



Application fee: **\$100.00**

Receipt No. \_\_\_\_\_

Date \_\_\_\_\_

Staff \_\_\_\_\_

## APPLICATION FOR BERM CONDITIONAL USE PERMIT

This application is required to locate, erect, move, reconstruct, extend, enlarge, reduce, convert or alter a berm in **ALL** districts. Regulated berms include, any mound or wall of soil or rock (which may include clean concrete if suitably covered with topsoil) extending more than 50 linear feet or vertically higher than 2 feet above the center line of the road. A berm is determined as starting at the base where natural grade changes. A permit is **NOT** needed for the following:

- 1) Temporary topsoil piles on construction sites
- 2) Mound septic systems
- 3) Landscaping areas not extending more than 50 linear feet or vertically higher than two feet above the center line of the road
- 4) Berms under two feet above the center line of the road, less than 50 feet in length or with a slope of one foot vertical to six feet horizontal or greater in all zoning districts
- 5) Planting berms of 25 feet or less in length and not exceeding a height of four feet above the center line of the road with a slope of one foot vertical to three feet horizontal.

Applicant:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No. (\_\_\_\_) \_\_\_\_\_ Fax No. (\_\_\_\_) \_\_\_\_\_

Abbreviated Legal: \_\_\_\_\_ 1/4 of Section \_\_\_\_\_

LOCATION (ADDRESS) OF THE PROPOSED BERM: \_\_\_\_\_

Total Lot Area: \_\_\_\_\_ Acres Zoning District: \_\_\_\_\_

Name of the owner or lessee of the property: \_\_\_\_\_

If this property is owned by someone other than the applicant, written consent of the owner or lessee of the land is required.

Mailing address: \_\_\_\_\_

Name of the person or company working on the berm: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**The Berm Conditional Use Permit process and requirements are as follows:**

Updated 1/2012

Please note:

- ✓ Materials must be submitted **three weeks** before the desired Plan Commission meeting date; see the attached meeting schedule for submission deadlines.
- ✓ Incomplete applications will not be accepted and/or processed.
- ✓ **The berm conditional use permit process may take 2-4 months** because of the meeting schedules and the required public hearing and associated legal notices.

**Step 1:** Fill out and submit the application, as well as **18 copies** of the required plans and attachments listed below. A \$100 fee is due at the time of application submittal. **These materials must be submitted 3 weeks before the Plan Commission meeting.**

**REQUIRED MATERIALS: The following materials MUST be submitted with the application 3 weeks before the Plan Commission meeting; Town staff will direct if the other items are necessary.**

- ✓ **One** list of the names and addresses of all property owners within 1,000 feet of the property boundaries. This can be created through the Ozaukee County GIS website; see directions on the following page and contact Town staff with questions.
- ✓ Berm plan depicting location, setbacks, property lines, proposed and existing grade contours
- ✓ Proposed type of fill material
- ✓ Planting plan including grasses, shrubbery and tree types with spacing. **Recommendation:** Plantings should be spaced randomly to help visually break up the continuous line of the berm and the berm should be constructed in such a way as to be undulating and serpentine in appearance. **Required:** At least six (6) inches of topsoil is to be placed on all berms in addition to suitable plantings
- ✓ Proposed schedule for all phases of work

**The Town Director of Public Works or Plan Commission may request other information as necessary (See §320-76).**

**Step 2: Plan Commission Meeting.** The Plan Commission will review the application, and hold a public hearing at this meeting. **Ten days prior to the meeting**, the Town will publish a public notice and notify all property owners within 1,000 feet of the application. Following the public hearing at the Plan Commission meeting, the Plan Commission will make a recommendation to the Town Board regarding the application (has the authority to recommend the height, location, slope and landscaping of the berm to the Town Board). The Plan Commission may also ask the applicant to modify the plan and return for another Plan Commission review.

**Step 3:** The Town Board will make the final decision to approve, approve with conditions or to deny the berm conditional use permit application.

**Step 4:** If approved, your conditional use permit is valid after it is signed by the applicant and Town Administrator. Once signed, you may commence business as outlined in the conditional use permit.

**Step 5:** Notify the Director of Public Works when earth moving has been completed so he may inspect the berm. This must be done before planting begins.

**NOTE:** Complete information on the size, location and other requirements for berms is found in Section 320-76 of the Zoning Code of the Town of Cedarburg.

## DIRECTIONS TO CREATE THE MAILING ADDRESS LIST

Mailing lists can be created at the Ozaukee County GIS Website, <http://ozaukeeco.mge.ruekert-mielke.com/>

To do this yourself, please use the following steps:

1. Once in the website, Click “**GIS Map**”
2. Search for the target property via the parcel ID number
3. Zoom to Parcel
4. In the options menu located in the upper left hand side of the window, click the arrow next to “**Parcels/Districts/Wards**” to obtain a dropdown of additional options
5. Click on the arrow “**Parcel Buffer**” to obtain a dropdown of additional options
6. Click on “**Buffer Parameters**” and enter 1,000 feet as the distance
7. Click “**Parcel Buffer Report**”
8. Affected Parcels will be highlighted a hashed polygon. Notice that parcels that are partially within the buffer area are also selected.
9. In the options area “**Parcels/Districts/Wards**” - Click the dropdown option “**Parcel Data Report**” (All Pop Up Blockers must be off)
10. A list of the buffered parcels will appear. At the bottom of that list, it gives you the option to “**Close**”, “**Print**”, or “**Save**”
11. Click “**Print**” to submit it with your application
12. You could also click “**Save**”, and save the file as a text file
13. This text file can then be emailed to the Town to save additional time at [eryer@town.cedarburg.wi.us](mailto:eryer@town.cedarburg.wi.us)



## 2012 CONDITIONAL USE PERMIT PLAN COMMISSION MEETINGS & DEADLINES

Conditional use permits require submittal of materials **three weeks** prior to the desired meeting on the Plan Commission Agenda:

Plan Commission Meeting Dates	Submittal Deadlines
January 18	December 28
February 15	January 25
March 21	February 29
April 18	March 28
May 16	April 25
June 20	May 30
July 18	June 27
August 15	July 25
September 19	August 29
October 17	September 26
November 21	October 31
December 19	November 28

✓ These dates are subject to the discretion of Town officials

Please be advised that if you want your matter to appear on the Town Plan Commission agenda, a complete application and all required materials must be submitted to the Town Hall by the dates noted above. This schedule allows time for the staff (and engineering consultant if necessary) to review submissions, obtain additional information and prepare memorandums to the Plan Commission.

**It is the applicant's responsibility to submit eighteen (18) copies or more of the materials** for Town staff, Plan Commission, and Town Board distribution. One copy is made available for public review.