



## INSTRUCTIONS

To protect and promote the public health, safety, and general welfare of the Village of Milltown and to implement the Village of Milltown's Comprehensive Plan, the Milltown Village Board adopted the Zoning Chapter of the Village Code.

All Site Plan applications and required submittal materials shall be submitted to the Village Clerk who shall transmit the information to the Plan Commission for its review and decision. Applications and the Zoning Chapter can be found on the Village's website: <https://milltownvillage.com/>. Per the Zoning Chapter, applications shall include the following information/materials:

### Site Plan Review Required (per Section 13-1-174 (a) of the Zoning Chapter)

All applications for Zoning Permits for any construction, reconstruction, expansion or conversion, except for one (1) and two (2) family residences in Residential Districts, shall require Site Plan Approval by the Plan Commission.

### Application Requirements (per Section 13-1-174 (b) and (d) of the Zoning Chapter)

1. **Application.** The applicant for a zoning permit shall also submit a site plan and sufficient plans and specifications of proposed buildings, machinery, and operations to enable the Plan Commission or its expert consultants to determine whether the proposed application meets all applicable ordinance requirements.
2. **Requirements.** In acting on any site plan, the Plan Commission shall consider the following:
  - a. The appropriateness of the site plan and buildings in relation to the physical character of the site and the usage of adjoining land areas.
  - b. The layout of the site with regard to entrances and exits to public streets; the arrangement and improvement of interior roadways; the location, adequacy and improvement of areas for parking and for loading and unloading and shall, in this connection, satisfy itself that the traffic pattern generated by the proposed construction or use shall be developed in a manner consistent with the safety of residents and the community, and the applicant shall so design the construction or user as to minimize any traffic hazard created thereby.
  - c. The adequacy of the proposed water supply, drainage facilities and sanitary and waste disposal.
  - d. The landscaping and appearance of the completed site. The Plan Commission may require that those portions of all front, rear, and side yards not used for off-street parking shall be attractively planted with trees, shrubs, plants or grass lawns and that the site be effectively screened so as not to impair the value of adjacent properties.
  - e. Effect on Municipal Services. Before granting any site approval, the Plan Commission may, besides obtaining advice from consultants, secure such advice as may be deemed necessary from the Village Engineer or other municipal officials, with special attention to the effect of such approval upon existing municipal services and utilities. Should additional facilities be needed, the Plan Commission shall forward its recommendations to the Village Board and shall not issue final approval until the Village Board has entered into an agreement with the applicant regarding the development of such facilities.
3. **Additional Attachments to the Site Plan.** Each of the following may be a required submittal for the Site Plan, depending on the specifics of the project. The Plan Commission or its designee will determine which are required based on a preliminary description of the project and communicate these requirements to the applicant. When required, these items shall be submitted as attachments to the Site Plan Application form.
  - a. **Existing and Proposed Topography.** Existing and proposed topography shown at a contour interval of not more than two feet at National Geodetic Vertical Datum of 1929 (mean sea level), noted on the

applicable site plan drawing(s). Plan Commission or its designee may also require a Grading Plan for proposed conditional uses.

- b. **Soils Data.** The characteristics and types of soils related to contemplated specific uses noted on the Site Plan. Soil borings may be required by the Plan Commission or its designee.
- c. **Parking, Loading, Ingress and Egress Plan.** The total number of off-street parking spaces, loading areas, drives, and vehicular ingress and egress locations to the site shall be shown on the applicable Site Plan drawing(s).
- d. **Location, Type and Size of Signs.** The type, size and locations of all proposed signs shall be indicated on the appropriate Site Plan drawing(s).
- e. **Existing and Proposed Street Names.** Existing and proposed street names shall be shown on the appropriate Site Plan drawing(s).
- f. **Public Rights of Way, Reservations and Easements.** Existing and proposed public street rights-of-way, reservations, and/or easements shall be indicated on the appropriate Site Plan drawing(s).
- g. **Proposed Storm Water Management Facilities.** Location of any proposed storm water management facilities, including detention/retention areas, shall be shown on the appropriate Site Plan drawing(s). Storm water calculations that justify the storm water detention/retention areas may also be required.
- h. **Landscape Plan.** When landscaping is required, a landscape plan shall be indicated on the appropriate Site Plan Drawings, and description of the landscape plan shall be included with the Site Plan as an attachment.
- i. **Development Staging / Phasing.** A graphic outline of any planned development staging or phasing shall be included in the Site Plan as an attachment.
- j. **Lighting Plan.** When required, a Lighting Plan shall be included in the Site Plan as an attachment. The Lighting Plan shall indicate the location, type, and illumination level in foot candles of all outdoor lighting proposed on the site.
- k. **Highway Access Permits from Jurisdictions other than the Village of Milltown.** Copies of any letters of review or permits granted by applicable Federal, State or County regulatory agencies having jurisdiction over highway access, if applicable, shall be included as attachments to the Site Plan.
- l. **Additional Data Required by the Village.** The Plan Commission or its designee may require additional data in order to review the site plan. An example of such additional data is a detailed traffic impact study performed by a transportation engineer. When required, such additional data shall be submitted with the Site Plan as an attachment.

#### **Administration (per Section 13-1-174 (c) of the Zoning Chapter)**

1. All applications are due with fee and required materials at least 30 days prior to each meeting. The Village of Milltown Plan Commission generally meets on the second Monday of the month at 6:00 pm in the Milltown Public Library.
2. The Zoning Administrator shall make a preliminary review of the application and plans and refer them, along with a report of his findings, to the Plan Commission within ten (10) days.
3. The Plan Commission shall review the application and may refer the application and plans to any expert consultants selected by the Village Board to advise whether the application and plans meet all the requirements applicable thereto in this Chapter.
4. Within thirty (30) days of its receipt of the application, the Commission shall authorize the Zoning Administrator to issue or refuse a Zoning Permit.

Village Hall Office Hours: Monday – Friday, 8:00 am through 4:30 pm. Call us at (715) 825-3258 or email us at [clerk@villageofmilltown.gov](mailto:clerk@villageofmilltown.gov) to speak with our Clerk / Treasurer for assistance.



## APPLICATION

Instructions: The Village has prepared instructions on what materials may be required along with a submitted application. Please review the instructions prior to filling out and submitting the application.

Submission of Materials: All Site Plan applications and required submittal materials shall be submitted to the Village Clerk who shall transmit the information to the Plan Commission for its review and decision. Applications are due with fee and required materials at least 30 days prior to each meeting. Plan Commission meetings are typically the second Monday of each month at 6:00 pm at the Milltown Public Library.

Attendance: Attendance at Plan Commission and Village Board meetings is not required, but it is strongly advised that applicants or their representatives attend. Failure to attend can result in the denial or delay of review due to lack of information.

APPLICANT INFORMATION					
Name:		Phone:		Email:	
Mailing Address, City, State, Zip:					
Applicant is (check one):	Owner <input type="checkbox"/>	Authorized Representative <input type="checkbox"/>	Other (describe): <input type="checkbox"/>		
Owner Information (if different from Applicant)					
Name:		Phone:		Email:	
Mailing Address, City, State, Zip:					

SITE INFORMATION	
Address, City, State, Zip (if no address, describe location):	
Tax Key:	151-
Name of Project:	
Current Zoning:	
Current Use:	
Proposed Use:	
Legal Description:	

FEES
See Village of Milltown Fee Schedule. Fee is non-refundable and will not be refunded if the request is denied.

