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 electrical, 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.
DEVELOPER’S CHECKLIST

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
DEVELOPER’S CHECKLIST

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 deposit 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
DEVELOPER’S CHECKLIST

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

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Inspector/Asst Zoning Inspector</td>
<td>David Gray</td>
<td>715-716-5755, <a href="mailto:dgray@ci.hudson.wi.us">dgray@ci.hudson.wi.us</a></td>
</tr>
<tr>
<td>City Attorney</td>
<td>Catherine Munkittrick</td>
<td>715-425-7281, 715-425-7586 Fax</td>
</tr>
<tr>
<td>City Administrator</td>
<td>TBD</td>
<td>715-716-5741</td>
</tr>
<tr>
<td>Community Development Director</td>
<td>Michael Johnson</td>
<td>715-716-5744, <a href="mailto:mjohnson@ci.hudson.wi.us">mjohnson@ci.hudson.wi.us</a></td>
</tr>
<tr>
<td>City Planner</td>
<td>Tiffany Weiss</td>
<td>715-386-4776 ext. 161, <a href="mailto:tweiss@ci.hudson.wi.us">tweiss@ci.hudson.wi.us</a></td>
</tr>
<tr>
<td>Utility Director</td>
<td>Kip Peters</td>
<td>715-386-4760 ext. 115, <a href="mailto:kpeters@ci.hudson.wi.us">kpeters@ci.hudson.wi.us</a></td>
</tr>
<tr>
<td>Contract Engineers</td>
<td>Short, Elliott, Hendrickson</td>
<td>715-246-9906, 888-881-4281, 888-908-8166 Fax</td>
</tr>
<tr>
<td></td>
<td>Bolton &amp; Menk, Inc</td>
<td>651-704-9970, 651-704-9971 Fax</td>
</tr>
<tr>
<td></td>
<td>Short, Elliott, Hendrickson</td>
<td>651-490-2000, 800-325-2055, 888-908-8166 Fax</td>
</tr>
<tr>
<td>Finance Officer</td>
<td>Alison Egger</td>
<td>715-716-5743, <a href="mailto:aegger@ci.hudson.wi.us">aegger@ci.hudson.wi.us</a></td>
</tr>
<tr>
<td>Fire Chief/Fire Inspector</td>
<td>Scott St. Martin</td>
<td>715-386-5861, <a href="mailto:sstmartin@ci.hudson.wi.us">sstmartin@ci.hudson.wi.us</a></td>
</tr>
<tr>
<td>Director of Public Works and Parks</td>
<td>Michael Mroz</td>
<td>715-386-4767 ext. 114, <a href="mailto:mmroz@ci.hudson.wi.us">mmroz@ci.hudson.wi.us</a></td>
</tr>
<tr>
<td>Police Chief</td>
<td>Geoff Willems</td>
<td>715-386-4771 ext. 214, <a href="mailto:gwillems@ci.hudson.wi.us">gwillems@ci.hudson.wi.us</a></td>
</tr>
<tr>
<td>St Croix Emergency Medical Services</td>
<td>Josh Olson</td>
<td>715-386-4778, <a href="mailto:jolson@ci.hudson.wi.us">jolson@ci.hudson.wi.us</a></td>
</tr>
<tr>
<td>City of Hudson</td>
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07/2019 REV
## Developer's Checklist

### Private Utility Contacts

#### 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
### 2019 COMMUNITY DEVELOPMENT SUBMITTAL DEADLINES

<table>
<thead>
<tr>
<th>Application Deadline</th>
<th>Plan Commission Meeting Date</th>
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<tbody>
<tr>
<td>Tuesday, December 18, 2018</td>
<td>Tuesday, January 8, 2019</td>
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<tr>
<td>Tuesday, January 1, 2019</td>
<td>Tuesday, January 22, 2019</td>
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<tr>
<td>Tuesday, January 15, 2019</td>
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<tr>
<td>Tuesday, February 5, 2019</td>
<td>Tuesday, February 26, 2019</td>
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<tr>
<td>Tuesday, February 19, 2019</td>
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<tr>
<td>Tuesday, March 5, 2019</td>
<td>Tuesday, March 26, 2019</td>
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<tr>
<td>Tuesday, March 19, 2019</td>
<td>Tuesday, April 9, 2019</td>
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<tr>
<td>Tuesday, April 2, 2019</td>
<td>Tuesday, April 23, 2019</td>
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<tr>
<td>Tuesday, April 16, 2019</td>
<td>Tuesday, May 7, 2019</td>
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<tr>
<td>Tuesday, May 14, 2019</td>
<td>Tuesday, June 4, 2019</td>
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<tr>
<td>Tuesday, May 28, 2019</td>
<td>Tuesday, June 18, 2019</td>
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<tr>
<td>Tuesday, June 18, 2019</td>
<td>Tuesday, July 9, 2019</td>
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<tr>
<td>Tuesday, July 2, 2019</td>
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<td>Tuesday, July 30, 2019</td>
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<td>Tuesday, September 3, 2019</td>
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