

# TOWN OF OREGON

## APPLICATION FOR LAND USE CHANGE

Submittal Fee: \$200.00 each submittal plus \$20.00 per additional petition.\*

### 1. NAMES — Owner

Name \_\_\_\_\_  
Street \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Phone: Days \_\_\_\_\_ Cell \_\_\_\_\_

Applicant (if other than Owner)

Name \_\_\_\_\_  
Street \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Phone: Days \_\_\_\_\_ Cell \_\_\_\_\_

### 2. PROPERTY LOCATION \_\_\_\_\_

Section: \_\_\_\_\_ Property size: \_\_\_\_\_ Property zoning: \_\_\_\_\_ Parcel No(s): \_\_\_\_\_  
Property Address: \_\_\_\_\_

3. **REQUEST:** *Applicant must review town ordinance requirements for submittal. Applicant is also responsible for filing necessary paperwork with the County.*

Nonresidential Site Plan Review

1. Required for any construction, expansion or conversion of structures other than single family residences, agricultural structures or agricultural accessory buildings.
2. Submit 13 sets of site plans.
3. Submit the Site Plan Review Application.
4. Site Plan Review for \_\_\_\_\_

Land Division or Certified Survey Map (CSM)

1. Required for any land division that creates 2, but not more than 4 lots.
2. Has a Density Study Report by Dane County been completed?
3. Submit 12 copies Proposed & Final Certified Survey Map (CSM).
4. Submit the Town of Oregon Land Division Application.
5. Submit a copy of the completed Dane County Land Division Application.
6. If applicable, may require approval from the Village of Oregon.
7. Reason for land division \_\_\_\_\_

Plat or Subdivision

1. Required for any land division that creates 5 or more lots or a subdivision.
2. Has a Density Study Report by Dane County been completed?
3. Submit 12 copies of Preliminary & Final Plat.
4. Submit the Town of Oregon Land Division Application.
5. Submit a copy of the completed Dane County Land Division Application
6. If applicable, may require approval from the Village of Oregon.
7. Reason for plat or subdivision \_\_\_\_\_

Zoning Amendment

1. Required for any change in zoning district.
2. Zoning change from \_\_\_\_\_ District to \_\_\_\_\_ District for \_\_\_\_\_ acres
3. Submit a copy of the completed Dane County Zoning Change Application.
4. Reason for change \_\_\_\_\_

Conditional Use Permit (CUP)

1. Required for any change in the use of property that requires a conditional use in the zoning district.
2. Submit a written statement of the intended use of the property.
3. Submit a copy of the completed Dane County Application for a Conditional Use Permit (CUP).
4. Conditional Use Permit for \_\_\_\_\_

Variance

1. Required for any request for variance from the County Zoning Code.
2. Submit a copy of the completed Dane County Variance Application
3. The Applicant will receive a letter from the Town acknowledging that they informed the Town of their intent to apply for a Variance. \*Required by Dane County.
4. Variance for \_\_\_\_\_

### 4. SIGNATURE

\_\_\_\_\_  
Owner (signature is mandatory) Date

\_\_\_\_\_  
Applicant (if other than Owner) Date

**\* Pre-Application Consultation with Plan Commission is recommended before submitting any application or payment of fees. There is no charge for consultation.**

# Land Division/CSM Application

## 1) Preliminary Parcel Division Inquiry

Has the Applicant attended a pre-consultation with the Plan Commission?

Is this a Plat or Certified Survey Map (CSM) Land Division?

Has a Dane County Density Study been completed?

## 2) Land Division Record

Total Acres Owned: \_\_\_\_\_

Total # of Splits Allowed? \_\_\_\_\_

Size of Parcels Created:

Parcel 1) \_\_\_\_\_ acres Parcel 2) \_\_\_\_\_ acres Parcel 3) \_\_\_\_\_ acres Parcel 4) \_\_\_\_\_ acres

\*Only 4 lots can be created using Certified Survey Map. Additional lots will require a plat.

## 3) Submittal Requirements

### Requirements for Plat or Subdivision:

- A) Preliminary Layout of Public Improvements.
- B) Preliminary Street and Drainageway Plans and Profiles.
- C) Soil Testing.
- D) Use Statement.
- E) Zoning Changes.
- F) Area-Wide Information.
- G) Erosion Control and Stormwater Management Plan.
- H) Development Report.
- I) Affidavit.

### Requirements for Land Division or Certified Survey Map (CSM):

- A) Property Boundaries
- B) Woodlands & Landscape (existing & planned)
- C) Utility & Other Easement Locations (existing & planned)
- D) Slopes over 12% highlighted
- E) Topography: flat, rolling, steep
- F) Existing Structures
- G) Driveways (existing & planned)
- H) Wetlands, streams, rivers, ponds, drainage
- I) Livestock Confinement Areas
- J) Soil Type
- K) Use Statement

4) Agreement for Services

AGREEMENT OF SERVICES  
REIMBURSABLE BY PETITIONER/APPLICANT

The Town may retain the services of professional consultants (including planner, engineers, architect, attorneys, environmental specialists, recreation specialists, and other experts) to assist in the Town’s review of proposal coming before the Plan Commission and Town Board. The submittal of a development proposal application or petition by a Petitioner shall be construed as an agreement to pay for such professional services applicable to the proposal. The Town may apply the charges for these services to the Petitioner. The Town may delay acceptance of the application of petition as complete, or may delay final approval of the proposal, until such fees are paid by the Petitioner. Review fees which are applied to a Petitioner, but which are not paid, may be assigned by the Town as a special assessment to the subject property. The Petitioner shall be required to provide the Town with an executed copy of the following form as a prerequisite to the processing of the development application:

AGREEMENT AS TO COSTS WITH THE TOWN OF OREGON

\_\_\_\_\_, the applicant/petitioner for \_\_\_\_\_,  
(Nature of application/petition)  
dated \_\_\_\_\_, 20\_\_\_\_\_ agrees, in addition to those normal costs payable by an applicant /petitioner (e.g. filing or permit fees, publication expenses, recording fees, etc.), that in the event the action applied or petitioned for requires the Town of Oregon, in the judgement of its staff, to obtain additional professional services(e.g. engineering , surveying, planning, legal) than normal would be routinely available “in house” to enable the Town to properly address, take appropriate action on, or determine the same, applicant/petitioner shall reimburse the Town for the costs thereof.

Date this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature & Title of Applicant/Petitioner

5) Submittal Form Letter

Please submit a letter explaining the reason for the land division application.

6) **Compliance:** The Applicant must comply with all the General Provision outlined in Ordinance 10.10.1-2. No building permits will be issued until the applicant has complied with all requirements.

**Nonresidential Site Plan Review  
Site Plan Application**

Applicant must submit the following:

- i. Site plans shall be prepared in recognized architectural scale. Scale of plan, site size, building area and lot coverage, and north arrow shall be shown.
- ii. Document title, date prepared, applicable Owner's and Developer's names and addresses noted. Where applicable, names and addresses of all professionals involved in any preparation of the design plans shall be provided.
- iii. Existing and proposed topography shown at a contour interval of not less than two feet indicating proposed grade on a preliminary grading plan and the location of proposed improvements.
- iv. Building and yard setbacks lines indicated.
- v. Located all outdoor lighting proposed to illuminate the site. Provide lighting type and product information.
- vi. Indicate and locate all electrical and other easements on the subject property.
- vii. Locate existing and general location of proposed municipal services and proposed connection locations, if applicable.
- viii. Locate any proposed stormwater management facilities, including retention/detention areas.
- ix. Identify existing and proposed road names.
- x. Locate existing and proposed public road rights-of-way.
- xi. Show all drives, curb cuts, and ingress/egress locations.
- xii. Identify and show the locations of all driveways on adjoining property within 200 feet of the subject project.
- xiii. Identify parking area and show number of spaces
- xiv. Show location and type of proposed and existing landscaping plantings and buffer areas for adjoining properties.
- xv. Show pedestrian sidewalks and walkway locations.
- xvi. Sketch outline of any development phasing plan.
- xvii. Provide a written project summary including operational information, construction schedule and estimate of project value (including all site improvement costs).
- xviii. Provide building elevations, drawn to scale, showing building materials to be used.
- xix. List external building materials and note building front design standards identified in this ordinance.
- xx. Where applicable, 100-year recurrence interval floodplain and floodway shall be indicated. See Water Resources Map in Land Use Plan.
- xxi. Where applicable, wetlands as delineated in the WDNT Wetland Inventory and a 75 foot setback line from such wetlands shall be shown.