

VILLAGE/TOWN OF BLOOMFIELD

VILLAGE: PO BOX 609 – TOWN: PO BOX 704, PELL LAKE, WI 53157
Planning and Zoning Office (262) 279-6039 Ext. 3 • Fax (262) 279-0196

Land Development / Land Division Checklist

Date: _____

Parcel Identification Number: _____ Existing Zoning _____

Location of Parcel: _____

Applicant Name: _____

Applicant Address: _____

City: _____ State: _____ Zip Code: _____

Applicant Phone Number: _____ Fax Number: _____

Applicant email address: _____

Owner Name: _____

Owner Address: _____

City: _____ State: _____ Zip Code: _____

Owner Phone Number: _____ Fax Number: _____

Owner email address: _____

Proposed Request:

Rezone Conditional Use Variance Condo Plat Lot Line Adjustment

Concept Plan Preliminary Plat Final Plat CSM Other

Purpose for Request: _____

Pre-Application Meeting (Optional) ~ No Action Taken:

Informational purposes only – Applicant may provide information to the Town for planning purposes and feasibility.

Planning Commission:

- Meets third Tuesday of each month.
- Applicant shall submit material ten (10) working days prior to meeting.
- Applicant shall submit eight (8) copies of materials to the Town Clerk for disbursement.
- Applicant shall complete Cost Recovery Agreement with Town Clerk.

Town Board:

- Meets first Monday of each month.
- Applicant shall submit material ten (10) working days prior to meeting.
- Applicant shall submit five (5) copies of materials to the Town Clerk for disbursement.

Submittal timelines and Number of Copies for CSM, Condominium Plats, and Preliminary and Final Plat as per Ordinance

Condominium Plat/Plat/CSM Approval	Yes	No	N/A	Comment
Preliminary Plat Submittal Date: _____ <input type="checkbox"/> Application and Fees Submitted Plan Commission Approval Date: _____				
Final Plat Submittal Date: _____ <input type="checkbox"/> Approval by Town Engineer <input type="checkbox"/> Fee Submitted Plan Commission Approval Date: _____ Town Board Approval Date: _____				
DOT TRANS 233 Approval Date: _____				
Developers' Agreement Approval Date: _____				
Homeowners' Association By-laws Recording Date: _____				

Note: Owner responsible for Recording Plat/CSM at Walworth County within 180 days of Final approval & 24 months of Initial approval.

Construction Documents - 1 copy of electronic plans shall be submitted in addition to hard copies	Yes	No	N/A	Comment
Site Plan Submittal				
Grading Plan				
Utility Plan				
Roadway/Sidewalk Plan				
Erosion Control Plan				
Storm Water Management Per Ordinance				
Landscaping Plan				
Lighting Plan				
Marking/Signing Plan				
Misc. Plans:				
Building Plan Submittal				
Submit ___ Copies To Building Inspector				
Front/Side Elevation				
Floor Plan				
Electrical				
Plumbing				
HVAC				
Permits/Fees				
Chapter 30 Approved ~ WDNR				
Sanitary Sewer Extension Approved~ WDNR <input type="checkbox"/> Pell Lake Sanitary Dist. Approval Letter <input type="checkbox"/> SEWRPC Approval Letter				
Water Main Extension ~ WDNR				
NR 216 (NOI) ~ WDNR				
Well/Septic Abandonment Approval ~ WDNR				
Water Main/ Sanitary Sewer Connection Fees \$ ___ Payment				
Impact Fees \$ ___ Payment				
Building Permit Date: _____				

Financial Sureties	Yes	No	N/A	Comment
Letter of Credit				
Note: Letter of Credit shall be irrevocable, renewable, and 120% of the Approved Construction Estimate				
Pre Construction Meeting Date: _____				
Note: Meeting Required prior to start of construction. Invites to include Department of Public Works, Water/Waste Water Superintendents, Town Building Inspector, and Town Engineer. Erosion control shall be in place prior to any clearing/grubbing or grading work.				
Construction Inspection of Public Infrastructure by Town Engineer Costs paid by Owner to Town of Bloomfield				
Record Drawings Completed by Town Engineer - Costs paid by Owner to Town of Bloomfield				
Public Improvements				
Storm Water Management Facilities – including re-modeling as-built conditions				
Lien Waivers				
Letter of Credit				
Letter of Credit Total				
Letter of Credit Reduction (20% retainage) #1				
Letter of Credit Remaining #1				
Letter of Credit Reduction (20% retainage) #2				
Letter of Credit Remaining #2				
Letter of Credit Reduction (20% retainage) #3				
Letter of Credit Remaining #3				
Letter of Credit Reduction (20% retainage) #4				
Letter of Credit Remaining #4				
Letter of Credit Reduction (20% retainage) #5				
Letter of Credit Remaining #5				
Letter of Credit Reduction (20% retainage) #6				
Letter of Credit Remaining #6				
Acceptance				
Town Acceptance – Public Road _____ Date				
Binder Complete _____ Date				
Surface Course – Anticipated _____ Date; Completed _____ Date; 1-year warranty _____ Date				
Pell Lake Sanitary District				
Sanitary Improvements _____ Date				
Water Improvements _____ Date				