Department of
Planning & Economic Development

City of Marshfield - Plan Commission
P.O. Box 727
630 South Central Avenue
Marshfield, WI 54449-0727
Telephone: 715-486-2074
Fax: 715-384-7631
Email: josh.miller@ci.marshfield.wi.us

Development Review Team (DRT)

Plan Application

Developer(s):

Name(s) _____

Address _____

City _____ State _____ Zip _____

Phone # _____ Fax # _____

Cell # _____ Other # _____

Email _____

Property Owner(s)/Fee Owner(s), if different from above:

Name(s) _____

Address _____

City _____ State _____ Zip _____

Phone # _____ Fax # _____

Email _____

Parcel Information:

PID#(s): _____ Parcel Acreage: _____

Complete Legal Description (not abbreviated description from tax statement): _____

_____

Present Zoning: _____

Proposed Name of Subdivision: _____

Proposed Zoning: _____ Proposed # of Lots: _____

Type of Development or Project:

____Conditional Use ____Rezone ____Annexation

____Commercial ____Industrial ____Institutional

____CBD Redevelopment ____Residential 12 or More Units ____25,000+ Sq. Ft. Building

____Liquor License

Revised: 3/28/12

Primary Contact: Planning & Economic Development Department
City of Marshfield
630 South Central Avenue
Marshfield, WI 54449
715.486.2074

Please contact the Planning & Economic Development Department if there are unanswered questions or if you are unsure how to proceed. We will strive to process your application as quickly as possible and assist you in every way we can.

I hereby authorize the Planning and Economic Development Director or authorized agent to enter upon property subject to this application to gather information pertinent to this request.

Signature(s) of Developer(s): _____ Date:_____

_____ Date:_____

Signature(s) of Owner(s): _____ Date:_____

_____ Date:_____

APPLICATION INFORMATION

I. Application Quantities and Submittal Formats

_____ 1. One (1) reproducible paper copy reduced to 11" x 17".

_____ 2. One (1) reproducible paper copy reduced to 24" x 36".

_____ 3. One (1) 11" x 17" sketch plan in portable document format (PDF).

II. Complete Application Information

Below is a list of recommended materials and information you may want to submit with your application. Applications with supporting documents serve as the basis for discussions between the Developer and City of Marshfield staff. It is intended to provide the Developer with an advisory review of the development without incurring major costs. Please contact the Planning & Economic Development Department with any questions regarding the application process at 715-486-2074.

General

_____ 1. Name, address, phone and fax numbers, and signature of Developer/Owner.

_____ 2. Written description of proposed project.

_____ 3. Date of plan preparation.

_____ 4. Scale of plan (engineering scale only).

_____ 5. North arrow indication.

_____ 6. Legend and description of abbreviations.

_____ 7. Complete legal description (not abbreviated description from tax statement).

_____ 8. Proposed name of project (e.g., subdivision or business) and address (if known).

_____ 9. Property location map illustrating the site location relative to adjoining properties and streets.

_____ 10. Scaled drawing (engineering scale only) illustrating property boundaries.

_____ 11. Scaled drawing of the proposed project or subdivision sketch plan, including general street patterns and lot layout related to the natural features of the site, and adjoining properties.

_____ 12. Elevation drawings of each structure proposed to be built or retained on site or photographs of comparable structures located elsewhere, as seen from each principle direction, including a description of building materials and colors.

_____ 13. Gross square footage and dimensions of each proposed structure and outdoor activity area.

_____ 14. Area being disturbed (anything over an acre-DNR).

_____ 15. Densities and lot size standards.

_____ 16. A generalized drawing of natural features showing wetlands, lakes, drainage ways and patterns, woodland areas, hydric soil, steep slopes, and all other features requiring special consideration.

____ 17. Existing and proposed utilities serving the site (also show existing utilities within 100 feet of the site boundaries).

____ 18. General grading plan, including pre- and post-development 1' elevation contours, spot elevations, and extending to 100' around the subject site.

____ 19. Any required zoning changes.

____ 20. Proposed timing and staging of development.

____ 21. Proof of ownership or legal interest in the property in order to make application.

____ 22. Additional information as required by the Planning Department.

Utilities (Electric)

____ 23. Name, address, and phone and fax numbers of electrical contractor.

____ 24. Temporary service required?

If yes: Voltage required _____ Service entrance size (in amps) _____

Anticipated date required _____

____ 25. Permanent service: Overhead / Underground Single-phase / Three-phase / Pedestal

Voltage required: _____ Service entrance size (in amps) _____

Anticipated date required _____

____ 26. Marshfield Utilities "Easements Form," if applicable

____ 27. Clear cable route within three inches of final grade before construction and clear of all dirt piles and other obstructions.

Utilities (Water)

____ 28. Delineation of ground water recharge area(s).

____ 29. Estimated water consumption calculations.

____ 30. Existing and proposed water mains and services, including sizes.

____ 31. Water main extension required? If yes, see Marshfield Utilities for application.

____ 32. Existing and proposed sanitary sewer services.

____ 33. Site plan showing finished elevations along City and private roads which would contain water mains and services (sewer, laterals, etc.).

____ 34. Marshfield Utilities "Easements Form" (see #26)

Fire

____ 35. Fire lane requirements.

____ 36. Hydrant locations in and around buildings.

____ 37. Automatic fire sprinkler systems and Fire Department connections.

____ 38. Minimum of two (2) means of ingress and egress.

____ 39. Layout of water system.

☐ 40. Use & occupancy classifications.

☐ 41. Fire lane: Grade & width.

Streets and Parking

☐ 42. Roadway widths and weight-bearing capacities.

☐ 43. Parking calculations (if applicable).

☐ 44. Turning radii of corners.

☐ 45. Location and radii of cul-de-sacs and other turnarounds.

☐ 46. Roadway ownership associated with the project (public, private, other).

☐ 47. Proposed lighting, landscaping, buffering, and stormwater drainage for proposed driveways, off-street parking, and loading areas.

☐ 48. Typical stacking & traffic flow on site.

Engineering

☐ 49. Reference Engineering checklist for subdivision & storm water requirement.

III. Meeting Dates & Submittal Deadlines

DRT Meetings are held on the second and fourth Wednesdays of each month. Complete DRT applications must be accepted the Wednesday (1 week) before the meeting date. Submittal by the indicated deadline does not guarantee that the application will be accepted for the desired meeting date. Generally, only 3 agenda items are accepted per meeting. Complete applications will be scheduled on a first come, first served basis.

STAFF TRACKING	
Action	**Date**
Application Submitted	
Application Accepted	
DRT 1 Meeting Date	
DRT 1 Meeting Notes Sent	