



# New Two-Family Dwelling Application

Building Inspection Department  
9915 39<sup>th</sup> Avenue  
Pleasant Prairie, WI 53158  
Phone: 262.694.9304  
Email: buildinginspection@pleasantprairiewi.gov

Community Development Department  
9915 39<sup>th</sup> Avenue  
Pleasant Prairie, WI 53158  
Phone: 262.925.6726  
Email: communitydevelopment@pleasantprairiewi.gov

## PROJECT DETAILS

Location	Tax Parcel Numbers
Subdivision	Lot Numbers
<b>Project type (select one)</b>	
<input type="checkbox"/> Two Family Dwelling	<input type="checkbox"/> Twin House
Estimated Construction Cost	Estimated Completion Date

## PROPERTY OWNERS

Unit 1 Owner	Unit 2 Owner
Address (City, State and ZIP)	Address (City, State and ZIP)
Phone Number	Phone Number
Email	Email

## BUILDING DETAILS

	Unit 1	Unit 2	Total	Number of Stories		
Unfinished Basement (sq. ft.)				Building Height (ft.)		
Total Living Area (sq. ft.)				Roof Pitch (4/12 minimum)		
Garage Area (sq. ft.)					Unit 1	Unit 2
Deck/porch Area (sq. ft.)				1 <sup>st</sup> floor Living Area (sq. ft.)		
Total (sq. ft.)				Number of Bedrooms		

### Building to be used as (check one)

<input type="checkbox"/> Permanent	<input type="checkbox"/> Seasonal
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### Construction Type (check one)

<input type="checkbox"/> Site-Built	<input type="checkbox"/> Mfd per WI UDC
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### Foundation Type (check one)

<input type="checkbox"/> Basement	<input type="checkbox"/> Crawl Space	<input type="checkbox"/> Slab on Grade. <i>(Only allowed if a structural engineer determines soil bearing capacity prohibits a full basement or crawl space. Provide determination if proposing a slab on grade.)</i>
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### Walls (check one)

<input type="checkbox"/> Wood Frame	<input type="checkbox"/> ICF
<input type="checkbox"/> Steel	<input type="checkbox"/> Timber/Pole
<input type="checkbox"/> Other	

### Exterior Building Materials

<b>Roof Surface Materials</b>
<b>Eave Overhang (1 foot minimum required)</b>

### Electric Details

Electric Service Size (amps)	
Electric Service Type (check one)	
<input type="checkbox"/> Underground	<input type="checkbox"/> Overhead

### Siding Materials

Siding shall extend to the top of foundation and be within 6 inches above the final grade.

HVAC Equipment					Plumbing Details				
	Unit 1	Unit 2	Total			Unit 1	Unit 2	Total	
# of Furnaces					# of Interior Plumbing Fixtures				
# of AC Units									
# of Fireplaces					<b>Sewer/ Water/ Storm Sewer (check all that apply)</b>				
					<input type="checkbox"/>	Municipal Sewer			
# of Exhaust Fans					<input type="checkbox"/>	On-site Septic System-Kenosha County Sanitary Permit required to be submitted			
# of Furnaces					<input type="checkbox"/>	Municipal Water			
Radiant Heat	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	On-site Well			
Heat Pump	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Storm Sewer			
Boiler	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No					
<b>Energy Source-Space Htg (check all that apply)</b>					<b>Energy Source-Water Htg (check all that apply)</b>				
<input type="checkbox"/>	Natural Gas				<input type="checkbox"/>	Natural Gas			
<input type="checkbox"/>	LP				<input type="checkbox"/>	LP			
<input type="checkbox"/>	Oil				<input type="checkbox"/>	Oil			
<input type="checkbox"/>	Electric				<input type="checkbox"/>	Electric			
<input type="checkbox"/>	Solid				<input type="checkbox"/>	Solid			
<input type="checkbox"/>	Solar/Geothermal				<input type="checkbox"/>	Solar/Geothermal			
Heat Loss (BTU/Hr Calculated)			Unit 1		Unit 2				
<b>DRIVEWAY DETAILS-See Driveway Requirements</b>									
<b>check one</b>									
<input type="checkbox"/>	New Driveway								
<input type="checkbox"/>	Existing Driveway								
<b>Number of driveway connections to the street?</b>									
<b>Does the driveway connect to a State or County Highway?</b> <i>*If yes, a permit from Wisconsin Department of Transportation or Kenosha County Public Works (as applicable) is required to be submitted with this application.</i>						<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<b>Does driveway connect to a public street with curb and gutter?</b> <i>If no, then the Public Works Department will determine if a new culvert or a modification to an existing culvert is required for a driveway connection to a Village road. Culverts/culvert modifications are installed by the Village Public Works Department and actual costs (time and materials) are invoiced to the property owner.</i>						<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<b>Is the curb proposed to be cut?</b>						<input type="checkbox"/>	Yes*	<input type="checkbox"/>	No
<b>Is the curb and gutter proposed to be removed and re-poured?</b>						<input type="checkbox"/>	Yes*	<input type="checkbox"/>	No
<b>Is there a public sidewalk adjacent to the street that is proposed to be altered?</b>						<input type="checkbox"/>	Yes*	<input type="checkbox"/>	No
*If yes, the Contractor shall be approved by the Village Public Works Department, obtain a Sidewalk Contractor License, if applicable, and obtain a Village Work in the Right-of-way Permit.									

Driveway material within first 4 feet from edge of the road (check one)								
<input type="checkbox"/>	Asphalt	<input type="checkbox"/>	Crushed Stone/Gravel	<input type="checkbox"/>	Concrete (Not allowed if connecting to a public street with no curb and gutter)			
Driveway material beyond 4 feet from edge of the and on private property (check one)								
<input type="checkbox"/>	Asphalt		<input type="checkbox"/>	Crushed Stone/Gravel				
<input type="checkbox"/>	Concrete		<input type="checkbox"/>	Other				
EROSION CONTROL DETAILS								
Responsible Party for Final Grade (check one)			Return Erosion Control Deposit to (check one)					
<input type="checkbox"/>	Property Owner		<input type="checkbox"/>	Dwelling Contractor	<input type="checkbox"/>	Property Owner	<input type="checkbox"/>	Dwelling Contractor
GARBAGE AND RECYCLING CONTAINERS—See Garbage/Recycling Information and Fee								
Type of Service and Cart Size (check one per unit)							Unit 1	Unit 2
Automated Collection with 95-gallon Garbage and Recycling Cart							<input type="checkbox"/>	<input type="checkbox"/>
Automated Collection with 65-gallon Garbage and Recycling Cart							<input type="checkbox"/>	<input type="checkbox"/>
Automated Collection with 95-gallon Garbage and 65-gallon Recycling Cart							<input type="checkbox"/>	<input type="checkbox"/>
Automated Collection with 65-gallon Garbage and 95-gallon Recycling Cart							<input type="checkbox"/>	<input type="checkbox"/>
Extra Garbage Cart-additional cost (check one per unit)							Unit 1	Unit 2
No Extra Garbage Cart							<input type="checkbox"/>	<input type="checkbox"/>
Yes Extra 95-gallon Garbage Cart							<input type="checkbox"/>	<input type="checkbox"/>
Yes Extra 65-gallon Garbage Cart							<input type="checkbox"/>	<input type="checkbox"/>
Extra Recycling Cart-additional cost (check one per unit)							Unit 1	Unit 2
No Extra Recycling Cart							<input type="checkbox"/>	<input type="checkbox"/>
Yes Extra 95-gallon Recycling Cart							<input type="checkbox"/>	<input type="checkbox"/>
Yes Extra 65-gallon Recycling Cart							<input type="checkbox"/>	<input type="checkbox"/>
CONTRACTORS								
Dwelling Contractor	Name and Address (City, State & ZIP)							
							License #	
							Phone	
							Email	
Dwelling Contractor Qualifier	Name and Address (City, State & ZIP)							
							License #	
							Phone	
							Email	
HVAC Contractor	Name and Address (City, State & ZIP)							
							License #	
							Phone	
							Email	

<b>Electrical Contractor</b>	<b>Name and Address (City, State &amp; ZIP)</b>	
		<b>License #</b>
		<b>Phone</b>
		<b>Email</b>
<b>Master Electrician</b>	<b>Name and Address (City, State &amp; ZIP)</b>	
		<b>License #</b>
		<b>Phone</b>
		<b>Email</b>
<b>Plumbing Contractor</b>	<b>Name and Address (City, State &amp; ZIP)</b>	
		<b>Phone</b>
		<b>Email</b>
<b>Master Plumber</b>	<b>Name and Address (City, State &amp; ZIP)</b>	
		<b>License #</b>
		<b>Phone</b>
		<b>Email</b>
<b>Utility Contractor</b>	<b>Name and Address (City, State &amp; ZIP)</b>	
		<b>License #</b>
		<b>Phone</b>
		<b>Email</b>

**PERMIT APPLICANT** The applicant is the person the Village will communicate with for all items related to this permit.

Company Name	Contact Name
Phone Number	Email

**MINIMUM SUBMITTALS**

<input type="checkbox"/>	Construction Plans	<input type="checkbox"/>	Plat of Survey/Grading and Drainage Plan
<input type="checkbox"/>	Dept. of Safety and Professional Services Res Check	<input type="checkbox"/>	A-Value Worksheet
<input type="checkbox"/>	Property Owner Cautionary Statement, required if property owner is acting as their own Contractor	<input type="checkbox"/>	Architectural Control Committee approval, if applicable
<input type="checkbox"/>	Kenosha County Sanitary Permit, required if municipal sanitary sewer is not available	<input type="checkbox"/>	Kenosha County Permit or Wisconsin Department of Transportation Permit, if applicable
<input type="checkbox"/>	We Energies approval, required if a driveway or any other structure is proposed to be located within a We Energies Easement-Contact We Energies at 262-763-1044.		
<input type="checkbox"/>	Village Work in the Right-of-way Application, required for any work within the right-of-way related to public sidewalks, cutting the curb, removing/replacing any curb, direct connection to sanitary sewer or water mains		

**The Village may require additional information be submitted to ensure that all Village requirements are being met. The Applicant will be contacted if additional information is required to be submitted.**

## PERMIT REVIEW AND ISSUANCE OF PERMIT

- Permits may require up to 10 business days to process. If during the Village's review of the application, information is missing or additional information is required, the permit will be put on hold until the information is received. The 10-day review period will start again once the additional information is received. The Applicant will be contacted when the permit is ready to be issued with total permit fees due and permit conditions.
- The building addresses will be assigned by the Village as part of the permit review process.
- All outstanding Special Assessments and Impact Fees shall be paid prior to the issuance of the permit.
- Before digging call Diggers Hotline at 1-800-982-0299 to have all underground utilities marked.

## INSPECTIONS

All required inspections shall be scheduled at least 2 business days in advance by calling 262.694.9304 with the permit number.

## ACKNOWLEDGMENTS

**Erosion Control Cash Deposit:** The undersigned understand that an erosion control permit is being issued with this new Permit and that a cash deposit is required to guarantee to the Village that the conditions of the erosion control permit and **Chapter 381 of the Village Municipal Code** are being followed as it relates to maintaining the public right-of-way and stormwater drainage system. The cash deposit may be used if the Village determines that the owner/contractor has not kept the rights-of-way clean from mud tracking, if erosion control measures are damaged or if there is damage to stormwater drainage improvements. The Village will notify the owner/contractor if any mud tracking or damaged erosion control measures or stormwater drainage improvements exist and a specific time frame to remedy the issues. I understand that the Village has authorization to complete the work and charge the work against the cash deposit and accrued interest if the work is not completed. The cash deposit or any portion remaining, less a 6% administrative processing fee, will be timely refunded upon the completion of the project to the person indicated on the application filed with this permit.

However, if the cost incurred by the Village exceeds the cash deposit on file then additional costs to complete the work will be assessed to the property owner. If at the end of the year any additional costs have not been paid, the Village will place the outstanding amount on the tax assessment roll. In accordance with the provisions of Section 66.0703(7)(b) Wisconsin Statutes, the owner waives all notice of special assessment to be levied and assessed by the Village or its assigns against this property to defray the cost of said erosion control requirements and all incidental expenses incurred by the Village on said property. This requirement shall be construed as a covenant running with the property and shall be binding upon the signatories, their heirs, executors, administrators and assigns.

**Municipal Sanitary Sewer and Water Billing:** I understand that monthly usage billing for sanitary sewer will begin at the time the utility contractor obtains the plumbing permit for the connection of municipal sewer from the sewer main to the building and that monthly usage for water billing will begin at the time the water meter is installed.

**By submitting this application,** I certify that all the information and attachments submitted are true and correct to the best of my knowledge. I understand that for any work started or completed without proper permits, a triple fee will be charged. I agree that all the work will be done in accordance with all applicable Village, County, State and Federal codes, ordinance requirements and permit conditions. I also agree to allow the inspection of the premises by the Village's Inspectors during regular business hours.

## PROPERTY OWNER SIGNATURE AND CERTIFICATION

The undersigned, being all of the owners of said property have read and understand the Acknowledgements.

Signature

Signature

Print Name

Print Name

## ACKNOWLEDGMENT

STATE OF \_\_\_\_\_

SS

\_\_\_\_\_ COUNTY

This instrument was acknowledged before me in \_\_\_\_\_ (city) \_\_\_\_\_ (state)

on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_

\_\_\_\_\_ (print name of signatories)

Notary Signature: \_\_\_\_\_

Print Notary Name: \_\_\_\_\_

Notary Public, \_\_\_\_\_ County, \_\_\_\_\_

My Commission Expires: \_\_\_\_\_



## Garbage/Recycling Information and Fees

Public Works Department  
8600 Green Bay Road  
Pleasant Prairie WI 53158  
Phone: 262.925.6700  
Email: pw@pleasantprairiewi.gov

### GARBAGE AND RECYCLING CONTAINER FEES

State law requires that everyone in Wisconsin recycle: newspapers; magazines; cardboard; office paper; glass, plastic, aluminum or steel food and beverage containers; tires\*; yard waste\*; appliances\*; motor oil\*; lead acid batteries\* and electronics\* (\*require special handling and shall not be placed in your recycling cart).

In addition, solid waste items larger than 50 pounds will require a Bulk Pickup. For more information contact the Public Works Department at 262.925.6700 or visit our website at <https://www.pleasantprairiewi.gov>

Initial fee for a garbage and recycling containers will be collected at the time a building permit is issued for any new residential dwelling construction permit. Monthly solid waste collection billing will begin at the time a Temporary Occupancy has been issued. One garbage and one recycling container per residential dwelling unit is required.

**All garbage and recycling carts are \$70.00 per cart.**

#### **Automated 95-Gallon Collection: \$23.50 per month**

The 95-gallon garbage cart will be collected weekly. The 95-gallon or 65-gallon recycling cart will be collected every other week on the same day as your garbage pickup. An extra cart for garage and or recycling can be purchased with a monthly fee as established by the Village Fee Schedule.

#### **Automated 65-Gallon Collection: \$21.50 per month**

A 65-gallon garbage cart will be collected weekly. The 65-gallon or 95-gallon recycling cart will be collected every other week on the same day as your garbage pickup. An extra cart for garage and or recycling can be purchased with a monthly fee as established by the Village Fee Schedule

**Collection option can be changed once per year.**

**Notify Public Works at 262.925.6700 by September 15<sup>th</sup> for billing change effective October 1<sup>st</sup>.**



## Plat of Survey and Erosion Control Information

### New Single Family or Two Family Residential Buildings

Engineering Department  
9915 39<sup>th</sup> Avenue  
Pleasant Prairie WI 53158  
Phone: 262.948.8951

Email: [engineering@plprairie.com](mailto:engineering@plprairie.com)

Building Inspection Department  
9915 39<sup>th</sup> Avenue  
Pleasant Prairie WI 53158  
Phone: 262.694.9304

Email: [buildinginspection@pleasantprairiewi.gov](mailto:buildinginspection@pleasantprairiewi.gov)

#### GENERAL INFORMATION

- A Plat of Survey for a new single family house or new two family building shall meet the requirements of Chapters 381 and 405 of the Village Ordinance.
- See **attached** Section 2.7 entitled *Residential Lot Plat of Survey(s) and Grading Certification* in Chapter 405 Design Standards and Construction Specifications for specific requirements.

#### PLAT OF SURVEY-AS A CONDITION PRECENT TO BUILDING PERMIT ISSUANCE

- This survey is submitted with the building application for review and approval by the Engineering, Building Inspection and Community Development Departments showing all standard Village requirements.
- See Section 2.7 4 for Standard Requirements for this Plat of Survey in the **attached** Specifications.

#### PLAT OF SURVEY-FOUNDATION CERTIFICATE

- This survey is submitted upon completion of the foundation, prior to backfill and further framing construction of the home. This survey shall include all requirements and additional requirements for verification of building setbacks and foundation certification.
- See Section 2.7 5 for Standard Requirements for this Plat of Survey in the **attached** Specifications.

#### PLAT OF SURVEY- FINAL OCCUPANCY GRADING CERTIFICATE

- This survey is submitted upon completion of the home construction and final lot grading with topsoil and/or sod placement. The survey is to be submitted within 3-months after conditional occupancy is issued by the Village or if the conditional occupancy is issued during the non-growing season, by August 1<sup>st</sup> of the immediate next growing season. The Survey is to include all standard requirements and additional requirements for foundation certification and final occupancy.
- See Section 2.7 6 for Standard Requirements for this Plat of Survey in the **attached** Specifications.
- If the building is completed between September 15 and June 1 of any given year, the site shall be rough graded to prevent runoff to adjacent properties. In addition, the lot shall be stabilized as approved by the Building Inspector, and the required erosion control measures (silt fence, gravel drive, etc.) shall remain in good repair until the site can be final graded and stabilized. However, the site and all of the required items noted above shall be completed by June 1 of the following year and prior to return of any portion of the cash deposit.

#### LOT CONDITION FOR CONDITIONAL OCCUPANCY (Temporary Certificate Of Occupancy)

- Refer to Chapter 405 Section 2.7 7 entitled *Lot Condition for Conditional Occupancy*.
- The Village does not require a topographic site compliance survey at the time of conditional occupancy but will require a written certification of compliance by the responsible party identified above and a written acceptance by the property owner.
- The Village may require a site survey to be completed for rough grading if the site does not appear to be in compliance, written certification by the responsible party is not provided, compliance is determined questionable by the Village, or there is a dispute between the Owner and Dwelling Contractor with respect to the lot condition and grading. If the required survey is not completed, the Village may complete the work and charge the cost against the Erosion Control Deposit on file with the Village for the project.
- Note: The lot grading information is for informational purposes only, the Village ultimately holds the property owner responsible for grading plan compliance.

#### EROSION CONTROL CASH DEPOSIT

- Prior to the issuance of the building the required Erosion Control Cash Deposit shall be provided to the Village to guarantee that construction site and erosion control maintenance and grading and drainage work on the property has been restored properly in accordance with all applicable ordinance and requirements.
- The cash deposit may be used if the Village determines that the owner/contractor has not kept the rights-of-way clean from mud tracking, if erosion control measures are damaged or if there is damage to stormwater drainage

improvements. The Village will notify the owner/contractor if any mud tracking or damaged erosion control measures or stormwater drainage improvements exist and a specific time frame to remedy the issues. I understand that the Village has authorization to complete the work and charge the work against the cash deposit and accrued interest if the work is not completed. The cash deposit or any portion remaining, less a 6% administrative processing fee, will be timely refunded upon the completion of the project to the person indicated on the application filed with this permit.

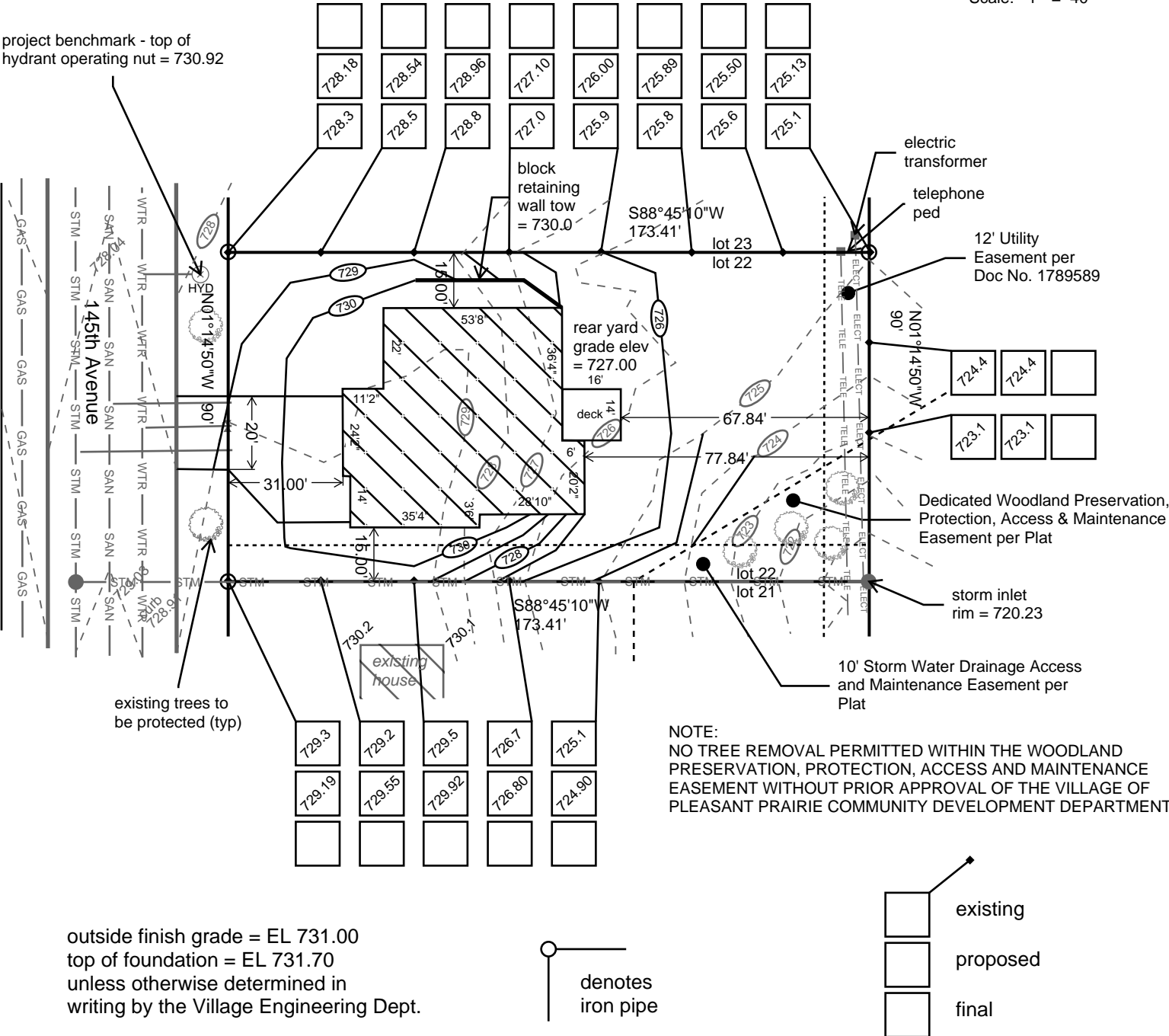
- However, if the cost incurred by the Village exceeds the cash deposit on file then additional costs to complete the work will be assessed to the property owner. If at the end of the year any additional costs have not been paid, the Village will place the outstanding amount on the tax assessment roll. In accordance with the provisions of Section 66.0703(7)(b) Wisconsin Statutes, the owner waives any and all notice of special assessment to be levied and assessed by the Village or its assigns against this property to defray the cost of said erosion control requirements and all incidental expenses incurred by the Village on said property. This requirement shall be construed as a covenant running with the property and shall be binding upon the signatories on the application, their heirs, executors, administrators and assigns.



lot area = 15,740 S.F.



Scale: 0 10 20 40  
Scale: 1" = 40'



Proposed building field staked true size. Contractor and owner to verify all dimensions before building and adhere to this approved drainage and grading plan. Refer to a current title report for easements or restrictions which may affect the use of this site that are not shown on the recorded subdivision plat.

COMPANY NAME  
AND ADDRESS

Plat of Survey of  
PROPERTY DESCRIPTION  
in 1/4 Section, Town, Range

VILLAGE OF PLEASANT PRAIRIE  
KENOSHA COUNTY, WI.

tax key #

-for-

builder/owner

address

I hereby certify that this  
property was surveyed under  
my direction and this plat is a  
true representation thereof.

Surveyor Signature  
Registered Land Surveyor  
Created xx/xx/xxxx  
Revised xx/xx/xxxx



## **SECTION 2.7**

### **RESIDENTIAL LOT PLAT OF SURVEY(S) AND GRADING CERTIFICATION**

#### **1. Introduction**

This chapter identifies requirements for plat(s) of survey(s) associated with residential single family lot development as part of the building permit process.

#### **2. Grading / Drainage Plan Prerequisite**

A Village approved grading and erosion control plan and owner / builder acknowledgment shall be required to be submitted for review and approval prior to issuance of a building permit.

##### **A. Subdivisions with Pre-Approved Master Grading Plans.**

- 1) The approved master grading plan shall be used for the Lots located within subdivisions that have pre-designed and Village approved grading plans. The plat of survey shall show all the designed grade information including spot grades and proposed topographic contour information.
- 2) The house style (i.e. rear basement exposures) for the lot shall match that required by the grading plan. For example if the master grading plan calls for a half or full exposed basement for the lot, the actual house style shall coincide with the lot plan.
- 3) Adjustments of proposed topographic contours (within the lot) shall be made on the plat of survey based on actual building envelope dimensions and placement on the lot, however, the building placement shall work with matching the subdivision lot line grades. No adjustments in common lot line grades shall be made without approval of the Village, Developer, and affected adjacent landowner(s).

##### **B. Lots With No Pre-Approved Grading Plan.**

- 1) A grading, drainage and erosion control plan must be prepared by the Developer and approved by the Village for lots that do not have an approved plan on file with the Village. The grading plan shall be prepared by a Wisconsin registered licensed professional engineer or surveyor in accordance with Section 2.5 of this ordinance "Grading and Erosion Control Plan".
- 2) Plats of Survey shall show all designed grade information including spot grades, and existing / proposed topographic contour information.

##### **C. Property Owner / Home Builder Acknowledgment of Approved Grading Plan**

- 1) The property owner and builder shall provide written acknowledgment with respect to complying with the Village approved grading and drainage plan. The acknowledgment shall include the following requirements and information.

- a. Property information (tax key number, street address, subdivision name, lot number)
- b. Name of landowner and contact information.
- c. Name of home builder and contact information.
- d. Acknowledgment that the owner and builder have obtained a copy of the Village approved grading plan for the lot, understand the plan, and lot grading compliance requirements.
- e. Acknowledgment that the owner and builder will adhere to the Village approved grading plan for the lot and that in so doing, the owner and builder will take all necessary measures to insure compliance, which may include professional surveying and re-grading as needed.
- f. Identification of who (owner or builder) is responsible for completing the rough grading and site lot conditions for conditional occupancy per private agreements between the parties.
- g. Identification of who (owner or builder) is responsible for completing the final grading and final occupancy grading certification per private agreements between the parties.
- h. Acknowledgment that responsible party for completing the rough grading and conditional occupancy site lot condition shall complete a topographic survey of the lot to determine compliance, prior to conditional occupancy, at the request of the responsible party for final grading or the Village, if the rough grading and site lot conditions is disputed to be in compliance.
- i. Acknowledgment that any deviation of the Village approved grading and drainage plan for the lot must have prior written approval from the Village.
- j. Acknowledgment of site erosion control requirements.
- k. Signatories from both the landowner and builder.

### **3. Plat of Survey Submittals**

- A. Three plat(s) of survey(s) are required to be submitted to the Building Inspection Department during the lot development process as noted below:
  - 1) Plat of Survey –As a Condition Precedent to Building Permit Issuance.
    - a. This survey is submitted with the building permit application for review and approval by the Engineering, Building Inspection and Community Development Departments showing all standard requirements set forth in this ordinance.
  - 2) Plat of Survey – Foundation Certification.

- a. This survey is submitted upon completion of the foundation, prior to backfill and further framing construction of the home.
  - b. Survey is to include all requirements and additional requirements for verification of building setbacks and foundation certification.
- 3) Plat of Survey – Final Occupancy Grading Certification.
  - a. This survey is submitted upon completion of the home construction and final lot grading with topsoil and/or sod placement. The survey is to be submitted within 3-months after conditional occupancy is issued by the Village or if the conditional occupancy is issued during the non-growing season, by August 1<sup>st</sup> of the immediate next growing season.
  - b. Survey is to include all standard requirements and additional requirements for foundation certification and final occupancy.

#### **4. Plat of Survey – Building Permit Issuance**

##### **A. Standard Requirements.**

- 1) Title of Survey: (i.e. Plat of Survey – Building and Zoning Permit Issuance; Plat of Foundation -Survey Certification, or Plat of Survey-Final Occupancy Grading Certification).
- 2) Name and address of applicant, owner of the site, and Wisconsin registered land surveyor.
- 3) Wisconsin registered land surveyor stamp and certification.
- 4) Graphic scale and north arrow.
- 5) Property description, tax key number and address if applicable.
- 6) Property boundary with survey dimensions.
- 7) Existing and proposed right-of-way lines and road names adjacent to site.
- 8) Location of existing and proposed utilities on and adjacent to the property (full road right-of-way) including utility poles, peds, public and private mains, services and laterals. Diggers Hotline shall be contacted for the location of the existing utilities. On lots which do not have an existing sump pump lateral the proposed sump pump discharge location shall be shown.
- 9) Location of existing top of road curb, edge of pavement and/or shoulder adjacent to the site.
- 10) Location of existing or proposed sidewalk adjacent to property, if applicable.
- 11) Location of existing trees within right-of-way or easements.

- 12) Location and dimension of storm water drainage system(s), driveway culverts, and direction of natural drainage pattern on and adjacent to the site.
- 13) Location of existing wetlands, floodplain, lakes, streams, swales, ditches, or other water courses on or immediately adjacent to the site.
- 14) All existing utility, drainage, and preservation easements.
- 15) Existing and proposed structure locations and building footprints and dimensioned setbacks (side yard, street yard, rear yard). Also include setbacks from wetlands and ordinary high water mark, as applicable.
- 16) Adjacent lands and building locations. Include existing adjacent house street yard setback to determine building site lines.
- 17) Location of permanent residential driveway with setbacks to the side property line, width of driveway at the right-of-way, and width of driveway at the street. Driveway centerline shall be perpendicular to the adjacent roadway centerline within the right of way.
- 18) Location of adjacent land wells, septic fields, or holding tanks and their distance to the property line.
- 19) Proposed top of foundation, garage floor and finished yard grade per approved grading and drainage plan for the lot. Homes with full or partial exposures shall have all the exposure elevations noted.
- 20) Existing and proposed retaining walls, including top of wall and bottom of wall elevations, wall material(s), and design details. Retaining walls greater than 4-feet in height shall be prepared, stamped, and signed by a Wisconsin registered licensed professional engineer.
- 21) Date of plat preparation and revision dates.
- 22) Existing and proposed topographic contour and spot grade information in accordance with the lot grading and drainage plan pre-requisite in Section 2 above and per Section 2.5 "Grading and Erosion Control Plan". The survey shall also include:
  - a. Existing and proposed elevation(s) located every 25-feet along each property line, centerline of drainage swales, top of curb elevations at side lot line locations, and other required locations as may be requested by the Village Engineer.
  - i. Existing elevations shall mean the existing elevations at the time of the plat preparation, prior to the home construction. Limits for existing survey shall at a minimum extend 25-feet onto adjacent properties and the full right-of-way width. Additional survey may be necessary in some situations.

- ii. Proposed elevations shall mean the proposed elevations per the approved grading / drainage plan for the lot. Grading at the foundation shall match that shown on the proposed building elevations. All proposed grading necessary, including that on adjacent properties, shall be shown.

23) Identification of survey bearings base and survey benchmark(s).

## **5. Plat of Survey – Foundation Certification**

A. All standard requirements in subsection 4 above plus the following:

- 1) As-built top of foundation elevation.
- 2) Revised building footprint and setbacks per as-built foundation location.
- 3) Location and dimension of all soil or dirt piles.

## **6. Plat of Survey – Final Occupancy Grading Certification**

A. All standard and foundation certification requirements in subsection 4 and 5 above plus the following:

- 1) Final as-built grading elevations shown with 1-foot topographic contour elevations for the entire lot or grading limits as shown in the grading plan for the lot.
- 2) As-built versus designed spot grades every 25-feet along each property line and centerline of any drainage swale(s) coinciding with the approved lot grading plan.
  - a. Final elevations shall mean the final elevations after the lot has been top-soiled, final graded, and/ or sod placed.
  - b. Final elevations shall be within 0.15 feet of design grades as identified on the Village approved grading plan, unless otherwise approved by the Village.
- 3) Location and dimension of all structures, decks, patios, and retaining walls on the property.

## **7. Lot Condition for Conditional Occupancy.**

A. Prior to Conditional Occupancy being granted, the lot condition shall meet the following minimum requirements.

- 1) All soil stockpiles, excess material, and debris shall be removed from the site.
- 2) The entire lot shall be rough graded in accordance with the grading plan with the exception of fine grading, topsoil placement, and lawn establishment.
  - a. Rough grading means that the entire site is graded in accordance with the Village approved grading plan with the exception that areas not top-soiled are left low within 0.3 to 0.5-feet of design elevations allowing for topsoil and lawn placement to final elevations.

- 3) All temporary erosion control measures shall be in place and in good condition.
- 4) As part of the request for Conditional Occupancy the following shall be provided:
  - a. Certification in writing that these requirements have been met by property owner and/or responsible party for the lot conditions.
  - b. Name and contact information of responsible party for the site rough grading.
  - c. Written intent of compliance by the property owner regarding the final grading and final occupancy plat of survey and grading certification requirement.
- 5) If these conditions have not been met or if the site grading does not appear to be in accordance with the Village approved grading plan, conditional occupancy will not be granted until all conditions are deemed satisfied.
  - a. A site topographic survey of the rough grading shall be provided, if directed by the Village to determine rough grading compliance.
  - b. If in the judgment of the Village, the homebuilder in good faith and under consideration of the entire project planning, was unable to complete rough grading due to winter weather conditions, the Village may grant conditional occupancy if approved agreements and arrangements have been made with the Village and between the homebuilder and homeowner.

END OF SECTION