



Change in Topography City of Washburn

Version: April 1, 2017

WASHBURN CITY HALL
119 Washington Avenue
Washburn, WI 54891

Overview: When the topography of a site is significantly altered, the proposed work must be reviewed in terms of the criteria established in the zoning code, which are intended to protect the public health, safety, and welfare.

Governing regulations: The procedures and standards governing the review of this application are found in Article 7 of the City's zoning code.

General instructions: Complete this application and submit one copy to the City Clerk at the mailing address shown above. Before you formally submit your application, you may meet with the City Administrator who can answer any questions you may have. You may also ask the City Administrator to review your application before it is formally submitted to determine if it is complete and provides enough information to describe the circumstances related to this application. If you have any questions, do not hesitate to contact the City Administrator at (715) 373-6160 ext 4 or via e-mail at washburnadmin@cityofwashburn.org.

1. **Applicant and agent information** Include the names of the agent, if any, that helped prepare this application including the supplemental information. Examples include surveyors, engineers, landscape architects, architects, planners, and attorneys.

| | <u>Applicant</u> | <u>Agent</u> |
|-----------------------|------------------|--------------|
| Name | _____ | _____ |
| Street address | _____ | _____ |
| City, state, zip code | _____ | _____ |
| Daytime telephone | _____ | _____ |
| E-mail address | _____ | _____ |

2. **Type of application (select one)**

- Minor - Moving from 50 cubic yards up to 500 cubic yards
- Major - Moving 500 cubic yards or more

3. **Subject property information**

Physical address _____

Tax key number(s) _____

Note: The tax key number can be found on the tax bill for the property or it may be obtained from the City Clerk.

Is the subject property currently in violation of the City's zoning code as determined by the zoning administrator?

- No
- Yes

If yes, please explain.

Comment: Pursuant to Section 6-10 of the City's zoning code, the City may not issue a permit or other approval that would benefit a parcel of land that is in violation of the zoning code, except to correct the violation or as may be required by state law.

Are there any unpaid taxes, assessments, or other required payment that are specifically related to the subject property?

- No
- Yes

If yes, please explain.

Comment: Pursuant to Section 6-11 of the City's zoning code, the City may not issue a permit or other approval that would benefit a parcel of land where taxes, assessments, or other required payments are delinquent and due.

4. Proposed project. Describe the proposed project and attached construction drawings as may be needed. (Attach additional pages if necessary)

5. Evaluation criteria. The factors listed below will be used in evaluating this application. You may respond to the extent you deem appropriate. Attach additional pages if necessary.

1. Effects on existing drainage patterns, including the rate and location of overland flow;
2. Effects on up-gradient and down-gradient properties;
3. Effect on existing wetlands and waterbodies;
4. Effect on existing native vegetation;
5. The potential of creating manmade wetlands;
6. The extent to which the cut and/or fill appears to be compatible or incompatible with the topography in the area;
7. The stability of the proposed slope; and
8. Any other factor that relates to the purposes of the zoning code as set forth in s. 1-5 or as allowed by state law.

6. Grading plan. Attach a grading plan. It may consist of a single page or multiple pages depending on the complexity of the features that need to be depicted.

The following items need to be included as appropriate to the project.

Background Project Information

- Project name
- Applicant name
- Preparation date

Survey Information

- North arrow and graphic scale
- Address of subject property or legal description
- Property boundaries
- Acreage of subject property

Project Development Information

- Easements/rights-of-ways (location, width, purpose, ownership)
- Common areas/conservancy areas (location, purpose, ownership)

Site Features (existing and proposed)

- Ground contours when any slope exceeds 10 percent
- Wetlands
- Woodlands
- Wildlife habitat, including critical wildlife habitat
- Environmentally sensitive features
- Water resources (rivers, ponds, etc.)
- Floodplain boundaries
- Environmental and manmade development constraints and hazards including brownfields, contaminated sites, unstable soils, high groundwater, bedrock, and high-pressure natural gas lines

Landscaping Features (existing and proposed)

- Fences, buffers, and berms
- Pervious and impervious surfaces by type
- Existing trees and other prominent vegetation

Transportation Facilities (existing and proposed)

- Streets
- Driveways and road access onto public and private roads
- Sidewalks / trails

Buildings and Outdoor Storage/Activity Areas footprint, use, etc.)

- Existing and proposed
- Existing within 100 feet of subject property

Project Details

- Plan view and cross-sections of existing and proposed grades on the subject property, including top and bottom elevations of proposed retaining walls
- Existing grade of any adjacent property that is, at any point, closer than 20 feet to any portion of the proposed land altering activity, showing how the proposed grades will tie into the existing adjacent property grades
- Proposed cut and fill slopes, total depths and slope ratios (horizontal and vertical)
- Proposed volume of excavation and fill material involved in cubic yards, including the source and content of any proposed fill
- Proposed boundaries of the land disturbance, planned pond water surface area, and the square footage of each arc
- Location of natural areas, such as environmental corridors, floodplains, or wetlands
- Proposed soil stockpile locations, length of time they will exist and methods of stabilization or sediment control
- Proposed temporary erosion and sediment control practices, such as silt fence, mulch, soil treatment and temporary seeding
- Proposed permanent vegetation plan, including topsoil application depth, seed mixes, amounts, application methods, timing, and stabilization methods such as mulch, soil treatment, and matting
- Any other site drainage, stormwater management, erosion control or other items that may be required under a stormwater permit or by the zoning administrator.

7. Attachments. List any attachments included with your application.

8. Other information. You may provide any other information you feel is relevant to the review of your application.

9. Applicant certification

- I certify that all of the information in this application, along with any attachments, are true and correct to the best of my knowledge and belief.
- I understand that submission of this application authorizes city officials, Plan Commission members, Common Council members, employees, and other designated agents to enter the property to conduct whatever site investigations are necessary to review this application. This does not authorize any such individual to enter any building on the subject property, unless such inspection is specifically related to the review of this application and the property owner gives his or her permission to do so.
- I understand that the zoning administrator will review this application to determine if it contains all of the required information. If he or she determines that the application is incomplete, it will not be scheduled for review until it is deemed to be complete.

Property Owner Signature(s):

Date:
