

DEVELOPMENT PLAN REVIEW
City of Hudson, Wisconsin

Project name and applicant:

Project location:

Proposed building material and colors (provide a description of the materials and treatment or colors):

Facades:

Roofs:

Windows, entrances, dock facilities, awnings, canopies, accent details or other details:

Attach color elevations, perspectives, illustrations or photos that may assist in explaining building materials proposed.

CITY OF HUDSON, WISCONSIN
DEVELOPER'S CHECKLIST

DEVELOPER'S CHECKLIST for multiple-family, commercial, industrial and public/quasi-public development. Development plan review and approval is required prior to the Common Council directing issuance of a building permit.

Generally, the Plan Commission's review of development plans is a two-step process. Reviews include the concept/preliminary plan review and the final development plan review. Additional reviews of either step may be required if the presentation of information is insufficient or other concerns are identified which would warrant an amendment to the information and its resubmittal. Concept/preliminary plan review is required by the Plan Commission; final plan review is required by the Plan Commission and Common Council.

Applications/submittals and fees must be submitted at least ten (10) days prior to the meeting. The Common Council typically meets the first and third Monday of each month, and the Plan Commission meets the Thursday following that Council meeting. All meetings are subject to change, and it is the responsibility of the applicant to verify meeting dates.

The application form shall be accompanied with seven (7) 24" by 36" copies of the plans and one (1) 11" by 17" copy of the plans and any required fee(s).

STEP 1 - **CONCEPT/PRELIMINARY PLAN REVIEW**, Plan Commission (Required information).

a. Site Plan to scale.

1. General location map. Identify developments and/or property owners of adjacent lots.
2. Parcel dimensions and total square feet/acres.
3. Adjacent street ROW and curb locations.
4. Street accesses - existing and proposed.
5. Building locations with dimensions - existing and proposed.
6. Off-street parking locations - existing and proposed.
7. Unusual site conditions; topography, surrounding land uses, extraordinary utility requirements, existing and proposed easements.
8. Proposed grading plans including pre-development and post development storm water calculations.
9. Existing utility locations (water, sanitary & storm sewer, natural gas and electric, cable TV, fire hydrants) and easements. Main sizes for water, sanitary sewer, and storm sewers shown.
10. Proposed water, sanitary sewer, and storm sewer main locations and fire hydrant locations.

b. Building Plans.

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1. Conceptual building elevations are desirable or photographs of similar buildings.
2. Detailed building plans are not required.
3. Developer should be able to answer general questions concerning proposed building height, area, materials and use.

STEP 2 - FINAL DEVELOPMENT PLAN REVIEW, Plan Commission and Common Council
(Required information).

a. Site Plan

1. Same as Step 1 including necessary modifications.
2. Additional information required by Plan Commission as result of concept/preliminary plan review.
3. Finished grading, drainage plans, minimum two foot contours including invert elevations of appropriate utility information.
4. Utility plan including sanitary sewer, storm sewer, water, fire hydrants, natural gas and electricity, cable TV in nearby street and utility easements into site including invert elevations of appropriate utility information.
5. Landscaping plan including species of trees and shrubs with caliper or height.
6. Curb cuts, driveways, access roads, parking spaces, off-street loading area and sidewalks, show radii for access to streets.
7. Location of any easements, including proposed.
8. Location of lighting.
9. Location of signs.
10. Erosion control plan.
11. Fire access per Municipal Code 106-26 as applicable.
12. Unusual site conditions.
13. Plans shall include language that utilities will be constructed per current city specifications.
14. Site requiring the extension of any city utility shall be designed and certified by a registered engineer.
15. Electronic file to be submitted.

b. Building Plans.

1. Detailed elevations.
2. Floor plans.

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3. Construction, utility details (as submitted for state approval).
- c. Any additional information requested by the Plan Commission and Common Council.
- d. Plans to be certified by a registered architect.

Fees are required for the following:

1. Development plan application fee - \$200.00.
Planned unit development - \$200.00.
2. Development plan review deposit - \$1,500.00.
Planned unit development - \$2,000.00.
3. Subdivision fees/deposits as specified on the application form.
4. Other:
 - a. Building permit (\$ 106-6 & \$ 106-7) - fee schedule based on estimated cost.
 - b. Sewer hookup permit - as per city ordinance Section 198-10E.
 - c. Open space/recreation development - as per city ordinance Section 181-22.
 - d. Water impact fee (\$ 254-12) - if applicable.
 - e. Erosion control deposit as per city ordinance Section 106-20.
 - f. Library impact fee (\$ 254-12) - if applicable.
 - g. Sign permit (Chapter 202, § 202-7) - \$10.00 per sign.
 - h. Fence permit (\$ 106-16) - \$15.00 per fence.
 - i. Landscaping escrow (\$ 255-34).
5. Fees collected with the building permit include building inspection, sewer & water hook-up, open space (park), erosion control deposit and library as applicable if not collected with plat approval and a developer's agreement. The erosion control deposit is released once the grounds have been stabilized.
6. Building permits issued only after receipt of Wisconsin State approval of plans.
7. Sign and fence permits required for compliance review prior to erection of sign or fence.

This checklist is being provided as a summary of the requirements for development plan review and is not intended as a substitute for any code requirements.

Developers should also be aware of existing requirements including but not

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limited to:

- . Zoning - Municipal Code Chapter 255
- . Subdivision - Municipal Code Chapter 254
- . Floodplain - Municipal Code Chapter 253
- . National Scenic Riverway regulations - NR 118
- . Building Code - Municipal & State
- . Sewer hookup fee - Municipal Code Chapter 198
- . Water impact fee - Municipal Code Chapter § 254-12
- . Open Space - Municipal Code Chapter § 254-12
- . Sign ordinance - Municipal Code Chapter 202
- . House numbering - Municipal Code Chapter § 202-4
- . Fire Access Code - Municipal
- . Library impact fee - Municipal Code Chapter § 254-12

OTHER REVIEWS:

1. Department of Natural Resources for projects adjacent to the river and shoreland or wetland and extension of public utilities.
2. St. Croix County Highway Department for projects adjacent to a County road.
3. State of Wisconsin Department of Transportation for projects adjacent to I-94 or state owned property.
4. St. Croix County Planning Department for projects requiring a Hudson Area Urban Sewer Service Plan review (public sewer service extensions that will discharge to the city's wastewater treatment facility).
5. City of Hudson Public Works Department/Committee, Water Utility Director/Hudson Public Utilities Commission, Fire Inspector/Public Safety Committee.

APPLICATIONS/SUBMITTALS WILL NOT BE SCHEDULED FOR PLAN COMMISSION AND/OR COMMON COUNCIL MEETINGS UNTIL ALL REQUIRED INFORMATION HAS BEEN SUBMITTED.

OTHER ISSUES (After Council approval):

1. A street/curb & gutter breaking permit may be required. If a letter of credit is required as part of the development plan approval, this is to be in place when applying for the breaking permit with the public works department.
2. The Standard Specifications and Detail Plates book and CD for construction standards is available from the public works department.
3. The public works department may require a snowplowing agreement depending on the status of public street construction.
4. A sign and/or fence permit may be required from the community development department.
5. A landscaping escrow may be required and is reviewed by the community development department. This could be on file for a two-three year period depending on issuance/development.
6. A grading permit may be obtained prior to issuance of a building permit. An escrow amount is required and is released once the grounds have been stabilized.

DEVELOPER'S CHECKLIST
CITY OF HUDSON, WISCONSIN
STAFF/DEPARTMENT CONTACTS

BUILDING INSPECTOR/ ASST ZONING INSPECTOR	David Gray	(715) 386-4775/6
CITY ATTORNEY	Catherine Munkittrick Rodli, Beskar, Krueger & Pletcher, S.C. 219 N Main St, PO Box 138 River Falls, WI 54022	(715) 425-7281 Fax (715) 425-7586
CITY ADMINISTRATOR	Devin J. Willi	(715) 386-4765
CITY CLERK	Nancy J. Korson	(715) 386-4765
COMMUNITY DEVELOPMENT DIRECTOR	Dennis D. Darnold	(715) 386-4776
ENGINEERS	Dennis Postler Foth Infrastructure & Environment LLC Eagle Point II 8550 Hudson Blvd N Ste 105 Lake Elmo, MN 55042	(651) 288-8510 Fax (651) 288-8551
	Short, Elliott, Hendrickson 3535 Vadnais Center Drive St. Paul, MN 55110-5196	(612) 490-2000 (800) 325-2055 Fax (612) 490-2150
FINANCE OFFICER	Devin J. Willi	(715) 386-4765
FIRE CHIEF	Jim Frye	(715) 386-5861
FIRE INSPECTOR/ COMPLIANCE OFFICER	David R. Krupich	(715) 386-4270
DIRECTOR OF PUBLIC WORKS & PARKS	Tom Zeuli	(715) 386-4767 (715) 386-4774
POLICE CHIEF	Marty Jensen	(715) 386-4771
ST CROIX EMERGENCY MEDICAL SERVICES	Eric Christensen	(715) 386-4778
WASTEWATER TREATMENT UTILITY DIRECTOR	Jim Schreiber	(715) 386-4769
WATER UTILITY DIRECTOR	Tim Caruso	(715) 386-4760

CITY OF HUDSON
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HUDSON WI 54016-1694
FAX (715) 386-3385 or (715) 386-0804
www.ci.hudson.wi.us

DEVELOPER'S CHECKLIST
CITY OF HUDSON, WISCONSIN
PRIVATE UTILITY CONTACTS

CABLE TV

ComCast Cable Communications
10 River Park Plaza
St. Paul MN 55107
651-755-2445 (Brad Greenwaldt)
651-493-5116 (Fax)

ELECTRIC/GAS

Xcel Energy
1201 Livingstone Road
Hudson WI 54016
800-895-4999 (Eau Claire)

TELEPHONE

AT&T
800-660-3000 (Small business, 1-19 lines)
800-480-8088 (Med-Lg business, 20+ lines)
localcalling.sbc.com

DIGGER'S HOTLINE

800-242-8511 or 811

6/30/09