

# VILLAGE OF JOHNSON CREEK

125 Depot Street, P. O. Box 238, Johnson Creek, WI 53038 (920-699-2296)

## URBAN SERVICE AREA AMENDMENT APPLICATION

### INTRODUCTION

1. Urban Service Area Amendment applications require a public hearing. The application should be submitted by the 25th of the month prior to the month in which the Plan Commission will hold the public hearing. Following the hearing, the Plan Commission will forward its recommendation to the Village Board for final action. In addition to the subject site, the drawings must show the location, elevation and use of any abutting lands and their structures within 40 feet of the subject site.

Complete each section of the application and procedural checklist.

Items that must accompany the application:

2. Twenty (20) copies of completed application, procedural checklist, Agreement for Reimbursable Services and the required site drawings (11"X17") folded to (8 ½"X11"), CSM or plat of survey prepared by a land surveyor registered in Wisconsin, as applicable, showing all of the information required by the Zoning Ordinance.
3. Payment of \$500.00 Application Fee (Village Code Chapter 33- Fees)
4. Payment of Reimbursable Development Cost Fees (See Appendix A) (Village Code Chapter 33-Fees)
5. Provide additional information as required by the Plan Commission, Zoning Administrator, Village Engineer, Village Planner or Building Inspector.

### **After you have submitted the above information, the Village will:**

1. Compile a list of names, addresses and parcel numbers of owners of all properties within 300 feet of the area to be proposed.
2. Notify the appropriate neighboring town clerk(s) if the subject property is within 1,000 feet of the Village limits.
3. Mail, at least 10 days before the public hearing, notices to property owners within 300 feet, municipal clerk, the petitioner and Plan Commission.
4. Publish notice of public hearing once each week for two (2) consecutive weeks, the last publication of which shall be at least one (1) week before the public hearing.
5. The Plan Commission shall hold the public hearing and forward a recommendation to the Village Board within 60 days.
6. The Village Board may request further information and/or additional reports from the Plan Commission, the Zoning Administrator, the Applicant or any other source. It may approve the conditional use as originally proposed, with modifications or deny.

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### Procedural Checklist for Urban Service Area Amendment Review and Approval

This form is designed to be a guide for submitting a complete application for an Urban Service Area Amendment Review. Parts II and III are to be used by the Applicant to submit a complete application

#### I. Application Submittal Packet Requirements for Village and Applicant Use

Twenty (20) final complete applications as certified by the Zoning Administrator.

*Twenty complete applications as certified.*

**Date:** \_\_\_\_\_ **By:** \_\_\_\_\_

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- (a) **A map of the proposed urban service area amendment:**
  - Showing all lands for which the zoning is proposed to be amended.
  - 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 Jefferson County (as provided by the Village of Johnson Creek)
  - 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 Village as a whole.**
  
- (c) **A written description of the proposed urban service area amendment 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 Village Code Chapter 250-127(c) of the Village of Johnson Creek) of the subject property as proposed for development OR if the proposed conditional use is a group development (per Village Code Chapter 250-127) 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 Village Code Chapter 250-127.**
  
- (e) **Written justification for the proposed urban service area amendment and proposed use:**
  - Indicating the reasons why the Applicant believes the proposed urban service area amendment is appropriate with the recommendations of the Village of Johnson Creek Comprehensive Plan, particularly as evidenced by compliance with the standards set out in Village Code 250-124(4)(d)(3)a.-f. and criteria established by Jefferson County Agricultural and Land Use Plan 7.C. Urban Service Area Policies (see questions in section III).

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- II. The following information and documentation must be submitted to the Village Administrator. Please type this information if possible (the application will be returned if it is illegible).

Nature of requested Urban Service Area Amendment <input type="checkbox"/> Addition to area <input type="checkbox"/> Reduction to area	
Address of subject property	
Parcel number	
Name of petitioner	
Mailing address of petitioner	
Petitioner's daytime phone no.	
Name of property owner	
Property owner's mailing address	
Property owner's daytime phone	
Current Zoning Classification	
Legal description of property	
Name of Architect, Professional Engineer, or Contractor	
Property is presently used as	
Type of structure and proposed use of structure or site (including number of employees, if applicable)	

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Petitioner

\_\_\_\_\_  
Date

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## URBAN SERVICE AREA AMENDMENT APPLICATION

### III. Narrative Description and Justification

- A. Provide a written description of the proposed urban service area amendment, describing the type of activities, buildings and structures proposed for the subject property and their general locations.**

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- B. Justification of the Proposed Urban Service Area Amendment for Applicant Use (attach additional pages as necessary)**

1. How is the proposed urban service area amendment (the use in general, independent of its location) in harmony with the purposes, goals, objectives, policies and standards of the Village of Johnson Creek Comprehensive Plan, the Zoning Ordinance, and any other plan, program, or ordinance adopted, or under consideration pursuant to official notice by the Village?

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2. How is the proposed use, in its specific location, in harmony with the purposes, goals, objectives, policies and standards of the Village of Johnson Creek Comprehensive Plan, the Zoning Ordinance, and any other plan, program or ordinance adopted, or under consideration, pursuant to official notice by the Village?

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3. Does the proposed use, in its proposed location and as depicted on the required site plan (see Village Code Chapter 250-124(c)(4)), result in any substantial or undue adverse impact on nearby property, the character of the neighborhood, environmental factors, traffic factors, public improvements, parking, public property or rights-of-way or other matters affecting the public health, safety or general welfare, either as they now exist or as they may in the future be developed as a result of the implementation of the provisions of the Zoning Ordinance, the Comprehensive Plan or any other plan, program, map ordinance adopted or under consideration pursuant to official notice by the Village or other governmental agency having jurisdiction to guide development?

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4. How does the proposed use maintain the desired consistency of land uses, land use intensities and land use impacts as related to the environs of the subject property?

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5. Is the proposed use located in an area that will be adequately served by and will not impose an undue burden on, any of the improvements, facilities, utilities or services provided by public agencies serving the subject property?

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6. Do the potential public benefits of the proposed use outweigh all potential adverse impacts of the proposed use (as identified in Subsections 250-124(d)(3)a-e.), after taking into consideration the Applicant's proposal and any requirements recommended by the Applicant to ameliorate such impacts?

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7. The existing Johnson Creek Urban Service Area is a joint agreement between the Village and Jefferson County. Any amendment must be jointly agreed upon. The Jefferson County Agricultural Preservation and Land Use Plan requires the Village and County to find there is a demonstrable lack of adequate land available to development in the existing urban service area. Provide a detailed explanation, rationale and justification why the Village of Johnson Creek should determine there is a lack of land within its existing Urban Service Area for the proposed use and, further, why the Village should apply to the County and recommend an urban service area amendment based on the following criteria:

- a. Explain why developed and undeveloped land in the existing urban service area is unsuitable for the proposed use based on poor soil conditions, drainage or other physical impediment to development. Provide documentation for all statements, i.e. describe analysis, list alternatives explored and provide rationale for proposed amendment:

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- b. The unfeasibility and/or high cost of extending public sanitary service or other public services to land(s) within the existing urban service area. Provide documentation for all statements, i.e. describe analysis, list alternatives explored and provide rationale for proposed amendment:

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- c. That there is a lack of sufficient land suitable for development on the market at competitive prices. Provide documentation for all statements, i.e. describe analysis, list alternatives explored and provide rationale for proposed amendment:

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**URBAN SERVICE AREA AMENDMENT APPLICATION**

**Agreement for Reimbursable Services  
By Petitioner/Applicant/Property Owner**

In accordance with Village Code Chapter 250-138 the Village may retain the services of professional consultants (including planners, engineers, architects, attorneys, environmental specialists, recreation specialists, and other experts) to assist in its review of a proposal coming before the Plan Commission. The Village reserves the right to apply the charges for these services as well as for staff time expended in the administration, investigation and processing of applications to the Petitioner.

The Petitioner is required to provide the Village with an executed copy of this agreement as a prerequisite to the processing of the development application. The submittal of a development proposal application or petition shall be construed as an agreement to pay for such professional review services applicable to the proposal. The Village may delay acceptance of the application or petition as complete, or may delay final approval of the proposal, until such fees are paid by the Petitioner. The Property Owner acknowledges the review fees which are applied to a Petitioner, but which are not paid by such Petitioner, may be charged by the Village as an assessment against the subject property for current services provided the property.

Note: Consultant services (e.g. engineering, planning, surveying, legal, etc.) and Village administrative time are charged in addition to the normal costs payable by the Applicant/Petitioner/Property Owner (e.g. application filing fees, permit fees, publication expenses, recording fees, impact fees, etc.)

\_\_\_\_\_  
(Project Name/Nature of Application)

\_\_\_\_\_  
(Property Tax Key Number(s) Involved in Project)

\_\_\_\_\_  
(Signature of Applicant/Petitioner)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Property Owner)

\_\_\_\_\_  
(Date)

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**URBAN SERVICE AREA AMENDMENT APPLICATION**

**Appendix A**

*(For Office Use Only)*

<u>Application Fee</u>	\$500	_____
 <u>Reimbursable Development Cost Fees</u>		
Village Attorney		
Basic – (application, correspondence, meeting attendance)	\$300	_____
Review – (Plat, CSM, Zoning, CUP, PIP, GDP, PUD, Variance)	\$300	_____
Village Engineer		
Site Plan Review - (grading, lighting, signage, storm water)	\$700	_____
Review – (Plat, CSM, Zoning, CUP, PIP, GDP, PUD, Variance)	\$300	_____
Village Planner		
Site Plan Review – (zoning, comprehensive plan, landscaping)	\$500	_____
Review – (Plat, CSM, Zoning, CUP, PIP, GDP, PUD, Variance)	\$300	_____
Village Administration		
Basic – (pre-application meetings, legislation, correspondence)	\$300	_____
Review – (Plat, CSM, Zoning, CUP, PIP, GDP, PUD, Variance)	\$300	_____
 Reimbursable Development Cost Fees Total		 _____

(The above fees reflect the actual cost of the reimbursable costs payable with the submittal of the application. These fees do not include actual reimbursable costs billable to the applicant for the draft of any contractual agreements including development agreements or contracts and/or costs associated with the design, construction, inspection or dedication of public infrastructure.)

Fees submitted with application

*(For Office Use Only)*

Application Fees \_\_\_\_\_ Reimbursable Cost Fees \_\_\_\_\_

Total amount received \_\_\_\_\_ Date Received \_\_\_\_\_