



# YARD GRADE ADJUSTMENT PERMIT APPLICATION

Date of Application: \_\_\_\_\_  
 \$200 Application Fee Received By: \_\_\_\_\_

Please read and print legibly. List name of actual contact person (NOT just business name).

**APPLICANT OR AGENT:**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 E-Mail: \_\_\_\_\_

**PROPERTY OWNER:**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 E-Mail: \_\_\_\_\_

**PROPERTY ADDRESS or TAX PARCEL ID#:** \_\_\_\_\_

**READ AND INITIAL THE FOLLOWING:**

- I understand that Village Staff may request additional information to evaluate this request and failure to provide such information may result in my application being deemed incomplete or sufficient cause to deny the application.
- I understand that Village Staff can impose conditions or other requirements necessary to meet and/or remain in compliance with the Village's Codes and/or other Village requirements that may apply to the subject property.
- I acknowledge that I have completed the Notification to Design Engineer as required under Section 14.078(a)(4).
- I acknowledge that I have completed the Notification to Neighboring Property Owners as required under Section 14.078(a)(5).
- I acknowledge that I have read and understand Chapter 20 of the Municipal Code and Wis. Stats. 68.08 regarding the Administrative Appeal process, and, that any work I perform during the 30 days allowed for an appeal by any aggrieved person(s) is performed at my own risk under Section 14.078(a)(6).
- I understand that the Village Engineer may approve my application, or, may require my application to be reviewed by the Plan Commission or the Public Works & Highway Committee for approval.
- I have read and understand Section 14.078 of the Municipal Code and agree to provide the supporting documents and information required therein and summarized below:

**REQUIRED SUPPORTING DOCUMENTS AND INFORMATION TO BE INCLUDED WITH YOUR APPLICATION:**

- Narrative Description** see 14.078(a)(1) for specific requirements
- Revised Grading Plan** see 14.078(a)(2) for specific requirements
- \$200 Application Fee** see 14.078(a)(3) for specific requirements

**SIGNATURES: ALL APPLICATIONS MUST BE SIGNED**

\_\_\_\_\_  
 Applicant Date

\_\_\_\_\_  
 Property Owner Date

VILLAGE USE ONLY

- (a) **REQUESTS TO ADJUST FINAL YARD GRADES AND PROPOSED CONTOURS.** Requests to adjust final yard grades and proposed contours from those previously accepted by the Village on the master grading plans shall be made via written letter and submitted to the Village Engineer. Written requests shall include the following elements:
- (1) Narrative. The written request shall include a narrative describing the intent and the need for the final yard grade, building elevation and proposed contour adjustments.
  - (2) Revised Grading Plan. The written request shall include a revised grading plan including existing topography contours, proposed final yard grade adjustments, proposed building elevation adjustments, proposed contour adjustments, final drainage patterns, septic system location (if applicable), and existing and proposed final yard grades and building elevations on neighboring lots. The plan shall be presented on a scaled plat of survey.
  - (3) Fees. Fees shall be paid and submitted with the written request. For residential lots, the requestor shall submit a \$200.00 fee for each individual residential lot. For commercial, industrial, institutional and retail buildings, the requestor shall submit a \$200.00 fee for each individual building.
  - (4) Acknowledgement of Notification of Designer. The requestor shall transmit a copy of the above-mentioned request letter, narrative and revised grading plan to the design engineer whose Wisconsin Professional Engineer seal is presented on the master grading plans, and the requestor shall acknowledge in writing that he has completed this task in his written request.
  - (5) Acknowledgement of Notification of Neighboring Property Owners. The requestor shall transmit a copy of the above-mentioned request letter, narrative and revised grading plan to each neighboring property owner, and the requestor shall acknowledge in writing that he has completed this task in his written request.
  - (6) Acknowledgement of Administrative Review Appeals Code and Statute. The requestor shall acknowledge in writing that he is familiar with Chapter 20 of the Municipal Code and §68.08, Wis. Stats., with respect to the administrative review appeal process. The requestor shall also acknowledge in writing that any activity performed by him during the 30 days allowed for appeal by persons aggrieved is performed solely at his own risk.
- (b) **REVIEW OF REQUEST.** The Village Engineering Department shall screen for completeness of the above-listed requirements all requests for adjustments to final yard grades, building elevations and proposed contours. Once determined complete, the Village Engineer shall determine if the request should be reviewed by the Planning Commission or the Public Works and Highway Committee. If Commission or Committee review is, in the judgment of the Engineer, not needed, the Village Engineer shall either accept or deny the completed request within 10 working days from determination of completeness.