may be required in the Fire Chief's discretion or as

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may otherwise be required by law.

### (2) INCORPORATION OF WISCONSIN ADMINISTRATIVE CODE BY REFERENCE

The following provisions of the department of the Wisconsin Administrative Code Department of Commerce (COMM) are hereby adopted, including any amendments as may be made from time to time, and made a part of this ordinance with the same force and effect as if they were fully reprinted herein, with the exception of penalty provisions. Municipal penalties are limited to those specified in (4).

COMM 14	FIRE PREVENTION
COMM 61-65	WISCONSIN COMMERCIAL BUILDING CODE

### (3) ENFORCEMENT

Pursuant to s. 60.555, s. 66.0113 (2) and s. 800.02, Wis. Stats., the town board designates the Fire Chief, and any other fire inspector designated in writing by the Fire Chief, to issue citations to enforce the provisions of this Uniform Fire Code under s. TCG 12.03, including, but not limited to, violations of Wis. Adm. Code COMM 14, fire related provisions of Wis. Adm. Code COMM 61-65 and ch. 101, Wis. Stats., any rules or standards promulgated thereunder, and to issue parking tickets for parking violations in fire or emergency lanes or spaces.

### (4) PENALTY FOR VIOLATION

In addition to, and separate from, any penalties imposed by another agency for failure to comply with any federal, state, or county regulation, violations of this ordinance shall be punishable as class C forfeitures, under s. TCG 25.04.

### (5) EFFECTIVE DATE

This section shall take effect upon passage and publication.

## **12.04 REGULATION OF ADDRESS NUMBERS**

### (1) LOCATION OF ADDRESS NUMBERS

(a) For buildings which are located 60 feet or less from the right-of-way of a public road, the address number shall be affixed to the building on the closest wall parallel to the right-of-way line, within 5 feet from the entrance to the building; or on a post or an equivalent support, located not more than 10 feet from the right-of-way line, and not more than 5 feet from the driveway serving the building.

(b) For buildings which are located more than 60 feet from the right-of-way of a public road, the address number shall be installed on a post, or an equivalent support, located not more than 10 feet from the right-of-way line, and not more than 5 feet from the driveway serving the building; and on the building itself, as described in (a), when there is one common driveway serving multiple buildings, or when a common driveway serves one building with multiple address numbers, such as duplex residences.

(c) When there is one building which has multiple address numbers, each unit shall display the appropriate address number as described in (a).

(d) The address number shall not be concealed from view of the road by trees, shrubs,

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bushes, or any other obstructions, including seasonal accumulations of snow.

(e) When an address number is mounted on a post or similar support, it should be located between 3 and 4 feet from the ground; and shall be located facing traffic approaching the driveway. The property owner shall be held liable for compliance with this ordinance regardless of where the address number is located.

### (2) SPECIFICATIONS FOR NUMBERS AND LETTERS

(a) Numbers and letters shall be individual digits not less than 22 inches in height, with an average brush stroke width of not less than  $\delta$  inch.

(b) Numbers and letters shall be of a color which contrasts with the background, so as to make them clearly visible from the road.

(c) The use of reflective material for the numbers and letters, as well as for the background is recommended, but it is not required for compliance with this ordinance.

(d) Number panels available from the Dane county land regulation and zoning office may be used for compliance with the provisions of this ordinance, provided they are located as described in (1).

### (3) DAMAGE TO ADDRESS NUMBER

(a) It shall be unlawful and a violation of this ordinance to willfully disturb, remove, deface, or damage any address number installed and maintained under the provisions of this ordinance.

(b) Any person who accidentally disturbs, removes, defaces, or damages any address number, shall promptly notify the owner of the property; or the town clerk, if the property owner can not be determined.

### (4) PROPERTY OWNERS RESPONSIBILITY

The owner of any property on which a building has been assigned an address number, shall be responsible for the installation and maintenance of the appropriate address number assigned to the building.

### (5) PENALTY FOR VIOLATION

(a) For new construction requiring a building permit; the final inspection shall not be done, and an occupancy permit shall not be issued, until such time as the appropriate address number has been located in accordance with (1).

(b) Violations of this ordinance shall be punishable a class B forfeitures, under s. TCG 25.04.

### (6) EFFECTIVE DATE

This section shall take effect upon passage and publication

## 12.045 REGULATION OF MAILBOX INSTALLATION

(Regulations are based on Wisconsin Transportation Bulletin No. 14 – Mailbox Safety, available at the Town office or on the Town’s web page.)

### (1) SUPPORT

The support should be a wood post, steel pipe, or steel channel installed no more than 24” in the ground and extending to a vertical height such that the bottom of the mailbox is a minimum of 42” but not to exceed a maximum of 48” above the ground surface. The support should be the following dimensions:

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- Square wood post: 4" x 4"
- Round wood post: 4-1/2" diameter
- Steel pipe: 2" inside diameter
- Steel channel: 2 lbs/ft.

4" x 6" wood posts or 5 1/2" round wood posts are also acceptable if they have a 1" diameter hole drilled perpendicular to the roadway within 6" of the ground.

Dimensions exceeding these are unacceptable and in violation of this ordinance.

The support should not be set in concrete, nor is a base plate acceptable. Anti-twist flanges may be installed on the pipe or channel supports but should not be imbedded more than 10" in the ground.

### (2) ATTACHMENT

The box-to-post attachment should be sufficient to prevent the separation of the box from the support post when struck with snow and slush from traffic and snow plows.

### (3) MULTIPLE MAILBOXES

No more than two mailboxes should be mounted on one support post. For multiple installations, support posts must be spaced a minimum longitudinal distance apart which is equal to three-quarters of the height of the posts in the installation. Thus, for example, in an installation where posts are four feet above ground, they should be spaced three feet apart.

### (4) MAILBOX LOCATION

The front of the mailbox should be aligned with the outside edge of the shoulder, and must not extend over the edge of the traveled way or over the edge of a paved shoulder. Installations should avoid blind spots or poor sight distance locations.

### (5) PENALTY FOR VIOLATION

All mailboxes within highway or road right-of-way shall be installed and maintained in compliance with the provisions of this ordinance. Failure of a mailbox to comply with the provisions within this section 12.045 shall constitute a violation of this ordinance. If the Town Highway Superintendent determines that a mailbox is in violation of this ordinance, the Highway Superintendent may remove the mailbox from the right-of-way with or without notice to the property owner. Violations of this ordinance shall result in a fine equal to the cost of removal of the mailbox, which shall be calculated at 150% of the current hourly wage rate for Town public works employee(s) multiplied by the actual time spent by said employee(s) on the mailbox removal.

### (6) EFFECTIVE DATE

- (a) This section shall take effect upon passage and publication.

## **12.05 REGULATION OF SIGNS**

### (1) PURPOSE AND SCOPE

The purpose of this ordinance is to regulate signs for all properties within the town limits and to ensure the public safety and preservation of scenic beauty of the town. It will also serve to implement the desired overall character of the community and its constituent zoning districts by providing enforcement of the county zoning requirements at the municipal level.

### (2) COUNTY ZONING REGULATIONS ADOPTED BY REFERENCE

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The following references from the Dane county code of ordinances, following the prefix "12", are hereby adopted and made a part of this ordinance with the same force and effect as if they were fully reprinted herein.

12-10.71	Definitions
12-10.72	Permitted Zoning Districts for Signs
12-10.73	General Sign Regulations
12-10.74	Specific Regulations for Various Types of Signs
12-10.75	Calculation of Height Regulations
12-10.76	Design Requirements
12-10.77	Location Regulations
12-10.78	Intersection Regulations
12-10.79	Sign Maintenance Regulations
12-10.80	Marquee Signs
12-10.81	Political Signs
12-10.82	Real Estate Sign Regulations
12-10.83	Set Back Regulations
12-10.84	Wall Sign Regulations
12-10.85	Subdivision Sign Regulations
12-10.86	Temporary Sign Regulations
12-10.87	Regulations Pertaining to Nonconforming Signs and Use
12-10.88	Variances
12-10.89	Variance Standards
12-10.90	Conditions on Variances
12-10.91	Application and Permits

### (3) MUNICIPAL REGULATION

(a) All on-premise advertising signs which are either internally or externally illuminated, shall be turned off when the premises is not open for business. This section does not apply to internal building lighting, and any after-hours security lighting; which is authorized to remain on, by the police chief.

(b) In addition to complying with the requirements of 12-10.88 to 12-10.91, any person applying to the county for a permit to install or erect a sign within the town limits, shall first make application to the town board; by providing a copy of the completed county permit application form to the town clerk.

(c) Applications for a sign permit, shall be reviewed following the procedures established in s. TCG 15.03.

### (4) PENALTY FOR VIOLATION

Violations of this ordinance shall be punishable as class C forfeitures, under s. TCG 25.04.

### (5) EFFECTIVE DATE

(a) For purposes of compliance with the county sign ordinance, as described in (2); the effective date shall be the date the referenced section was adopted by Dane county.

(b) For purposes of municipal enforcement, including the imposition of forfeitures, the effective date shall be 18 Oct 1993; the date the original ordinance was adopted.

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(c) This section shall take effect upon Passage and Publication.

### **12.06 FENCING OF SWIMMING POOLS**

#### (1) DEFINITIONS

(a) "Barrier" means a fence, wall, building wall, or a combination thereof; which shall be no less than 4 feet above grade, with a maximum clearance of 4 inches between the bottom of the barrier and the grade line.

(b) "Decorative pool" means a permanent outdoor structure, located either above or below ground level, which contains more than 8 inches of water at any point, and is used primarily for other than swimming or wading.

(c) "Gate" means an access into and out of the pool area, which shall be self-closing, and equipped with a child-resistant latch.

(d) "Spas and hot tubs" mean units that are permanently installed with a cover, capable of sustaining a weight of up to 200 pounds. Such cover shall be in- place, and secured with a locking device at all times when the unit is not in use by a responsible adult.

(e) "Swimming pool" means an outdoor, private or residential unit, located either above or below ground level, which contains a body of water at least 18 inches deep at any point; which is used, or is intended to be used, solely by the owner, occupant, or their family and invited guests.

(f) "Wading pool" means an outdoor unit, located either above or below ground level, which contains water with a depth of less than 18 inches at any point, and is used primarily by children.

#### (2) FENCING REQUIREMENTS

(a) All persons who own, erect, or maintain a swimming pool within the town limits, shall erect a fence, or other barrier around the swimming pool within 30 days from the date the unit is installed.

(b) All barriers which enclose an in-ground swimming pool shall be located no closer than 3 feet to the water line, and shall be constructed in such a manner that they effectively obstruct access to the pool area.

(c) Aboveground swimming pools shall be considered to be in compliance with this ordinance when all of the following apply:

(d) The sides of such pool extend at least 4 feet above grade.

(e) The pool is located no closer than 3 feet to any structure or embankment.

(f) All access points are provided with a barrier and a gate; as defined in (1)(a,c).

(g) All barriers shall be designed, erected, and maintained so that any opening shall not allow the passage of a 2 inch diameter object.

#### (3) EXEMPTIONS

(a) Decorative pools; spas and hot tubs; and wading pools, are allowed to be owned, erected, and maintained within the town limits without being fenced. However, the lack of any coverage under this ordinance does not relieve the owner of any such unit from personal liability which may arise from the use of such a unit.

(b) Persons who have existing swimming pools in the town, shall have a period of up to one year from the date of passage of this ordinance, to comply with the fencing requirements, as described in (2).

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### (4) PENALTY FOR VIOLATION

In addition to, and separate from, any possible liability referred to in (3)(a,c), violations of this ordinance shall be punishable as class C forfeitures, under s. TCG 25.04.

### (5) EFFECTIVE DATE

This section shall take effect upon passage and publication.

## 12.07 REGULATION OF HOUSE TRAILERS AND TRAILER CAMPS

(Available in the Clerk's Office)

## 12.08 DESIGN REVIEW

(1) PURPOSE. Design review is implemented under the Town's authority to promote the public health, safety and welfare and pursuant to the authority identified in TCG 12.01(l).

### (2) SCOPE OF DESIGN REVIEW.

(a) The following projects shall be subject to design review:

1. Any commercial building or construction.
2. Any industrial building or construction.
3. Any large animal feeding operation as defined in Wis. Admin. Code § NR 243.04(13).
4. Any building or construction to be used for public utility or governmental purposes.
5. Any parking areas capable of holding five or more vehicles.
6. Any and all fencing, surfacing of parking areas, exterior lighting, exterior signage and any and all other exterior changes made in projects covered in (1)—(6) above.

(b) Design review shall be limited to projects or construction for which a current application has been made for a building permit or design review, and to such applications made after the adoption of this ordinance. This section shall not apply to any rehabilitated structure, as long as the size is not increased, the use thereof is not changed, or the alteration made is not the type or kind requiring design review pursuant to this section.

### (3) DEFINITIONS.

For purposes of this section, the following terms shall be defined in the following manner:

(a) Design Review means the review of the design of a development to determine its compliance with the design standards herein expressed.

(b) Development means any new construction or exterior improvement to real property for which a building permit may be required, and which would be subject to design review as provided at Section (2) above.

(c) Design Standards means the standards that the proposed development must meet. Design standards shall be in accordance with all applicable Town ordinances. Design standards shall include the following requirements:

1. Land forms and landscape shall be preserved in their natural state, insofar as practicable, by minimizing soil and tree removal that is not essential to project

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development and by retaining grades and contours in keeping with the general appearance of neighboring developed areas.

2. Visually accessible building masses and building fronts and sides that are long and straight may be broken up and made more varied with staggerings, offsets, landscaping features or surficial features. The front facade and street side facades shall be of brick, stone, architectural metal or wood and/or glass including curtain walls. Unfaced concrete block, structural concrete, prefabricated metal siding and the like are discouraged for such facade areas.
3. External garbage or refuse containers shall be screened from common view by walls, beams or effective landscaping, or combinations thereof.
4. Each development shall provide landscaping at the time of development of sufficient height and density to accomplish buffering to adjacent properties within five (5) years.
5. Each development shall be so planned and constructed that all surface drainage flows from structures and neighboring properties and follows natural drainage patterns and flows in compliance with TCG 14.
6. Outside storage of materials, fuel, scrap, inoperative vehicles and similar objects in places that are readily visible from public rights-of-way or neighboring properties shall be prohibited.
7. When used, exterior lighting shall be established, directed and maintained so as not to be cast directly on occupied structures or adjacent properties or be lighted in intensity or colors seriously disturbing to adjacent properties.
8. Each development shall allow for proper ingress and egress from roads to site. Internal traffic safety shall be provided by adequate driveway widths, separations between drives, access points, visual clearances and queuing requirements. Adequate provisions shall be made to accommodate Fire and EMS needs.

### (4) DEVELOPMENT TO COMPLY WITH DESIGN STANDARDS.

No development subject to design review shall be commenced unless such development complies with all applicable design review standards, as well as all applicable Town ordinances.

### (5) APPLICATION AND PROCEDURE.

(a) Upon application for a building permit, the applicant shall be advised by the Town Building Inspector whether compliance with design standards is required. If such compliance is required, the applicant shall be so notified, informed of the Submittal Requirements under sub (8), Upon determining that the application is complete and any required fees have been deposited, the Town Building Inspector shall forward the complete application to the Plan Commission Chair, who shall place the application on the agenda of the next regular Plan Commission meeting scheduled at least 14 days after the Plan Commission Chair first receives the application. As part of the application, the applicant shall provide a sufficient number of plans for the development and such other information necessary for consideration of the development hereunder.

(b) The Plan Commission shall review the application submitted to determine whether the development complies with the criteria set forth in this chapter. As part of its review, the Plan Commission may consider such other matters as it may in its discretion consider necessary, The

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Plan Commission may, but is not required to, hold a public hearing on the application, At the meeting in which the Plan Commission is to consider the application, the Plan Commission may review the site plan, hear from such interested public who attend the meeting and may receive the opinion of the Town Building Inspector on the application.

(c) Following review of the application and plans, the Plan Commission shall make a recommendation to the Town Board to accept, accept with conditions, or reject the application and plans. Such recommendation shall be in writing, which writing may be a copy of the minutes of the Plan Commission meeting at which the recommendation was made.

(d) The Town Board shall make the final determination on acceptance, acceptance with conditions or rejection of the application, following receipt and consideration of the Plan Commission recommendations. The Board's decision shall be in writing to the applicant and the Town Building Inspector. Such writing may be a copy of the minutes of the Town Board meeting at which such action was taken.

(e) No building permit shall be issued for any development until the Town Building Inspector has received, in writing, the Town Board's determination that the development is in compliance with the design review standards contained in this chapter. All construction and improvement of the development subject to design review shall conform with approved design plans.

(f) The determinations of the Town Board on site plan applications shall be appealable as administrative interpretations under Wis. Stat. Ch. 68.

(g) Approval shall be deemed to be given at the end of the 60 day period from the date of the submission of a complete application along with any required fees and necessary accompanying documents to the Town Building Inspector unless the application is rejected in writing, as noted at subsection (c) above, or unless the deadline is extended by agreement of the Plan Commission and the applicant.

### (6) FEES.

The applicant shall be required to submit any out—of—pocket expenses incurred by the Town, including consultant fees (engineering, legal or planning), costs of maps, or other expenses related to the design review, Any such expenses shall be paid in full by the applicant prior to issuance of the building permit.

### (7) REQUIRED INFORMATION.

All development plans shall contain the information required by the submittal requirements established below. The Town Building Inspector shall make such submittal requirements available to any person requesting the same.

### (8) SUBMITTAL REQUIREMENTS.

(a) All exhibits required for the permanent file (noted in the following paragraphs) must be submitted reduced in size to 8-1/2" x 14". However, larger mounting boards or other exhibits not meeting this criteria may be used for Commission presentation.

(b) Fourteen (14) of the following required drawings shall be submitted to the Town Building Inspector for presentation to the Commission:

1. Building plans sufficient to illustrate building faces and exterior layout.

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2. Color photographs required to illustrate the site, including buildings and other existing features. Photos may also be used to illustrate installations on other sites that are similar to the applicant's proposal.
- (c) A site plan for review is required, containing the following information:
1. Scale and north arrow.
  2. Location of site and address if available.
  3. All property and street pavement lines.
  4. Existing and proposed contours.
  5. Building heights.
  6. Gross area of building stated in square feet.
  7. Total square feet of office area.
  8. Density (building and occupants).
  9. Setbacks for side yards, front and back yards, and setback from high water mark, if appropriate.
  10. Gross area of parcel(s) stated in square feet.
  11. If parking is involved, show calculations for determining the required number of off-street parking spaces as required by applicable zoning ordinance. Give the number of spaces actually proposed, Give the maximum number of employees, customers, and office vehicles that would be at the facility at any one time.
  12. Proposed ingress and egress to the site, including on-site parking area(s), parking stalls, and adjacent streets. Delineate traffic flow with directional arrows and indicate the location of direction signs or other motorist's aides (if any).
  13. Calculations for determining the number of trees to be placed within the proposed parking area must be shown, as well as the designation of required buffer screens (if any) between the parking area and adjacent property.
  14. Location of all isolated trees having a diameter of six (6) inches or more. (Tree masses may be shown with a diagrammatic outline and a written inventory of individual trees included.)
  15. Existing landscaping that will be retained and proposed landscaping shall be differentiated and shown on the plan. The type, size, number, and spacing of all plantings must be illustrated.
  16. Location of all existing (to remain) and proposed buildings on the site and all buildings within fifty (50) feet of the site's boundaries.
  17. Location of all existing (to remain) and proposed lighting standards, complete with routing of electrical supply and isofootcandle diagram.
  18. Zoning classification for the entire site.
- (d) Elevations. Complete elevations of all proposed construction and related elevations of existing structures (if any) are required containing the following information:
1. Scale.
  2. All signs to be mounted on the elevations.

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3. Designation of the kind, color, and texture of all primary materials to be used.

(e) Lighting Standard Drawing. A scaled drawing of the proposed lighting standard(s) is required and should contain the following information:

1. All size specifications.
2. Information on lighting intensity (number of watts, isofootcandle diagram, etc.)
3. Materials, colors.
4. Ground or wall anchorage details.
5. Lighted Signs.

(9) VIOLATION AND PENALTIES. Any person who shall violate this section shall, upon conviction, be subject to forfeiture of not less than ten dollars (\$10), nor more than two hundred dollars (\$200), together with all costs of prosecution and penalty assessment, if any. Each day each a violation continues shall constitute a separate offense. Nothing in this section shall preclude the Town from maintaining any appropriate action to prevent or remove a violation of any provision of this section.

(10) EFFECTIVE DATE

This ordinance section was adopted on November 5, 2001.