

**TOWN OF WYOMING
PLAN COMMISSION**

SUBMITTAL PACKAGE

PART ONE – GENERAL INFORMATION

LAND OWNER _____

LOCATION _____

ADDRESS _____

PHONE NUMBER _____

LEGAL DESCRIPTION Section _____ Town _____ N
 Range _____ E _____ 1/4 _____ 1/4

PART TWO – REQUEST

(Please check all appropriate boxes, utilizing attachment 1 & 2 as a references.)

- Rezone Land Division Conditional Use Permit
- Driveway - Access Driveway - Internal Building Siting
- Signage PCD (Planned Complex Development) PCD Modification
- Other (Please Explain)

PART THREE – Request Information

On the back of this sheet or on additional sheets / attachments, please provide:

- Complete description of request
- Clear photographs, maps or other information
- Names and addresses of all land owners whose property is contiguous to the property for which the request is being submitted.
- Would you be available to show the property to the Commission?

Date _____ Time _____

PART FOUR SUBMITTAL REQUIREMENTS

The applicant/developer is responsible for obtaining the submittal package and all necessary copies of the township ordinances, fulfilling the following requirements and adhering to the meeting schedules set by the Wyoming Planning and Landmark Commission. Submittal deadlines will be strictly enforced.

1. Obtain the names and addresses of all landowners whose property is contiguous to the property in question and include that list as a part of the submittal.
2. Complete an original and 14 copies of the submittal package and mail (or deliver) the original and copies to the Chairperson of the Planning and Landmark Commission **NO LESS THAN TWO WEEKS** prior to the Planning and Landmark Commission meeting date.
3. Include with the submittal **the appropriate fee** in the form of a check or money order made out to the "Town of Wyoming." See attached fee schedule.
4. Provide a description (and map, if applicable) of the existing zoning and existing conditional uses, if any. This includes the Lower Wisconsin Riverway Zoning Ordinances.
5. List details of the proposed zoning changes, if the submittal is for rezoning, and include copies of the Iowa County zoning request form.
6. Project timetable, including construction start date, construction completion date (phases if necessary), future plans, and building type, specifications and dimensions.
7. Traffic impact projections (if necessary).
8. Internal circulation projections (if necessary).
9. Erosion control plan.
10. Postconstruction drainage plan.
11. Utility analysis sewer, water, electric.
12. Services refuse pickup, police and fire protection.
13. Signage plan (you must obtain a copy of the sign ordinance).
14. Conceptual site plan (map, minimum size 8 1/2 x 11 scale 1"= 100" conceptual plans/1"=20' for detail plans. This **MUST INCLUDE** parking, lighting, building mass, circulation, driveway entrance/egress, screening from roads, utilities.
15. Topographic (when appropriate) showing existing areas, vegetation, unusual site characteristics, historical significance, slopes and elevations.
16. Existing conditions, including access, surrounding uses, soil conditions and soil types, Wetland considerations, Wisconsin Riverway considerations, flora and fauna considerations, endangered species considerations and air quality.
17. Health and safety risks.
18. Visibility from main highways and national landmarks, visual impact.