

DEVELOPER'S CHECKLIST for multiple-family, commercial, industrial and public/quasi-public development. Development plan review and approval is required prior to the Common Council directing issuance of a building permit.

Generally, the Plan Commission's review of development plans is a two-step process. Reviews include the concept/preliminary plan review and the final development plan review. Additional review of either step may be required if the presentation of information is insufficient or other concerns are identified which would warrant an amendment to the information and its resubmittal. Concept/preliminary plan review is required by the Plan Commission; final plan review is required by the Plan Commission and Common Council.

Applications/submittals and fees must be submitted at least fifteen (15) working days prior to the meeting. The Common Council typically meets the first and third Monday of each month, and the Plan Commission meets the Tuesday following that Council meeting. All meetings are subject to change, and it is the responsibility of the applicant to verify meeting dates.

The application form shall be accompanied with five (5) 24" x 36" copies of the plans, three (3) 11" x 17" copies of the plans, an electronic copy of the plans, and any required fee(s).

STEP 1 – CONCEPT/PRELIMINARY PLAN REVIEW, Plan Commission (Required information)

a. Site Plan to scale

1. General location map; identify developments and/or property owners of adjacent lots
2. Parcel dimensions and total square feet/acres
3. Adjacent street ROW and curb locations
4. Street accesses – existing and proposed
5. Building location with dimensions – existing and proposed
6. Off-street parking locations – existing and proposed
7. Unusual site conditions; topography, surrounding land uses, extraordinary utility requirements, existing and proposed easements
8. Proposed grading plans including pre-development and post development storm water calculations
9. Existing utility locations (water, sanitary & storm sewer, natural gas and electric, cable TV, fire hydrants) and easements; main sizes for water, sanitary & storm sewers shown
10. Proposed water, sanitary & storm sewer main locations and fire hydrant locations

b. Building Plans

1. Conceptual building elevations are desirable or photographs of similar buildings
2. Detailed building plans are not required
3. Developer should be able to answer general questions concerning proposed building height, area, materials and use.

STEP 2 – FINAL DEVELOPMENT PLAN REVIEW, Plan Commission and Common Council (Required information)

1. Site Plan

- a. Same as Step 1 including necessary modifications
- b. Additional information required by Plan Commission as result of concept/preliminary plan review
- c. Finished grading, drainage plans, minimum two foot contours including invert elevations of appropriate utility information
- d. Utility plan including sanitary & storm sewer, water, fire hydrants, natural gas & electricity, cable TV in nearby street and utility easements into site including invert elevations of appropriate utility information
- e. Landscaping plan including species of trees and shrubs with caliper or height
- f. Curb cuts, driveways, access roads, parking spaces, off-street loading area and sidewalks, show radii for access of streets
- g. Location of any easements, including proposed
- h. Location of lighting
- i. Location of signs
- j. Erosion control plan
- k. Fire access per Municipal Code 106-26 as applicable
- l. Unusual site conditions
- m. Plans shall include language that utilities will be constructed per current city specifications
- n. Site requiring the extension of any city utility shall be designed and certified by the registered engineer
- o. Electronic file to be submitted

2. Building Plans

- a. Detailed elevations
- b. Floor plans
- c. Construction, utility details (as submitted for state approval)

3. Any additional information requested by the Plan Commission and Common Council

4. Plans to be certified by a registered architect

Fees are required for the following:

1. Development plan application
 - Multiple Family Residence - \$1250.00
 - Commercial - \$1250.00
 - Industrial - \$1250.00
 - Planned Unit Development - \$2,200.00
2. Subdivision fees as specified on the application form.
3. Other:
 - a. Building permit (Municipal Code Chapter 106) – fee schedule based on estimated cost
 - b. Sewer hookup permit – as per City Ordinance Section 198-10E
 - c. Open space/recreation development – as per City Ordinance Section 181-22
 - d. Water impact fees (Chapter 254-12) – if applicable
 - e. Erosion control fee as per City Ordinance Section 106-20
 - f. Sign permit (Chapter 202, § 202-9) - \$30.00 per sign
 - g. Fence permit (Chapter 106-16) - \$30.00 per fence
 - h. Landscaping escrow (Chapter 255-34)
5. Fees collected with the building permit include building inspection, sewer & water hook-up, open space (park), and erosion control deposit as applicable if not collected with plat approval and a developer's agreement. The erosion control deposit is released once the grounds have been stabilized.
6. Building permits issued only after receipt of Wisconsin State approval of plans
7. Sign and fence permits required for compliance review prior to erection of sign or fence

This checklist is being provided as a summary of the requirements for development plan review and is not intended as a substitute for any code requirements.

Developers should also be aware of existing requirements including but not limited to:

- Zoning – Municipal Code Chapter 255
- Subdivision – Municipal Code Chapter 254
- Floodplain – Municipal Code Chapter 253
- National Scenic Riverway regulations – NR 118
- Building Code – Municipal & State
- Sewer hookup fee – Municipal Code Chapter 198
- Water impact fee – Municipal Code Chapter 254-12
- Open Space – Municipal Code Chapter 202
- House numbering – Municipal Code Chapter 202-4
- Fire Access Code – Municipal

NEIGHBORHOOD INFORMATION MEETINGS

Development plans that are proposed within or expanding the Downtown Overlay District require a neighborhood meeting prior to application submittal. Additionally, plans that include zoning map amendments, future land use amendments, conditional use permits or subdivision plats require a neighborhood meeting as well. Details regarding neighborhood meeting requirements can be found in Municipal Code §255-86.1.

OTHER REVIEWS

1. Department of Natural Resources for projects adjacent to the river and shoreland or wetland and extension of public utilities
2. St. Croix County Highway Department for projects adjacent to the County road
3. State of Wisconsin Department of Transportation for projects adjacent to I-94 or state-owned property
4. St. Croix County Planning Department for projects requiring a Hudson Area Urban Sewer Service Plan review (public sewer service extensions that will discharge to the city's wastewater treatment facility)
5. City of Hudson Public Works Department/Committee, Utility Director/Commission, Fire Inspector/Public Safety Committee

APPLICATIONS/SUBMITTALS WILL NOT BE SCHEDULED FOR PLAN COMMISSION AND/OR COMMON COUNCIL MEETINGS UNTIL ALL REQUIRED INFORMATION HAS BEEN SUBMITTED.

OTHER ISSUES (after Council approval)

1. A street/curb & gutter/sidewalk breaking permit may be required; if a letter of credit is required as part of the development plan approval, this is to be in place when applying for the breaking permit with the Public Works department.
2. The Standard Specifications and Detail Plates book and CD for construction standards is available from the Public Works department.
3. The Public Works department may require a snowplowing agreement depending on the status of public street construction.
4. A sign and/or fence permit may be required from the Community Development department
5. A landscaping escrow may be required and is reviewed by the Community Development department; this could be on file for a 2-3 year period depending on issuance/development.
6. A grading permit may be obtained prior to issuance of a building permit; an escrow amount is required and is released once the grounds have been stabilized.



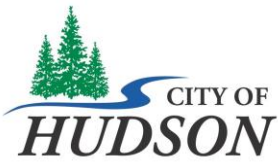
DEVELOPER'S CHECKLIST STAFF/DEPARTMENT CONTACTS

505 Third Street • Hudson, WI 54016 • (715)386-4776

www.hudsonwi.gov

CITY ADMINISTRATOR	Aaron Reeves	715-716-5741 areeves@hudsonwi.gov
COMMUNITY DEVELOPMENT DIRECTOR	Mike Johnson	715-716-5744 mjohnson@hudsonwi.gov
ASSOCIATE CITY PLANNER	Tiffany Weiss	715-716-5749 tweiss@hudsonwi.gov
BUILDING INSPECTOR/ ASST ZONING INSPECTOR	David Gray	715-716-5755 dgray@hudsonwi.gov
CITY ATTORNEY	Catherine Munkittrick Rodli, Beskar, Neuhaus, Murray & Pletcher, S.C 219 N Main St, PO Box 138 River Falls, WI 54022	715-425-7281 715-425-7586 Fax
CONTRACT ENGINEERS	Short, Elliott, Hendrickson 156 High St, Ste 300 New Richmond, WI 54017	715-246-9906 888-881-4581 888-908-8166 Fax
	Short, Elliott, Hendrickson 3535 Vadnais Center Dr St Paul, MN 55110	612-490-2000 800-325-2055 888-908-8166 Fax
	Bolton & Menk, Inc 2035 Cty Road D East Maplewood, MN 55109	651-704-9970 951-704-9971 Fax
FINANCE OFFICER	Alison Egger	715-716-5743 aegger@hudsonwi.gov
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POLICE CHIEF	Geoff Willems	715-386-4771 ext. 214 gwillems@hudsonwi.gov
UTILITY DIRECTOR	Kip Peters	715-386-4760 ext. 115 kpeters@hudsonwi.gov

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DEVELOPER'S CHECKLIST PRIVATE CONTACTS

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CABLE TV

Comcast Cable Communications
10 River Park Plaza
St Paul MN 55107
651-755-2445 (Brad Greenwaldt)
651-493-5116 (Fax)

ELECTRIC/GAS

Xcel Energy
2001 Old Hwy 35 S
Hudson WI 54016
800-895-4999 (Eau Claire)

TELEPHONE

AT&T
800-660-3000 (Small business, 1-19 lines)
800-480-8088 (Med-Lg business, 20+ lines)
Localcalling.sbc.com

DIGGER'S HOTLINE

800-242-8511 or 811

LAKEVIEW EMS

715-386-4779

Application Deadline	Plan Commission Meeting Date
Tuesday, December 17, 2019	Tuesday, January 7, 2020
Tuesday, January 14, 2020	Tuesday, February 4, 2020
Tuesday, February 4, 2020	Tuesday, February 25, 2020
Tuesday, February 18, 2020	Tuesday, March 10, 2020
Tuesday, March 3, 2020	Tuesday, March 24, 2020
Tuesday, March 24, 2020	Tuesday, April 14, 2020
Tuesday, April 7, 2020	Tuesday, April 28, 2020 <i>(if needed)</i>
Tuesday, April 14, 2020	Tuesday, May 5, 2020
Tuesday, April 28, 2020	Tuesday, May 19, 2020
Tuesday, May 12, 2020	Tuesday, June 2, 2020
Tuesday, May 26, 2020	Tuesday, June 16, 2020
Tuesday, June 16, 2020	Tuesday, July 7, 2020
Tuesday, June 30, 2020	Tuesday, July 21, 2020
Tuesday, July 14, 2020	Tuesday, August 4, 2020
Tuesday, July 28, 2020	Tuesday, August 18, 2020
Tuesday, September 1, 2020	Tuesday, September 22, 2020
Tuesday, September 15, 2020	Tuesday, October 6, 2020
Tuesday, October 20, 2020	Tuesday, November 10, 2020
Tuesday, November 17, 2020	Tuesday, December 8, 2020

Please note that applications/submittals and fees must be submitted at least fifteen (15) working days prior to the meeting. The Common Council typically meets at 7:00 p.m. the first and third Monday of each month, and the Plan Commission meets at 6:00 p.m. the Tuesday following that Council meeting. All meetings are subject to change, and it is the responsibility of the applicant to verify meeting dates.