



Development Review Team (DRT) Application

Applicant/Point of Contact Information

Name:	Phone:	Email:
Address, City, State, Zip:		
Applicant is <input type="checkbox"/> Owner <input type="checkbox"/> Authorized Representative/Other (Describe):		

Owner Information (If different from Applicant)

Name:	Phone:	Email:
Address, City, State, Zip:		

Property Information

Address(es):		
Parcel #(s):		
Residential:	Non-residential:	Land Use(s) currently:
Current Zoning District(s):		Current Street Frontage(s):

Development Information

Type of development or project (select all that apply):			
<input type="checkbox"/> Conditional Use (CUP) <input type="checkbox"/> Group Development <input type="checkbox"/> Large Development <input type="checkbox"/> Redevelopment/expansion	<input type="checkbox"/> Residential (single- or multi-family) <input type="checkbox"/> Planned Development <input type="checkbox"/> Subdivision <input type="checkbox"/> Remodel/alteration	<input type="checkbox"/> Annexation <input type="checkbox"/> Rezoning <input type="checkbox"/> Campus District <input type="checkbox"/> Change in Use	
Description of proposed work (include additional pages if needed):			

Meeting Dates and Submittal Deadlines

Meetings are held on the second and fourth Wednesdays each month. Complete applications should be submitted a week before the meeting date. We cannot guarantee the meeting can be accepted for the desired date. Generally, only three items are accepted for review at each meeting. Complete applications will be scheduled for review on a first come, first serve basis.

Meeting Date requested:

Other Dates desired, if needed:

Authorization of Application

I hereby apply to meet with the Development Review Team of the City of Marshfield. As undersigned, I authorize the Development Services Department, DRT members, or authorized agents of the City to enter property subject to this application to gather information pertinent to this request.

Applicant Signature _____ Date: _____

Information submitted:

Below is a list of materials you may want to submit with your application. Information submitted with this application serves as the basis for discussions between you and the City, and it is intended that this will provide an advisory review of proposed projects without incurring major costs. Materials submitted will be distributed to City Staff attending the meeting. Information turned in with this application or shared at the DRT meeting will not be shared with those not attending. Whenever possible, the City prefers electronic submissions, such as PDF.

General Info

- Name, address, contact info for owner(s) and developer(s)
- Description of proposal
- Timeline of work
- Scaled Plans
- Location Map
- Scaled Drawings
- Elevation Drawings
- Gross Sq Footage and dimensions of each proposed structure and outdoor activity area
- Area being disturbed
- Natural features (wetlands, floodplains, rivers, lakes, woodland, steep slopes, and other features requiring special consideration)
- Existing & proposed utilities on and near the site
- General grading plan (pre and post development)
- Potential future expansion
- Proposed zoning changes

Utilities - Electric

- Name, address, contact info of electrical contractor
- Temporary service needed?
 - Voltage required:
 - Service entrance (in amps):
 - Date needed by:
- Permanent Service
 - Preferred Installation:
 - Voltage required:
 - Service entrance (in amps):
 - Date needed by:
- Number of meters & locations
- Backup generators?
- Transformer location
- Easement Form for Marshfield Utilities

- Clear cable route within 3" of final grade before construction clear of dirt piles & other obstructions

Engineering

- Engineering checklist for subdivision & stormwater requirements
- Roadway widths & weight-bearing capacities
- Turning radii of corners
- Location and radii of cul-de-sacs and other turnarounds
- Roadway ownership associated with the project

Utilities - Water

- Delineation of ground water recharge area(s)
- Estimated water consumption
- Existing & proposed water mains & services, with sizes
- Water main extension needed?
- Existing and proposed sanitary sewer services
- Easement form from Marshfield Utilities
- Site Plan with finished elevations along City & private roads which would contain water mains and services (sewers, laterals, etc.)

Fire Department

- Layout of water system
- Hydrant locations
- Automatic fire sprinkler systems & FD connections
- Plans showing compliance with Comm 51.23(4) if building is to be sprinkled for fire protection
- Minimum of two means of ingress & egress
- Use & Occupancy classifications
- Fire lane requirements
 - Grade & width
 - Impediments to access

Planning & Zoning

- Hours of operation
- Snow removal
- Photometric Plans (Lighting)
- Landscaping
- Parking Calculations
 - Parking Stalls
 - Parking Area
- # of Employees
- Off-street parking & loading areas
- Stacking & traffic flow on-site
- Outdoor storage & refuse containers
- Use of crane?
- Stormwater Drainage Plan