

## **Rezone/Conditional Use and Plat Review Pre-Application Conference Guidelines**

A Pre-Application Conference with Walworth County Land Use and Resource Management staff is required by Sections 74-125(2) of the Zoning Ordinance and 58-4 (1) of the Subdivision Ordinance.

The developer must schedule and attend a Pre-Application Conference prior to a subdivision or condominium development of five or greater parcels being presented at a public hearing before the County Zoning Agency.

The deadline for scheduling a Pre-Application Conference is one week prior to the Conference. The Conferences are held one week prior to the deadline for rezone/conditional use Zoning Agency hearings. (See Attached Schedule)

The intent of the Pre-Application Conference is to bring County staff together with the developer in one meeting to review the proposed development plan. The developer must provide a sketch plan/plat of the development prepared by a Registered Land Surveyor for County staff review and the required \$1000 fee by the deadline for scheduling a Pre-Application Conference.

The Conference is intended to assist the developer with platting, zoning, sanitation, stormwater and land use plan issues that may arise during the rezone, conditional use, and platting processes.

During the Pre-Application Conference the developer should be prepared to give a brief overview presentation of the proposal. It is strongly advised that the developer's surveyor and or engineer also attend the Pre-Application Conference.

The information provided by staff during the Conference is advisory only. County staff do not vote on rezones, conditional uses variances or plat approvals. The developer should refrain from attempting to sell the project to staff and focus on the fundamentals of meeting the ordinance requirements.

The developer's responsibilities during the complete Walworth County review of a development are addressed on the next page.

Please feel free to contact the County Planning Division with any questions or concerns you may have on the Pre-Application Requirements. 262 741-4972

## Developer's Responsibilities

Obtain application, fee schedule, hearing schedule at County LURM Office, Discuss zone district, conditional use needs, floodplain, wetland, shoreland and Extra Territorial Zoning (ETZ) issues with Planner

Applicant fills out application form, Applicant's surveyor creates project plan Applicant creates narrative as required by application and ordinance

Revisions

Review application, plan and narrative with Planner

Schedule a pre-application conference one week in advance of Last Wednesday of Month 9:00 A.M

Pay pre-application conference fee Attend pre-application conference with LURM staff (Last Wednesday of Month).

Address any concerns resulting from County staff review and pre-application Conference prior to Town & County hearings

## Rezone & Conditional Use Process for Large Projects

Applicant's for Conservation Development schedule and attend Joint Town/County Committee Site Review

Submit application, plan and fee to LURM prior to deadline first Wednesday of month 11:00 A.M.

Obtain Town Decision or Recommendation

Attend County Zoning Agency Hearing on proposal and obtain decision from the County Zoning Agency third Thursday of following month 5:30 P.M.

Wait for vote from the County Board on all Rezones

Revisions

Revisions

## 2023 COUNTY ZONING AGENCY MEETING SCHEDULE

<u>HEARING DATE</u>	<u>DEADLINE REZONE &amp; CU. APPLICATIONS</u>	<u>PRE-APPLICATION CONFERENCE</u>	<u>DEADLINE PRE-APPLICATION CONFERENCE</u>	<u>DEADLINE PRELIM. &amp; FINAL SUBD. PLATS &amp; CSMs</u>
1-19-23	NEW RZ/CU: 12-07-22 AMD CU: 1/5/23	11-23-22	11-16-22	12-16-22
2-16-23	NEW RZ/CU: 1-04-23 AMD CU: 2/02/23	12-28-22	12-21-22	1-20-23
3-16-23	NEW RZ/CU: 2-08-23 AMD CU: 3/02/23	1-25-23	1-18-23	2-17-23
4-20-23	NEW RZ/CU: 3-08-23 AMD CU: 4/06/23	2-22-23	2-15-23	3-17-23
5-18-23	NEW RZ/CU: 4-05-23 AMD CU: 5/04/23	3-22-23	3-15-23	4-21-23
6-15-23	NEW RZ/CU: 5-03-23 AMD CU: 6/01/23	4-26-23	4-19-23	5-19-23
7-20-23	NEW RZ/CU: 6-07-23 AMD CU: 7/06/23	5-24-23	5-17-23	6-16-23
8-17-23	NEW RZ/CU: 7-05-23 AMD CU: 8/03/23	6-28-23	6-21-23	7-21-23
9-21-23	NEW RZ/CU: 8-09-23 AMD CU: 9/07/23	7-26-23	7-19-23	8-18-23
10-19-23	NEW RZ/CU: 9-06-23 AMD CU: 10/05/23	8-23-23	8-16-23	9-15-23
11-16-23	NEW RZ/CU: 10-04-23 AMD CU: 11/02/23	9-27-23	9-20-23	10-20-23
12-21-23	NEW RZ/CU: 11-08-23 AMD CU: 12/07/23	10-25-23	10-18-23	11-17-23

**THERE WILL BE NO EXCEPTIONS TO THESE DEADLINE DATES.**

Meetings are held on the third Thursday of each month at 4:30 p.m.  
Public Hearings are held on the third Thursday of each month at 5:30 pm.

**Applications are due by 11:00 a.m. on the deadline dates.**

## **PRE-APPLICATION CHECKLIST**

**This Checklist is being provided as a courtesy to assist you in providing a more complete description of your proposal for the Zoning Agency. Please be informed that it is your responsibility as the owner and/or applicant to insure that the application and plan are complete and meets with the required ordinance standards. Failure to provide a complete application and plan may result in an unfavorable review and potential denial of your application.**

**Please include the following as your submittal:**

### **Application:**

- 1. A complete Walworth County application with the signature of the property owner.
- 2. The required fee for Pre-Application Conference review (\$1,000).
- 3. Provide a letter of decision and or recommendation from the Township(s) for the rezone or conditional use or explanation of proposed action dates by the Town.

**Survey:** Provide plat of survey of the property to be rezoned or have the conditional use review.

- 1. Identify surveyor and the date when the survey was conducted. Include the name of the developer.
- 2. Provide a north arrow on the survey/plat.
- 3. A written legal description of the property.
- 4. The scale of the plat. The plat must be too scale meeting platting requirements.
- 5. Identify all environmental corridors including primary, secondary and isolated natural resource areas.
- 6. For Conservation Developments provide a four step process sketch plan and prioritized resource inventory meeting the platting requirements.
- 5. The total acreage of the site. The density and open space calculations shall be shown on the plat.
- 6. The boundary of individual lots, units, outlots, and acreage of each. All lots shall meet the minimum road frontage, lot width and area requirements.
- 7. Show all known and proposed easements (stormwater/drainage, pedestrian, utility, sanitary, sight/vision triangles).
- 8. Show all proposed lake and stream access to be provided. In addition, Show State of Wis. lake and stream access easements if required for developments on navigable waterways (236.16(3)).
- 9. Explain all drainage/stormwater management facilities. Drainage systems/stormwater management plans must meet County ordinance requirements:
  - a. Show the primary paths of stormwater flowing into the development site and through the site. Show the discharge points off the site.
  - b. Locate subsurface drainage tiles if present.

- c. Show the location and describe the proposed stormwater best management practices to collect transport and treat stormwater to meet State and County stormwater standards and setback requirements from wells and other features
  - d. Show the location of soil borings and provide profile evaluations to determine feasibility of proposed stormwater best management measures.
  - e. Show the location of access roadways or lanes to perform maintenance of stormwater B.M.P.s.
  - f. Identify the entity that will maintain the maintenance access and stormwater management practices.
- ❑ 10. Locate and identify all existing and proposed structures on the plat of survey including but not limited to buildings, facilities, loading areas, storage areas, shoreland structures, ponds and parking lots.
  - ❑ 11. The location and size of all existing and proposed platted roadways, road easements, parking areas, and driveways for ingress and egress. The typically roads require a 66 foot right of way width and a 60 foot cul-de-sac radius. Identify if the roads shall be public or private and if road design modifications are being requested.
  - ❑ 12. All known zoning district boundaries. If the parcel is to be rezoned, please note the existing and proposed zoning designation(s). The remnant parcel (if applicable) shall meet the minimum zoning requirements.
  - ❑ 13. Floodplain boundaries. No structures or fill are permitted within the 100-Year floodplain.
  - ❑ 14. Shoreland setbacks.
  - ❑ 15. Shoreland boundaries.
  - ❑ 16. Wetland boundaries. Wetlands shall be delineated/ rezoned/ and shown on the plat. Requirements for delineation of isolated wetlands are addressed in the Subdivision Ordinance. The plat must identify the name of the delineator and date the delineation was conducted.
  - ❑ 17. Show and describe existing vegetative boundaries on the plat. Predominant vegetation shall be identified by species, size, maturity and health.
  - ❑ 18. Show all Natural Areas and Critical Species Habitat as depicted in the Regional Natural Areas and Critical Species Habitat Protection and Management Plan for Southeastern Wisconsin.
  - ❑ 19. Indicate all existing zoning and land uses within 100 feet of the site.
  - ❑ 20. Indicate all onsite or immediately adjacent navigable water bodies and OHWM elevations/locations.
  - ❑ 21. Show township or municipal boundaries that are adjacent to or divide the project site.
  - ❑ 22. The location of soil types and soil classifications as defined by the USDA within the project site.
  - ❑ 23. Provide a legend of all notations indicated on the plat of survey.
  - ❑ 24. Locate and identify all signage and outdoor lighting.
  - ❑ 25. For PRDs, condominiums or conservation developments show the location and size of all proposed open spaces areas, common elements and limited common elements.
  - ❑ 26. Existing and proposed land contours/slopes shall be shown on the plat at a minimum two-foot contour interval. Identify any unique land features such as stone walls, rock piles sinkholes abandon pit areas etc.

- 27. Provide a landscape plan showing landscaping, including approximate locations of landscape areas and preliminary plants to be used. Show screening buffers on the plat.

**Plan of Operations** (Explains the daily activities including):

- 1. What the proposed use will be? The approximate type, location, density, intensity and acreage of general land uses including but not limited to: residential uses, industrial, recreational, open spaces, mining etc... (Include the section of the ordinance that allows the use). Will the development follow the Conservation Development Design Standards? Is the development consistent with the adopted County Comprehensive Land Use Plan?
- 2. Who will be conducting the activities?
- 3. What will be the total intensity and density of the use of the site?
- 4. The hours of operation for the proposed business or activity.
- 5. Indicate the number of proposed employees.
- 6. Provide a description of waste management practices (sanitation & garbage pick up)
- 7. Indicate the proposed time and lengths of project phases of construction including a start-up and completion date for the installation of all proposed infrastructure and improvements.
- 8. Provide a general description of proposed easements, dedications, declarations, covenants, restriction, and reservations. Explain the development of proposed homeowner's/condominium associations. Provide an explanation of legal measures required to provide for each of the items listed above. Describe the general responsibilities for maintenance of the each.
- 9. Indicate potential school needs that may result from the development. Identify the school district that may be impacted.
- 10. Describe sewerage needs for the project. If possible provide a letter regarding capacity availability from the sewerage district affected if the project is to be served by sewer. Indicate if the project will have Private On Site Waste Water Treatment Systems (POWTS). Land proposed to be subdivided that is not served by a public sewer and provisions for such service have not been made require the following:
  - a. All lots, except for outlots, being 1 1/2 acres in size or less, shall have a minimum of three soil borings which delineate the private sewage system area and soil test evaluation completed and submitted to the county sanitation office for review and approval. Soil boring locations shall be located on the certified survey map or plat.
  - b. All lots, except for outlots, being 1 1/2 to 15 acres in size, require a minimum of one soil boring and a soil test evaluation completed and submitted to the county sanitation office for review and approval. Soil boring locations shall be located on the certified survey map or plat.
  - c. All lots greater than 15 acres in size do not require soil borings or soil test at the time of division/platting.
  - d. All lots that do not require a minimum of three soil borings to delineate the private sewage system area and all lots that do not have the soil test evaluation completed and filed with the county shall have the following statement placed on the face of the certified survey map or plat: "A complete soil and site evaluation may not have been conducted on each lot or parcel. No structure shall be erected on any lot(s) or parcel(s) unless the requirements of COMM 83 and COMM 85, Wisconsin Administrative Code, and the

Walworth County Ordinances have been met. Holding tank use is prohibited for new construction on any lot(s) or parcel(s)."

e. The county sanitation division shall have the authority to require three soil borings to delineate the private sewage system area and a soil test evaluation to be completed and filed with the county for any lot(s) or parcel(s) regulated under the county subdivision ordinance that exhibits severe limitations for the placement of onsite sanitary sewage systems due to soil type or excessive slope conditions.

- 11. Provide a description of the water supply that shall service the project.
- 12. Provide a description of proposed vehicular traffic patterns and parking for the proposed project site and affects on neighboring traffic patterns.
- 13 Describe the Landscaping plan and planned screening buffers in the plan of operations.
- 14. Describe and know Modifications or Variance(s) required for the development:  
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- 15. Specify the number of animal units (if any) proposed to be kept on site and where they shall be housed.
- 16. Provide correspondence from the Wis. Dept. of Transportation if the development abuts a State Hwy.