

CITY OF DELAVAN

Office of
Building/Zoning Commissioner

123 S. 2nd Street
P.O. Box 465
Delavan, WI 53115
(262) 728-1891

CONDITIONAL USE PERMIT APPLICATION REQUIREMENTS

The following permit application forms must be completely filled out before any permits are reviewed and before any construction is commenced:

1. Cost Recovery Agreement.
2. Application for Conditional Use Permit. **(Fee is \$250.00)**
3. Checklist for Conditional Use Review and Approval.
4. Checklist for Site Plan Review and Approval.
5. Detailed Landscape Plan/Checklist.
6. Grading and Erosion Control Plan.
7. Building Elevation Drawings.
8. A Current Plat of Survey.
9. Sampling Manhole Installation Agreement.

The Plan Commission agenda is limited to only six (6) items.

The Plan Commission meets the 3rd Monday of every month. All applications must be completed in full 4 weeks prior to Plan Commission meeting. The Plan Commission may make a recommendation to the Common Council which meets on the 2nd Tuesday of the month. The Common Council gives the final approval, subject to Public Hearing comments received.

As a convenience to persons that have submitted plans for Plan Commission review, the City of Delavan will hold on the first Thursday morning of every month at 10:00 AM, a staff review meeting. This meeting is attended by the City Planner, the City Engineer, and other staff pertinent to projects on the draft agenda. All applicants are strongly encouraged to utilize this opportunity to clarify their submittals and to answer questions that staff may have for the applicant. Under no circumstances will plans first submitted at this meeting be placed on the Plan Commission agenda without staff approval. This meeting is generally on a first-come-first served basis.

Date _____ Amount Deposited _____ Project # _____

**COST RECOVERY CERTIFICATE AND AGREEMENT PURSUANT
TO SECTION 3-6-1
OF THE MUNICIPAL CODE OF THE CITY OF DELAVAN**

The undersigned Applicant hereby acknowledges and agrees to be bound by Ordinance RC-245 as recreated at § 3-6-1 thru 3-6-8 of the City of Delavan Municipal Code, providing for City recovery of all costs and disbursements incurred in the process of considering requests by an Applicant related to the City of Delavan zoning or subdivision code. The Applicant further agrees, in consideration of the City's incurring costs and hiring of professionals to assist it in the process of reviewing the Applicant request, to reimburse the City for all costs recoverable pursuant to the terms of the above numbered ordinance within the time period set forth in the ordinances.

Dated this _____ day of _____, 20 ____.

Original: City records
Copy: Applicant
Copy: City Attorney

APPLICANT

Reason for Cost Recovery

- Conditional Use
- Rezone
- Extraterritorial Review
- Preliminary/Final Plat

Print name here: _____

Phone Number: _____

Email address: _____

Send bill to: _____

OWNER OF PROPERTY

Signature

Print name

Project name: _____

Project location: _____

Note to Applicant: The City Engineer, City Attorney and other City professionals and City staff, if requested by the City to review your request, will bill for their time at an hourly rate which is adjusted from time to time by agreement with the City. Please inquire as to the current hourly rate you can expect for this work. In addition to these rates, you will be asked to reimburse the City for those additional costs set forth in § 3-6-1 through 3-6-8 of the Municipal Code.

CHAPTER 6
(created 8/11/98 Ordinance RC-48)
Recovery of City Costs and Expenses

- 3-6-1 General Provisions (Amended 3/11/08 Ord. 245)
- 3-6-2 Applicant Certificate
- 3-6-3 Costs Recoverable (Amended 3/11/08 Ord. 245)
- 3-6-4 Billing of Costs (Amended 3/11/08 Ord. 245)
- 3-6-5 Condition of all Applications (Amended 3/11/08 Ord. 245)
- 3-6-6 Enforcement
- 3-6-7 Fees
- 3-6-8 Severability

3-6-1 GENERAL PROVISIONS: (Amended 3/11/08 Ord. 245)

In addition to any other fees required to be paid in conjunction with the filing of an application requesting any consideration on the part of the Common Council (hereinafter “Council”), the City Water and Sewer Commission (hereinafter “Water and Sewer Commission”), the City Plan Commission (hereinafter “Plan Commission”) the City Zoning Administrator or the City Board of Zoning Appeals (hereinafter “Board of Zoning Appeals”) to establish or modify any use of land within the City *involving zoning, rezoning, conditional uses, and special uses; variances and other appeals; annexations; subdivision, including plat approval; developer agreements; utility cost agreements; all matters of land division within the extraterritorial planning area; amendments to the zoning ordinance and comprehensive plan; and all contracts or agreements related to any of the foregoing, the person, partnership or entity requesting such consideration (hereinafter “Applicant”)* shall compensate the City for all costs and expenses the City incurs in the consideration of any such application or request. The obligation to compensate the City for its costs and expenses shall also extend to pre-submission discussions with the City or its representatives which precede an application to the City, if any.

3-6-2 APPLICANT CERTIFICATE. Before the City shall incur any costs or expense in consideration of any application as described in this ordinance, the Applicant shall sign an acknowledgment and certificate on a form to be made available by the City Clerk stating the Applicant’s responsibility for all City costs and expenses directly or indirectly related to the Applicant’s request. The original of said acknowledgment and certificate shall be kept on file with the City Clerk. A copy shall be given to the Applicant at the time of signing.

3-6-3 COSTS RECOVERABLE. (Amended 3/11/08 Ord. 245)

All costs incurred by the City in the consideration of any request by an Applicant to establish or modify any use of land within the City as described in Section 3-6-1 above shall be recoverable, including, without limitation by enumeration, the following:

- 1) All professional and technical consultant services and fees retained by the City and rendered in review of any application, including, but not limited to, the City Engineer, Planner, City Attorney or any other professional or expert hired by the City for purposes of review of the application or presubmission request.
- 2) Legal publication costs.
- 3) Court reporter costs, as deemed necessary by the City.
- 4) Copy reproduction.
- 5) Postage.
- 6) Telephone charges.
- 7) Fees and costs incurred by the City Building Inspector.
- 8) Document Recordation (if required).

- 9) *All professional services costs, particularly noted in subsection 1), 2), and 3) above shall be surcharged by 5% to cover administrative related costs of the City.*
- 10) Any other cost or expense incurred by the City.

3-6-4 BILLING OF COSTS. (Amended 3/11/08 Ord. 245)

The City Treasurer shall, on a monthly basis, bill all costs recoverable pursuant to this ordinance to the Applicant, which said costs shall be paid by Applicant within 30 days of receipt of the City's billing. The City Zoning Administrator or City Administrator may at any time require an Applicant to submit an advance deposit of \$500 to \$5,000 depending upon the complexity and anticipated involvement of the City's consultants or continuing advance deposits against future billings by the City for the recovery of costs provided by this ordinance. *An advanced deposit shall be required for applications related to extraterritorial matters.* Surplus deposits shall be returned to the Applicant at the conclusion of the project if such deposits exceed the amount of billings for recoverable costs. Any billed costs from the City unpaid at the expiration of said 30 day period shall bear interest at the rate of 18% per annum.

3-6-5 CONDITION OF ALL APPLICATIONS. (Amended 3/11/08 Ord. 245)

Notwithstanding anything in the City Municipal Code to the contrary, payment in full of all recoverable costs pursuant to this ordinance shall be a precondition to the final approval of any application as well as the issuance of any building, construction, *or occupancy* permits related to such application. This precondition shall extend to any Council request for an advance deposit against future billings for recoverable costs as called for herein.

3-6-6 ENFORCEMENT. In addition to any provision for enforcement contained in the City Municipal Code, in the event the City is not paid billed recoverable costs as called for herein, the City shall be entitled to recover all actual attorney fees, litigation expenses, witness fees, filing fees, expert witness fees and all other costs or expenses incurred by the City in the prosecution of a violation of this ordinance, regardless of whether the City prevails in such prosecution or not, or whether an action is filed or not.

3-6-7 FEES. In addition to any fees called for herein, a subdivider shall, in the course of submitting any land division for presubmission consideration or for review and action by the City, at all times comply with the provisions of § 3-6-1 of the City Municipal Code related to recovery of City costs and expenses.

3-6-8 SEVERABILITY: In the event any section, clause, paragraph, or phrase of this ordinance is deemed to be wholly or partially unenforceable by a court of law in a competent jurisdiction, the remaining sections of the ordinance shall remain in full force and effect.

PETITION FOR ZONING AMENDMENT

TO THE COMMON COUNCIL OF THE CITY OF DELAVAN, WISCONSIN:

The undersigned hereby petitions the Common Council to amend the City Zoning Code as follows:

- | | |
|---|--|
| <input type="checkbox"/> Rezone (Zoning Map Change) | <input type="checkbox"/> Conditional Use |
| <input type="checkbox"/> Text Amendment | <input type="checkbox"/> P.I.D. |
| <input type="checkbox"/> Preliminary Plat | <input type="checkbox"/> E.T.P. |
| <input type="checkbox"/> Final Plat | |

for the following described property:

Legal Description: _____

Tax Identification Number: _____

Commonly Known As: _____

Present Zoning Classification: _____

Present Use: _____

Requested Zoning/Conditional Use: _____

Proposed Use: _____

PROPERTY OWNER:
Name _____
Address _____

Telephone No. _____

APPLICANT:
Name _____

Telephone No. _____

Property Interest of Applicant (if other than owner) _____

State briefly why the change is being requested: _____

More information may be requested by the Zoning Administrator and/or Public Works Department if deemed necessary to properly evaluate your request. The lack of information requested by this form may in itself be sufficient cause to deny the request. If you have any questions regarding the procedure, please contact the Zoning Administrator.

All statements contained herein are true of applicant's own knowledge or based on applicant's information and belief.

Applicant's Signature

Sworn before me this _____ day of _____, 20 _____

Notary

Petition No. _____

Date Filed _____

Date Fee Received _____

City Clerk _____

Fee Schedule:

The Plan Commission agenda is limited to only six (6) items.

The Plan Commission meets the 3rd Monday of every month. All applications must be completed in full 4 weeks prior to Plan Commission meeting. The Plan Commission may make a recommendation to the Common Council the following 2nd Tuesday of the month. The Common Council gives the final approval.

AGREEMENT AS TO COSTS
WITH CITY OF DELAVAN

_____, the applicant/petitioner
(Name)
for _____, dated
(Nature of application/petition)

_____, 20____, agrees, in addition to those normal costs payable by an applicant/petitioner (e.g. filing or permit fees, publication expenses, recording fees, etc.), that in the event the action applied or petitioned for requires the City of Delavan, in the judgment of its staff, to obtain additional professional service(s) (e.g. engineering, surveying, planning, legal) than normally would be routinely available "in house" to enable the City to properly address, take appropriate action on, or determine the same, applicant/petitioner shall reimburse the City for the costs thereof.

Dated this _____ day of _____, 20_____.

(Signature of Applicant/Petitioner)

THIS MUST BE RETURNED WITH THE APPLICATION

**CITY OF DELAVAN PROCEDURAL CHECKLIST FOR:
CONDITIONAL USE REVIEW AND APPROVAL (Requirements per Section 24.905)**

This form should be used by the Applicant as a guide to submitting a complete application for a conditional use and by the City to process said application. Parts II and III should be used by the Applicant to submit a complete application; Parts I - IV should be used by the City as a guide when processing said application.

I. RECORDATION OF ADMINISTRATIVE PROCEDURES

- _____ **Pre-submittal staff meeting scheduled:**
 - Date of Meeting:** _____ **Time of Meeting:** _____ **Date:** _____ **by:** _____

- _____ **Follow-up pre-submittal staff meetings scheduled for:**
 - _____ **Date of Meeting:** _____ **Time of Meeting:** _____ **Date:** _____ **by:** _____
 - _____ **Date of Meeting:** _____ **Time of Meeting:** _____ **Date:** _____ **by:** _____
 - _____ **Date of Meeting:** _____ **Time of Meeting:** _____ **Date:** _____ **by:** _____
 - _____ **Date of Meeting:** _____ **Time of Meeting:** _____ **Date:** _____ **by:** _____

- _____ **Application form filed with Zoning Administrator:** **Date:** _____ **by:** _____

- _____ **Application fee of \$ _____ received by Zoning Administrator:** **Date:** _____ **by:** _____

- _____ **Reimbursement of professional consultant costs agreement executed:** **Date:** _____ **by:** _____

II. APPLICATION SUBMITTAL PACKET REQUIREMENTS

Prior to submitting the 25 final complete applications as certified by the Zoning Administrator, the Applicant shall submit 5 initial draft application packets for staff review, followed by one revised draft final application packet based upon staff review and comments.

Initial Packet (5 Copies to Zoning Administrator) *Date:* _____ *by:* _____
∴ Draft Final Packet (1 Copy to Zoning Administrator) *Date:* _____ *by:* _____

- ∴ _____ (a) **A map of the proposed conditional use:**
 - _____ **Showing all lands for which the conditional use is proposed;**
 - _____ Showing all other lands within 300 feet of the boundaries of the subject property;
 - _____ Referenced to a list of the names and addresses of the owners of said lands as they appear on the current records of the Register of Deeds of Walworth County (as provided by the City of Delavan);
 - _____ **Clearly indicating the current zoning of the subject property and its environs, and the jurisdiction(s) which maintains that control;**
 - _____ **Map and all its parts are clearly reproducible with a photocopier;**
 - _____ **Map size of 11" by 17" and map scale not less than one inch equals 800 ft;**
 - _____ **All lot dimensions of the subject property provided;**
 - _____ **Graphic scale and north arrow provided.**

- _____ (b) **A map, such as the Land Use Plan Map, of the generalized location of the subject property in relation to the City as a whole:**
- _____ (c) **A written description of the proposed conditional use describing the type of activities, buildings, and structures proposed for the subject property and their general locations;**
- _____ (d) **A site plan (conforming to the requirements of Section 24.908(3)) (see attached) of the subject property as proposed for development OR if the proposed conditional use is a cluster development (per Section 23.206(1)(b)-(f)) or a group development (per Section 23.208) a proposed preliminary plat or conceptual plat may be substituted for the required site plan, provided said plat contains all information required on said site plan per Section 24.908.**
- _____ (e) **(Optional) Written justification for the proposed conditional use:**
 - _____ Indicating reasons why the Applicant believes the proposed conditional use is appropriate with the recommendations of the City of Delavan Comprehensive Master Plan, particularly as evidenced by compliance with the standards set out in Section 24.905(4)(c)1.-6. *(See below)*

III. JUSTIFICATION OF THE PROPOSED CONDITIONAL USE (C-735, 1/21/97)

In granting a conditional use permit, the Common Council shall consider the advice and recommendations of the Plan Commission and the effect of the proposed use upon the health, safety, morals, and general welfare of occupants and/or surrounding lands. The Plan Commission, in arriving at its recommendations to Council, shall consider, and the Council, among other things and prior to taking action on granting such permit, shall determine whether it can make affirmative findings on what it considers a sufficient number of, such the following criteria as are deemed pertinent to the particular application under consideration:

1. The use will not create an excessive burden on existing parks, schools, and other public facilities and utilities which serve or are proposed to serve the area.
2. The property and proposed structures will have property ingress and egress with particular reference to automotive and pedestrian safety and convenience, traffic flow and control and access in case of fire or catastrophe.
3. The use will be sufficiently compatible or separated by distance or screening from adjacent agricultural or residentially zoned or used land so that existing homes will not be depreciated in value and there will be no deterrence to development of vacant land.
4. The use is consistent with the purposes of the Zoning Ordinance and the purposes of the zoning district in which the applicant intends to locate the proposed use.
5. The use will not cause traffic hazard or congestion.
6. Existing business nearby will not be adversely affected because of curtailment of customer trade brought about by intrusion of noise, glare of general unsightliness.

In permitting a new conditional use or the alteration of an existing conditional use, the Plan Commission may recommend, and the Common Council may impose, in addition to the standards and requirements expressly specified by the Zoning Ordinance additional conditions which the Plan Commission and Common Council consider necessary to protect the best interests of the surrounding area or the City as a whole.

These conditions may include, but are not limited to the following:

1. Increasing the required lot size or yard dimension.
2. Limiting the height, size or location of buildings.
3. Controlling the location and number of vehicle access points.
4. Increasing the street width.
5. Increasing the number of required off-street parking spaces.
6. Limiting the number, size, location of lighting signs.
7. Requiring decking, fencing, screening, landscaping or other facilities to protect adjacent or nearby property.

IV. FINAL APPLICATION PACKET INFORMATION

_____	Receipt of 5 full scale copies in blue/line or black/line of complete Final Application Packet by Zoning Administrator:	Date: _____ by: _____
_____	Receipt of 25 reduced (8.5" by 11" text and 11" x 17" graphics) copies of complete Final Application Packet by Zoning Administrator:	Date: _____ by: _____
_____	Certification of complete Final Application Packet and required copies to the Zoning Administrator by City Clerk:	Date: _____ by: _____
_____	Class 2 Legal Notice sent to official newspaper by City Clerk:	Date: _____ by: _____
_____	Class 2 Legal Notice published on _____ and _____	by: _____
_____	Conditional Use recorded with the County Register of Deeds Office:	Date: _____ by: _____
_____	Reviewed by Fire Department:	Date: _____ by: _____
_____	Reviewed by Utility Department:	Date: _____ by: _____
_____	Reviewed by City Engineer:	Date: _____ by: _____
_____	Reviewed by Public Works:	Date: _____ by: _____
_____	Reviewed by City Attorney:	Date: _____ by: _____
_____	Developer's Agreement Submitted:	Date: _____ by: _____

**CITY OF DELAVAN PROCEDURAL CHECKLIST FOR:
SITE PLAN REVIEW AND APPROVAL (Requirements per Section 24.908)**

_____ **Highly suggest consulting an architect and/or engineer.**

This form should be used by the Applicant as a guide to submitting a complete application for a site plan review and by the City to process said application. Part II should be used by the Applicant to submit a complete application; Parts I - III should be used by the City as a guide when processing said application.

I. RECORDATION OF ADMINISTRATIVE PROCEDURES

_____ **Pre-submittal staff meeting scheduled:**

Date of Meeting: _____ **Time of Meeting:** _____ **Date:** _____ **by:** _____

Follow-up pre-submittal staff meetings scheduled for:

_____ **Date of Meeting:** _____ **Time of Meeting:** _____ **Date:** _____ **by:** _____

_____ **Date of Meeting:** _____ **Time of Meeting:** _____ **Date:** _____ **by:** _____

_____ **Date of Meeting:** _____ **Time of Meeting:** _____ **Date:** _____ **by:** _____

_____ **Date of Meeting:** _____ **Time of Meeting:** _____ **Date:** _____ **by:** _____

_____ **Application form filed with Zoning Administrator:** **Date:** _____ **by:** _____

_____ **Application fee of \$ _____ received by Zoning Administrator:** **Date:** _____ **by:** _____

_____ **Reimbursement of professional consultant costs agreement executed:** **Date:** _____ **by:** _____

II. APPLICATION SUBMITTAL PACKET REQUIREMENTS

Prior to submitting the 25 final complete applications as certified by the Zoning Administrator, the Applicant shall submit 5 initial draft application packets for staff review, followed by one revised draft final application packet based upon staff review and comments.

Initial Packet (5 Copies to Zoning Administrator)

Date: _____ *by:* _____

∴ Draft Final Packet (1 Copy to Zoning Administrator)

Date: _____ *by:* _____

∴

_____ (a) **A written description of the intended use describing in reasonable detail the:**

- _____ Existing zoning district(s) (and proposed zoning district(s) if different);
- _____ Land use plan map designation(s);
- _____ Natural Resources Site Evaluation Worksheet (Subsection 23.303);
- _____ Current land uses present on the subject property;
- _____ Proposed land uses for the subject property (per Section 23.206);
- _____ Projected number of residents, employees, and daily customers;
- _____ Proposed amount of dwelling units, floor area, impervious surface area, and landscape surface area, and resulting site density, floor area ratio, impervious surface area ratio, and landscape surface area ratio;
- _____ Operational considerations relating to hours of operation, projected normal and peak water usage, sanitary sewer or septic loadings, and traffic generation;

- _____ Operational considerations relating to potential nuisance creation pertaining to noncompliance with the performance standards addressed in Subchapter 23-7 (Sections 23.701-23.721) including: street access, traffic visibility, parking, loading, exterior storage, exterior lighting, vibration, noise, air pollution, odor, electromagnetic radiation, glare and heat, fire and explosion, toxic or noxious materials, waste materials, drainage, and hazardous materials;
- _____ If no nuisances will be created (as indicated by complete and continuous compliance with the provisions of Subchapter 23-7), then include the statement "The proposed development shall comply with all requirements of Subchapter 23-7.";
- _____ Exterior building and fencing materials (Sections 23.718 and 23.720);
- _____ Possible future expansion and related implications for points above;
- _____ Any other information pertinent to adequate understanding by the Plan Commission of the intended use and its relation to nearby properties.

_____ (b) **A Small Location Map** at 11" x 17" showing the subject property and illustrating its relationship to the nearest street intersection. (A photocopy of the pertinent section of the City's Land Use Plan Map with the subject property clearly indicated shall suffice to meet this requirement.)

_____ (c) **A Property Site Plan drawing which includes:**

- _____ A title block which indicates the name, address and phone/fax number(s) of the current property owner and/or agent(s) (developer, architect, engineer, planner) for project;
- _____ The date of the original plan and the latest date of revision to the plan;
- _____ A north arrow and a graphic scale (not smaller than one inch equals 100 feet);
- _____ A reduction of the drawing at 11" x 17";
- _____ A legal description of the subject property;
- _____ All property lines and existing and proposed right-of-way lines with bearings and dimensions clearly labeled;
- _____ All existing and proposed easement lines and dimensions with a key provided and explained on the margins of the plan as to ownership and purpose;
- _____ All required building setback lines;
- _____ All existing and proposed buildings, structures, and paved areas, including building entrances, walks, drives, decks, patios, fences, utility poles, drainage facilities, and walls;
- _____ The location and dimension (cross-section and entry throat) of all access points onto public streets;
- _____ The location and dimension of all on-site parking (and off-site parking provisions if they are to be employed), including a summary of the number of parking stalls provided versus required by the Ordinance;
- _____ The location and dimension of all loading and service areas on the subject property and labels indicating the dimension of such areas;
- _____ The location of all outdoor storage areas and the design of all screening devices;
- _____ The location, type, height, size and lighting of all signage on the subject property;
- _____ The location, height, design/type, illumination power and orientation of all exterior lighting on the subject property -- including the clear demonstration of compliance with Section 23.707;
- _____ The location and type of any permanently protected green space areas;
- _____ The location of existing and proposed drainage facilities;
- _____ In the legend, data for the subject property on:
 - _____ Lot Area;
 - _____ Floor Area;
 - _____ Floor Area Ratio (b/a);
 - _____ Impervious Surface Area;
 - _____ Impervious Surface Ratio (d/a);
 - _____ Building Height.

____ ____ (d) **A Detailed Landscaping Plan of the subject property:**
____ Scale same as main plan (> or equal to 1" equals 100')
____ Map reduction at 11" x 17"
____ Showing the location of all required bufferyard and landscaping areas
____ Showing existing and proposed Landscape Point fencing
____ Showing berm options for meeting said requirements
____ Demonstrating complete compliance with the requirements of Subchapter 23-6
____ Providing individual plant locations and species, fencing types and heights, and berm heights;

____ ____ (e) **A Utility Plan of the subject property:**
Show all improvements within, entering, leaving or necessary to properly serve the proposed development shall be installed by the subdivider to satisfy the service requirements for the entire service or drainage area in which the development is located and the improvements shall be of sufficient capacity to handle the expected development of the overall service area involved. The subdivider shall assume the cost of installing: all sanitary sewers up to the size of ten (10) inches in diameter; all water mains at a minimum size of eight (8) inches in diameter for residential usage and at a minimum size of twelve (12) inches in diameter for industrial and commercial usage, including multiple family usage; and all storm sewers. If service for the development requires larger than the minimum sized services, the developer shall be responsible for the cost thereof. If oversized facilities are not required by the proposal, the cost of oversizing shall be paid by the City or other users connecting to the system.

____ ____ (f) **A Grading and Erosion Control Plan:**
____ Same scale as the main plan (> or equal to 1" equals 100')
____ Map reduction at 11" x 17")
____ Showing existing and proposed grades including retention walls and related devices, and erosion control measures.

____ ____ (g) **Elevation Drawings of proposed buildings or remodeling of existing buildings:**
____ Showing finished exterior treatment;
____ With adequate labels provided to clearly depict exterior materials, texture, color and overall appearance;
____ Perspective renderings of the proposed project and/or photos of similar structures may be submitted, but not in lieu of adequate drawings showing the actual intended appearance of the buildings.

NOTE: Initiation of Land Use or Development Activity: Absolutely no land use or development activity, including site clearing, grubbing, or grading shall occur on the subject property prior to the approval of the required site plan. Any such activity prior to such approval shall be a violation of law and shall be subject to all applicable enforcement mechanisms and penalties.

NOTE: Modification of an Approved Site Plan: Any and all variation between development and/or land use activity on the subject property and the approved site plan is a violation of law. An approved site plan shall be revised and approved via the procedures of Subsections 24.908(2) and (4) so as to clearly and completely depict any and all proposed modifications to the previously approved site plan, prior to the initiation of said modifications.

III. FINAL APPLICATION PACKET INFORMATION

____ **Receipt of 5 full scale copies in blueline or blackline of complete Final Application Packet by Zoning Administrator: Date: _____ by: _____**

____ **Receipt of 25 reduced (8.5" by 11" text and 11" x 17" graphics) copies of complete Final Application Packet by Zoning Administrator: Date: _____ by: _____**

(Landscaping and Bufferyard Regulations as well as Detailed Classification of Plant Species can be found in the Zoning Code on the City's website at www.ci.delavan.wi.us under Building Inspection Department information.)

SAMPLING MANHOLE INSTALLATION

This Agreement must be signed and returned to the City of Delavan prior to any permits being issued.

As the applicant/property owner for a Commercial Plumbing Permit from the City of Delavan, I understand that I am responsible to obtain official correspondence from Walworth County Metropolitan Sewerage District regarding installation status for a sanitary sewer sampling manhole. The official documentation from WalCoMet will either require the installation of the sampling manhole on your property, or WalCoMet will waive the installation until such time as building use changes to a non-domestic wastewater discharge.

Contact: **Walworth County Metropolitan Sewerage District**
 975 W. Walworth Avenue
 Delavan, WI 53115
 (262) 728-4140

Please note that the installation of a sampling manhole will require site location approval at building permit time. Sampling manholes shall be maintained by the property owner so as to be in safe condition, accessible, and in proper operating conditions at all times.

(A diagram of a sampling manhole can be faxed upon request.)

A copy of the official documentation from WalCoMet must be received prior to Certificate of Occupancy.

Signature (applicant or property owner)

Date

Printed Name

Address of Property

FOR OFFICE USE ONLY

Required

Variance granted

Not required