



PETITION FOR CHANGE OF LAND USE

4058 County Road N; Cottage Grove, WI 53527
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This is the Town of Cottage Grove, Wisconsin's unified petition for Town Plan Commission and/or Town Board review and/or approval of a land development or land use proposal in the Town. This form includes pages 2-4, which must be completed by all Petitioners. It also includes other pages to be completed or referenced only for the type of development approval petition indicated on the top of the associated page.

Each completed petition, fee, and digital copy of a full set of required materials must be provided to the Town Clerk at the email address shown above no later than the 1st Wednesday of the month for the matter to be placed on the next agenda of the Town Plan Commission. The Commission generally meets on the 4th Wednesday. 10 hard copies of all materials in packet form must be provided to the Town Clerk no later than the 3rd Tuesday, which allows adjustments to be made after the digital submittal without having to reprint.

Certain development proposals in the Town also require Dane County, nearby village or city, and/or state or federal approvals. It is the responsibility of each Petitioner to secure all such approvals. Each petition also requiring Dane County approval shall first be submitted to the County, following initial consultation with the Town.

For Town of Cottage Grove Office Use Only

Date completed petition received: _____

Date other required materials received: Digital copy: _____ 10 hard copies in packet form: _____

Application fee paid: Date: _____ Amount paid: _____ Check #: _____

Dates scheduled to appear: Town Plan Commission: _____

Town Board (if necessary): _____

Comments:

GENERAL INFORMATION

(Pages 2-4 must be completed by all petitioners)

Petitioner information:

Person's Name(s): _____
Firm Name (if any): _____
Relationship (mark with an "X"): ___ Owner ___ Tenant ___ Prospective Owner/Tenant
___ Representing: _____
Mailing Address: _____ City: _____ State: ___ Zip: _____
Office/Home Phone #: _____ Mobile Phone #: _____
Email: _____

Property owner information:

Name(s): _____
Ownership (mark with an "X"): ___ Individual ___ Trust ___ Partnership ___ Corporation/LLC
___ Other: _____
Mailing Address: _____ City: _____ State: ___ Zip: _____
Office/Home Phone #: _____ Mobile Phone #: _____
Email: _____

Parcel number or legal description of property:

Address or street boundaries of property:

Number of acres in property:

_____ **Public road(s) providing access:** _____

Current zoning district(s):

_____ **Proposed zoning district(s) (if different):** _____

Current and proposed uses of subject property (mark with an "X" all applicable uses, and whether each is a current use, proposed use, or both):

___ agriculture	(___ current use ___ proposed use)
___ natural area or open space	(___ current use ___ proposed use)
___ FEMA-designated floodplain	(___ current use ___ proposed use)
___ DNR- or field-delineated wetland	(___ current use ___ proposed use)
___ navigable waterway on or next to land	(___ current use ___ proposed use)
___ slopes of between 12% and 20%	(___ current use ___ proposed use)
___ slopes of 20% or greater	(___ current use ___ proposed use)
___ single-family home(s)	(___ current # ___ proposed #)
___ commercial service or retail	(___ current use ___ proposed use)
___ manufacturing/storage/contractor	(___ current use ___ proposed use)
___ agricultural-related business or structure	(___ current use ___ proposed use)
___ commercial recreational use	(___ current use ___ proposed use)
___ tourist rooming house	(___ current use ___ proposed use)
___ institutional or utility use	(___ current use ___ proposed use)
___ driveway to a public road	(___ current use ___ proposed use)
___ other use: _____	(___ current use ___ proposed use)

Summary of proposed project (e.g., how will land use change, why?). For complicated proposals, attach additional pages.

Type of development review(s) requested (mark with an "X" all that apply, and submit check(s) payable to the Town of Cottage Grove along with application fee per the Town Fee Schedule and listed below):

___ Rezoning. Petitioner must submit to Town a \$300 application fee plus all materials required by Dane County for a rezoning application. A rezoning is required where the Petitioner’s intended land use is not allowed under the current zoning district.

___ Conditional Use Permit (CUP). Petitioner must submit to Town a \$300 application fee plus all materials required by Dane County for a CUP application. A CUP is required for all conditional uses in the associated zoning district as required under the Dane County zoning ordinance.

___ Certified Survey Map (CSM). Petitioner must submit to the Town an application fee of \$125 plus all materials listed in the CSM checklist attached to this petition.

___ Design Review. Petitioner must submit to Town a \$175 application fee plus all materials listed in the Design Review checklist attached to this petition. Design review is required prior to building permit issuance for development of:

- Any project serving a commercial, industrial, utility, or institutional use, including any concentrated animal feeding operation but not any other permitted use in a farmland preservation zoning district.
Any non-metallic mineral extraction operation, which is also subject to TCG Chapter 17.
Any residential land use consisting of three or more attached dwelling units per building.
Any 5+ space parking lot serving any of the above uses or developments.
Most expansions to any of the above uses or developments of at least 10% in building floor area, outdoor storage or display area, loading area, or parking—via one expansion project or two or more expansion projects occurring from 11/5/2001 forward. See TCG § 12.08 for exceptions.

___ Comprehensive Development Plan (CDP)/Concept Plan Review. Required before submittal of a preliminary subdivision plat and advised in advance of other formal development proposals. Where associated with a proposed subdivision, see CDP checklist attached to this petition for materials required. For all other requested concept plan reviews, submit preliminary plans of sufficient detail to allow an understanding of development intent.

___ Preliminary or Final Subdivision Plat (circle one). Petitioner must submit to the Town an application fee of \$350 for the initial lot plus \$20 per additional lot plus all materials listed in the Preliminary Plat or Final Plat checklist attached to this petition. Petitioner may also be required to execute a predevelopment agreement with the Town regarding pre-payment and reimbursement for Town expenses associated with plat review.

___ Variance, Exception, or Waiver to Ordinance Requirement. Petitioner must site the specific ordinance requirement by section; include the reasons for the request; and indicate the exceptional or undue hardship that would result were the variance, waiver, or modification not granted.

Other: _____
(check with Town Clerk for any required fee & materials)

Reimbursement for Development Review Services, Special Meetings, and Publication Expenses:

The Town Planner, Town Engineer, Town Attorney, and other third-party consultants may expend time in the administration, investigation, and processing of the development review petition, for which they will invoice the Town. Further, the Town may incur publication expenses, costs associated with special meetings, and costs associated with Town employees who perform special tasks associated with the petition. The signing and submittal of this petition shall be construed as an agreement to pay for any and all professional consulting services, staff services, publication expenses, and special meeting costs associated with the administration, investigation, and processing of this petition and the associated development review and approval request.

Reimbursable costs from third-party consultants shall be based on actual invoices submitted to the Town using the same rates as the Town routinely pays those consultants. Costs associated with Town employees who perform special tasks associated with the petition shall be twice the actual hourly pay of the associated Town employee. The Petitioner shall pay all reimbursable costs within 30 days of receipt of one or more invoices from the Town, following the execution of the development review or publication expenses associated with the petition. In the event the Petitioner fails to pay such costs, the responsibility shall pass to the property owner, if different, under the same terms. Such costs that are assigned to the Petitioner or property owner, but that are not actually paid within 30 days, may then be imposed by the Town as a special charge on the affected property.

Acknowledgements and Signatures:

By signing and dating below, I/We:

1. To the best of my/our knowledge, submitted a petition that is true, correct, complete, and meets the requirements of applicable ordinances and the [Town Comprehensive Plan](#).
2. Read, understand, and accept my/our responsibilities under the reimbursement section above.
3. Acknowledge that Town officials, employees, and consultants may, in the performance of their functions, enter upon the subject property to inspect or gather information necessary to process this petition.
4. Understand that all meeting dates are tentative and may be postponed by the Town for the reason of incomplete submittals or other administrative reasons.
5. If this petition is approved, agree to abide by this petition, approved plans, and required conditions associated with approval in the development of the subject property.
6. Understand that submittal of this petition and payment of the proper fee does not mean that requested development approval is imminent or guaranteed.
7. Understand that Town ordinances and/or the conditions of development approval may specify timeframes within which I/we must take certain actions related to the development of the subject property, or risk having the approval being nullified.
8. Understand that the approval(s) sought under this petition do not qualify as, nor replace the necessity for proper permitting for the proposed project or for other required governmental approvals.

Signature of Petitioner

Date

Printed Name of Petitioner

Signature of Property Owner (if different)

Date

Printed Name of Property Owner (if different)

ADDITIONAL SUBMITTAL REQUIREMENTS FOR CERTIFIED SURVEY MAP (CSM) PETITIONS

***** NOT REQUIRED FOR DIFFERENT TYPES OF PETITIONS *****

The following information is required for a complete petition for CSM approval under [TCG Chapter 15 - Land Division and Planning Code](#):

- Certified Survey Map, which shall include:
 - All the information required by Wis. Stats. §236.34.
 - All existing buildings, watercourses, drainage ditches and other features pertinent to proper division.
 - Any unique setbacks or building lines required by the Town Plan Commission.
 - All lands to be dedicated to the public or reserved for future acquisition.
 - Date of the map.
 - Graphic scale.
 - Name and address of the owner, land, divider, and surveyor.
 - Certification that the surveyor has fully complied with all the provisions of the Town Land Division and Planning Code.
- Where a change in zoning classification is being or will be requested in connection with the land division, a map showing the present and proposed zoning of the land and all lands adjacent thereto.
- If required by the Town Engineer, where sanitary sewers are unavailable, borings and soundings in specified areas to ascertain subsurface soil, rock, and water conditions, including depth to bedrock and depth to ground water table.
- If new public streets or other public facilities are proposed, associated plans, profiles, and specifications required by TCG § 15.07(3), 15.11(1) and by the results of any tests required by TCG § 15.07(4).
- If required by the Plan Commission, a draft of protective covenants or restrictions which the subdivider intends to or may be required to record regulating land use and/or density in the proposed CSM area or to otherwise protect the proposed development.
- If requested by the Town Clerk, verification via a County density study or otherwise that the land from which the residential division is proposed has sufficient Residential Density Units (RDUs, or “splits”) to accommodate the proposal.

ADDITIONAL SUBMITTAL REQUIREMENTS FOR DESIGN REVIEW PETITIONS

*** NOT REQUIRED FOR DIFFERENT TYPES OF PETITIONS ***

The purpose of Design Review is to promote the public health, safety, and welfare pursuant to the authority in [TCG Chapter 12](#), by ensuring, to the extent practicable, that future development of land in the Town of Cottage Grove proceeds according to the Town's goals, objectives, and policies expressed in said Chapter 12 (especially its TCG § 12.08) and the Town Comprehensive Plan.

All petitions for Design Review shall be accompanied by the following plans drawn to a recognized scale, and including a north arrow, date of preparation, landowner and business names, and contact information.

- Building plans sufficient to illustrate all exterior building walls, doors, windows, and roofs, including heights, dimensions, colors, and materials (including calculations to verify compliance with associated building design requirements), along with building mounted lighting, signs, and mechanical units.
- If required by the Plan Commission, building material samples.
- Color photographs to illustrate current site conditions, including from adjacent public road rights-of-way and the boundary of any adjacent land used or zoned for residential or public open space purposes, including buildings and other existing features. Photos may also be provided to illustrate installations on other sites that are similar to the Petitioner's proposal.
- A site plan, containing, on one or more plan sheets, the following information:
 - Location of site and address if available and parcel number if not.
 - All property and street pavement lines, labeling dimensions.
 - Existing and proposed contours. For minor projects, the Town Engineer may accept a spot grading plan without proposed contours.
 - Gross area of lot and all buildings stated in square feet, including building square footage divided by function (e.g., office, storage).
 - Current zoning classification.
 - Adjacent streets and land uses, including road centerlines.
 - The percentage of the site that will remain in open space and the percentage that will be under buildings following development.
 - Setbacks for side, front, and rear yards, for buildings and other hard surfaces, and setback from ordinary high-water mark, if applicable.
 - Boundaries for all wetlands, floodplains, and shoreland setbacks and zoning areas.
 - Calculations for determining the minimum required number of off-street parking spaces by zoning ordinance, plus the number of spaces actually proposed.
 - The maximum number of employees, customers, and/or residents that would be at the facility at any one time.
 - 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 directional signs or other motorist's aides (if any).
 - Calculations for determining the number of trees to be placed within the Development Site Area (as defined in TCG § 12.08(3)), as well as the designation of any required bufferyards.
 - All existing trees with a trunk diameter at breast height of over six inches or over 40 feet tall, or the limits of woodlots within which at least 50 percent of the trees meet at least one of these two size criteria.

- Existing landscaping that will be retained (including proposed protection measures) and proposed landscaping, which shall be differentiated and shown on the plan. Indicate the type, size, number, and spacing of all proposed plantings.
- Location, dimensions, and floor area of all existing (to remain) and proposed buildings on the site and all buildings within 50 feet of the site's boundaries.
- Location of all existing (to remain) and proposed lighting standards.
- Location of all other existing and proposed structures, outdoor storage or display areas, parking areas, dumpsters, fencing, and ground-mounted signs (including if proposed to be lit), including distances from all lot lines.

- A scaled drawing and/or catalog pages of the proposed exterior lighting, including all specifications including size and height, lighting intensity such as a photometric plan, materials and colors, and ground or wall anchorage details.

ADDITIONAL SUBMITTAL REQUIREMENTS FOR COMPREHENSIVE DEVELOPMENT PLAN PETITIONS

***** NOT REQUIRED FOR DIFFERENT TYPES OF PETITIONS *****

The first step of the subdivision platting process is a Comprehensive Development Plan (CDP), which determines whether the proposed layout/subdivision of land is satisfactory from the standpoint of the public interest and fits within the broader context of the Petitioner's contiguous ownership and the surrounding area. The Town requires the following information to be included with each CDP petition associated with a proposed or potential subdivision plat:

- A soil suitability report completed by a soil/environmental scientist, suggesting the suitability of the land for building sites and on-site wastewater treatment systems of the types, locations, and densities contemplated.
- Information indicating typical, high, and low subsurface distances to groundwater and bedrock.
- A complete WDNR Natural Heritage Inventory (NHI) preliminary assessment.
- A plan map, drawn to a scale of 1" to 200' except where otherwise approved by the Town Engineer, showing:
 - All lands under the control of the Petitioner that are contiguous or separated only by existing public roads or railroad rights-of-way from the lands anticipated for subdivision.
 - Proposed road(s) layout, including shared driveways and public roads.
 - Topography (2' contours), highlighting slopes of 12-20% and 20%+.
 - Location of all existing and proposed lots.
 - Proposed stormwater ponds with discharge locations.
 - Identification of areas of existing and proposed vegetation.
 - Environmental features, including all wetlands, waterways, floodplains.
 - Any shoreland zoning, including shoreland zone and shoreland setback boundaries.
 - Location of existing drainage tiles with flow direction indicated.
 - Density calculations.
 - Open space percentage (if applicable).
 - All common amenities, including proposed parks, trails, etc.
- If a waiver of Town subdivision design standards is requested, details showing the proposed deviation from the standards and the reasons for them.
- Projected number of lots and housing units broken down into single-family homes and any other types of housing units anticipated.
- A development schedule clearly indicating the time of completion for the proposed development and each anticipated phase.
- If requested by the Town Clerk, verification via a County density study or otherwise that the land from which the residential division is proposed has sufficient Residential Density Units (RDUs, or "splits") to accommodate the proposal, including through transfer of development rights if required.

Petitioners are also advised to review the [Town Comprehensive Plan](#), including its policies for Neighborhood Development Areas and for Transfer of Development Rights, in the preparation of each Comprehensive Development Plan and associated plat thereafter.

ADDITIONAL SUBMITTAL REQUIREMENTS FOR PRELIMINARY PLAT PETITIONS

*** NOT REQUIRED FOR DIFFERENT TYPES OF PETITIONS ***

Following Town review of a Comprehensive Development Plan, a Preliminary Plat shall be required for all subdivisions, prepared on paper of good quality capable of clearly legible reproduction at a scale of not more than 100 feet to the inch, comply with the [TCG Chapter 15 - Land Division and Planning Code](#), and show correctly on its face the following information:

- Title under which the proposed subdivision is to be recorded.
- Location of subdivision by government lot, quarter-quarter section, township, range, county, and state.
- Location map showing the relationship between the plat and its surrounding area and existing streets.
- Date, scale, and north point.
- A description of the material of which the corner marker is composed.
- Names and addresses of the owner, subdivider, surveyor, engineer, and planner involved preparation.
- The entire area contiguous to the proposed plat owned or controlled by the subdivider, even though only a portion of said area is proposed for immediate development.
- The present zoning and any proposed zoning change for the plat and all land adjacent thereto.
- Location and elevation of any land situated within a flood plain, wetland, shoreland, and shoreland setback area.
- Exact length and bearing of the exterior boundaries of the proposed subdivision referenced to a corner established in U.S. Public Land Survey and the total acreage encompassed thereby.
- Contours at vertical intervals of not more than two feet where average slope is less than 5% or 5 feet where slope is 5% or greater. Elevations shall be marked on such contours based upon United States Geological Survey (USGS).
- Water elevations of adjoining lakes and streams at the date of the survey and approximate high and low water elevations, based upon or established by the best available data.
- Location, right-of-way width and names of all existing streets, alleys or other public ways, easements, railroad and utility rights-of-way and all section and quarter section lines within the exterior boundaries of the plat or immediately adjacent thereto.
- Location and names of any adjacent subdivisions, parks and cemeteries, and owners of record of abutting unplatted lands.
- Type, width, and elevation of any existing street pavements within the exterior boundaries of the plat or immediately adjacent thereto together with any legally established centerline elevations, based upon or established by the best available data.
- Location, size, and invert elevation of any existing storm sewers, culverts, and drainpipes; location of manholes, catch basins, hydrants, power and telephone poles; and location and size of any existing sanitary sewer, water, and gas mains and underground utilities within the exterior boundaries of the plat or immediately adjacent thereto.
- Locations of all existing property boundary lines, structures, drives, streams and watercourses, marshes, rock outcrops, wooded areas, railroad tracks and other similar significant features within the tract being subdivided or immediately adjacent thereto.
- Location, width, length, bearing and names of all proposed streets and public rights-of-way such as alleys and easements.

- Any proposed lake and stream improvement or relocation.
- Location and approximate dimensions of any sites to be reserved or dedicated for parks, playgrounds, drainageways, or other public use or which are to be used for group housing, shopping centers, church sites, or other nonpublic uses not requiring lotting.
- When a street is on a circular curve, the main chords of the right-of-way lines shall be drawn as dotted or dashed lines in their proper places. All curved lines shall show, either on the lines or in an adjoining table, the radius of the circle, the central angle subtended, the chord bearing, the chord length and the arc length for each segment. The tangent bearing shall be shown for each end of the main chord for all circular lines. When a circular curve of 30-foot radius or less is used to round off the intersection between two straight lines, it shall be tangent to both straight lines, and in such event, it is sufficient to show on the plat the radius of the curve and the tangent distances from the points of curvature to the point of intersection of the straight lines.
- Existing zoning on and adjacent to the proposed subdivision.
- Corporate limits lines.
- Any proposed lake and stream access with a small drawing clearly indicating the location of the proposed subdivision in relation to the access.
- Approximate dimensions of all lots and outlots together with proposed lot, outlot, and block numbers.
- Certification that the surveyor has fully complied with all applicable provisions of the Town Land Division and Planning Code.

The following additional information shall be submitted with a Preliminary Plat for a complete petition:

- Street plans and profiles showing existing ground surface, proposed and established street grades, including extensions for a reasonable distance beyond the limits of the proposed subdivision when requested. All elevations shall be based upon USGS data and plans and profiles shall meet the approval of the Town Engineer.
- If required by the Town Engineer, where sanitary sewers are unavailable, borings and soundings in specified areas to ascertain subsurface soil, rock, and water conditions, including depth to bedrock and depth to ground water table.
- If required by the Plan Commission, a draft of protective covenants which the subdivider intends to record regulating land use in the proposed subdivision or to otherwise protect the proposed development.

Finally, prior to final approval of the Preliminary Plat, the Petitioner is required to provide confirmation that the site is suitable for a private onsite wastewater treatment system in compliance with Wisconsin Admin. Code Ch. SPS 383 and 385, and any other applicable Department of Safety and Professional Services or Department of Natural Resources administrative regulation.

ADDITIONAL SUBMITTAL REQUIREMENTS FOR FINAL PLAT PETITIONS

*** NOT REQUIRED FOR DIFFERENT TYPES OF PETITIONS ***

Each Final Plat shall be prepared by a land surveyor registered in this state, be consistent with the Preliminary Plat and all approval conditions, comply with the [TCG Chapter 15 - Land Division and Planning Code](#), and correctly show on its face:

- All information required under §§ 236.15 and 236.20, Wis. Stats., TCG § 15.05, and as required by Preliminary Plat approval.
- Exact length and bearing of the centerline of all streets.
- Exact street width along the line of any obliquely intersecting street.
- Railroad rights-of-way within and abutting the plat.
- Any unique setbacks or building lines as may be required by the Town Plan Commission.
- All lands reserved for future public acquisition or reserved for the common use of property owners within the plat, and other lands dedicated to the public for common use.
- Special restrictions required by the Town Plan Commission, Town ordinance, or County or State law relating to access control along public ways or to the provision of planting or buffer strips.
- The rural fire number to be assigned to each lot, unless assignments cannot be made at such time.
- The surface water run-off statement shown in TCG § 15.08(4).
- All certificates required by §236.21 Wis. Stats., plus certification that the surveyor has fully complied with the Town Land Division and Planning Code.

The following additional information shall be submitted with a Final Plat for a complete petition:

- Verification that the Petitioner has submitted the plat to all private utilities, communication providers, and post office serving the plat area for identification of appropriate easements and mailbox/cluster box placements to deliver the associated services.
- Plans, profiles, and specifications required by TCG § 15.07(3), 15.11(1) and by the results of any tests required by TCG § 15.07(4).
- If required by the Plan Commission, protective covenants which the subdivider intends to record regulating land use in the proposed subdivision or to otherwise protect the proposed development.