



000001

**TOWN OF LISBON**  
W234 N8676 Woodside Rd.  
Lisbon, WI 53089

**Agenda**  
**Plan Commission Meeting**  
**Town of Lisbon, Town Hall**  
**Thursday, January 10, 2019**  
**6:30 PM**

**1. Roll Call**

**2. Comments from citizens present pertaining to items on the agenda.** Citizens are invited to share their questions, comments, or concerns with the Plan Commission. When speaking, citizens should state their name and address for the record and limit their presentation to three minutes. If a response would involve discussion of Plan Commission policy or decisions that might be of interest to citizens not present at the meeting, the commission may place the item on a future meeting agenda.

**3. Discussion and necessary action on December 13, 2018 Plan Commission Public Hearing & Meeting minutes.**

**4. New Business**

- a. Discussion and necessary action on the request for Casey's General Store, for the property located at N56W22100 Silver Spring Drive, LSBT 0244.999.003, for two building and wall signs, 3 canopy signs and one brick monument sign.

**5. Town Clerk & Town Planner**

- a. Overview of December and January Appointment & Current Task/Project list.
- b. Development Guide Update

**6. Request from members to request items on future agendas.**

**7. Adjournment.**

Joseph Osterman  
Chairman

Jane Stadler  
Secretary

Posted: 2018-01-07

Clerk: D.G.  
X Website

X Town Hall Bulletin Boards (2)

X Sent to Newspapers

**NOTICE:** It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.

**NOTE:** Please notify the Town of Lisbon 72 hours in advance if you plan to attend and will need an interpreter or assistive hearing device.

**MEMBERS:** Please notify Town Hall at 262-246-6100 if you are unable to attend the meeting.

**Minutes of the Plan Commission Meeting  
Town of Lisbon, Town Hall  
Thursday, December 13, 2018  
6:30 P.M.**

Chairman Osterman called the Plan Commission meeting to order at 6:30 P.M.

**Roll Call:** Present: Chairman Joseph Osterman, Supervisor Plotecher, Plan Commission Members Ed Nelson, Chad Samanske and Bryan Oelhafen. Also present: Planner Dan Lindstrom, Clerk Dan Green and Administrator Gina Gresch. Absent: Jane Stadler and Mark Meyer.

**Comments from citizens present pertaining to items on the agenda.** None.

**Discussion and necessary action on the minutes.**

*Motion by Commissioner Nelson to approve the November 8, 2018 Plan Commission minutes. Seconded by Commissioner Samanske. Motion carried, 5-0.*

**New Business**

**Discussion and necessary action on the request for West Shore Holdings, for the property located at N49W22900 Commerce Centre Dr., Pewaukee, LSBT 00287.985.002, (Allegis Corporation, Suite B) for a non-illuminated wall sign.**

Chad Schultz from Innovative signs was present to answer any questions from the Commission. The applicant explained the dimension and composition of the sign which will be non-illuminated.

*Motion by Chairman Osterman to approve the request for West Shore Holdings, for the property located at N49W22900 Commerce Centre Dr., Pewaukee, LSBT 00287.985.002, (Allegis Corporation, Suite B) for a non-illuminated wall sign. Seconded by Commissioner Oelhafen. Motion carried, 5-0.*

**Presentation by Mike Kaerek of Kaerek Homes for the conceptual subdivision development of the Pauline Haass land.**

Tony Zanon was present on behalf of Mike Kaerek and presented the conceptual drawing of the proposed subdivision with an updated map showing a 3 acre property being incorporated into the development. Mr. Kaerek has an offer to purchase this property which allows the development to have two additional lots and to move the entrance of the subdivision off of Lake Five Road. The builder reached out to Waukesha County and received comments about storm water, identifying potential issues including past flooding issues north of Hickory Road. The developer plans to infiltrate as much water as he can on the site as with the amount of impervious surface on the site. The town planner saw no red flags with the proposed development and also pointed out an additional connection to Twin Pines subdivision. The land has the least amount of encumbrances and should be consistent with the comprehensive plan of 1.5 acre density.

The developer stated they are looking at 1,800 square foot ranch style homes and 2,300 square foot two story homes. Soil tests will be done next month and Waukesha County will be determining ground water elevation. Mr. Oelhafen stated that convincing people from across the street that you will not flood them out. The town planner also reminded the developer to make sure there is enough right of way buffer and to be mindful of double frontage lots. The developer will be back to the Plan Commission with the rezone and next steps.

**Town Clerk & Town Planner**

**Overview of November and December Appointments & Current Task/Project list.**

Dan Lindstrom reviewed the list of applicants and current tasks. Mr. Nelson questioned an opinion by the Attorney General regarding alcohol in wedding barns. Attorney Clark stated this is just an opinion and not law.

Kevin, in regards to opinion of alcohol in wedding barns. Opinion at this point. Non-binding. Law hasn't changed yet, but an opinion.

### **Development Guide Update**

Postpone until next meeting.

### **Discussion regarding Accessory Uses and Limited Family Businesses**

The town planner explained to the board that the Plan Commission approved a conditional use for a limited family business earlier this year relating to auto repair. This use was outside of Waukesha County Wetland jurisdiction and the Town Code states that it is up to the discretion of the Commission to allow for a limited family business. A similar scenario was brought forward through the County process and because it was in wetland jurisdiction, the County's code prohibits this specific use as a limited family business. The town planner asked the Commission for guidance as to how they would like to approach these limited family businesses.

Mr. Lindstrom suggested limiting certain family businesses to a specific land use or zoning. The Commission discussed other ways of handling these uses including code amendments or writing a letter stating that the Plan Commission does or does not allow specific limited family businesses in the Town. Attorney Clark stated that a code amendment could be the solution and any discrepancies between the County and the Town would only be enforced when the County has jurisdiction. The Commission directed the town planner to amend the Town Code to add additional language regarding limited repair shops as conditional uses in certain zoning districts. Mr. Osterman stated we want to be in line as much as we can with the County on this issue and Mr. Lindstrom stated he would do more research into a similar conditional use that is allowed inside wetland jurisdiction.

### **Requests from members to put future items on the agenda.**

### **Adjournment.**

*Motion by Commissioner Nelson to adjourn the Thursday, December 13, 2018 Plan Commission Meeting at 7:24 P.M. Seconded by Supervisor Samanske. Motion carried, 5-0.*

Respectfully submitted,

Dan Green, WCMC  
Town of Lisbon Clerk



January 4, 2019

Chairperson Osterman and Members of the Town Plan Commission  
Town of Lisbon  
W23N8676 Woodside Road  
Lisbon, WI 53089

RE: Sign Permit Application Review for Casey's General Store

This review addresses the sign permit application submitted by Casey's General Store (Applicant) for a new location along Town Line Road in the Town. The Applicant is proposing signage for its new 145,168 square foot location, currently zoned B-4 Commercial Special Use.

The general sign locations are consistent with the reviews conducted during the Town of Lisbon and Village of Sussex CUP/SPPOO approval process. However, as discussed during the CUP/SPPOO process the sign application was to be a separate review to solidify the signage plan in accordance with the Town Code and any existing approvals.

The Applicant intends the following:

**Wall Signs:** Four signs on the front façade of the building, two of which are internally illuminated while the other two are not illuminated.

For the purposes of this review, the Town code dictates the calculation of the Casey's Market primary building signs together as a single sign. The Town Code allows for a maximum wall sign size of 50 square feet or 85% of the tenant's linear façade frontage, whichever is less. Where a sign is measured by the sum of the area within the smallest regular polygon that will encompass all elements of the actual sign face including any writing, representation (...). The current sign application lists a primary wall sign totaling approximately 140 square feet.

Resulting Recommendation: The SCA (Town Plan Commission) will need to either restrict the wall sign size or allow for the installation of a larger wall size.

The Town Code most closely classifies the snap frame messaging signs as a manual "Changeable Message Signs". These are not proposed as a scrolling message sign, but as a periodic replacement sign. Changeable Message Signs are limited to one scrolling message per property and no greater than 32 square feet per side. The total square footage for the two signs is 32.56 square feet.

Resulting Recommendation: The SCA (Town Plan Commission) will need to either restrict the use to one Changeable Message Sign or allow for the installation of an additional sign totaling square footage close to the maximum allowable size.

**Fuel Canopy Signs:** Seven signs on the fueling canopy (three signs on the Canopy and four manual Changeable Message Signs).

January 4, 2019  
Page 2 of 2

Similar to a sign request discussed in 2018, the Town Sign Code does not list specific requirement for fuel canopy signs.

Resulting Recommendation: The SCA (Town Plan Commission) will need to either allow or restrict the three proposed canopy signs totaling 52.5 square feet.

As previously mentioned, the Town Code most closely classifies the snap frame messaging signs as a manual "Changeable Message Signs". The total square footage for the four signs is 34.24 square feet.

Resulting Recommendation: The SCA (Town Plan Commission) will need to either not allow the use of Changeable Message Signs or allow for the installation of additional signs.

**Freestanding Monument Sign** One freestanding sign adjacent to the street totaling 46.6 square feet.

The Town Code allows for a single freestanding ground/monument sign that does not exceed 60 square feet (measured by a single side) and located no closer than 10' to the property line. The proposed sign is in compliance with the standards of the B-4 zoning district and Chapter 13 of the Town Code.

Resulting Recommendation: Approve the freestanding monument sign.

The issues outlined above are meant to act as a guideline to assist you in discussions as to what issues you feel need to be addressed in order for you to review this proposal. I will be in attendance at the March 8th Plan Commission meeting to answer any questions.

Sincerely,

Daniel Lindstrom, AICP  
Town Planner  
Vierbicher

cc: Gina Gresch, Administrator, Town of Lisbon  
Dan Green, Clerk, Town of Lisbon



W234 N8676 WOODSIDE RD.  
LISBON, WI 53089-1545  
TEL: (262) 246-6100

# Plan Commission Application

## Application Type and Fee (check all that apply)

\*Application fees are non-refundable. Fees cover costs associated with public notification, postage, copies, and document recording, however applicants agree to pay all additional expenses that the Town may incur by virtue of contracted plan review services including but not limited to: legal, surveying and engineering costs and studies.

- Commercial**  
*\*All commercial projects including any change of occupancy, change of use, or construction/alteration must be submitted to the Lisbon Fire Department as well for review and inspections.*
- Residential** – Home-Based Bus. / In-Law Unit

- Accessory Building Waiver: \$100 (Size/Location/Architectural Review)
- After the Fact Application: Double Fees
- Certified Survey Map: \$200 + \$10 Per lot
  - Dedication Fee (Per lot): \$2,658 (Paid upon receipt of signed CSM)
- Conditional Use Permit: \$350
  - Amendment / Original
  - Major Grading Permit
- Deed Restriction: \$100
- Developer's Agreement: \$250
- Groundwater Separation Waiver: \$100
- Land Use Amendment: \$300
- Conceptual: \$100
- Plat Review:
  - Final - \$200
  - Preliminary - \$500
- Re-Submittal: \$200
- Rezone: \$350
- Sign Permit Application: \$30 + Sign Fees (See Adopted Fee Schedule)
- Site Plan/Plan of Operation:
  - Amendment: \$250
  - Original: \$500
  - Temporary: \$125
- Special Meeting: \$600
- Waivers/Modification from Land Division and Development Ordinance: \$200

## Property Information

Property Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Tax Key/Parcel ID # \_\_\_\_\_ Lot Size \_\_\_\_\_ Current Zoning \_\_\_\_\_

## Property Owner

Name / Company Name \_\_\_\_\_

Signature \_\_\_\_\_ (Agent)

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ E-mail Address \_\_\_\_\_

## Applicant

Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ E-Mail Address \_\_\_\_\_

**A complete application** along with the appropriate fees shall be submitted by the deadline stated on the meeting schedule. In order for an application to be considered **complete**, the application shall include the required number of site plans/maps, and all of the necessary supporting information as indicated on the Project Review Checklist. If applying for a conditional use or development agreement, a document showing vested interest in the property is required. ***The Town of Lisbon reserves the right not to accept an application that is deemed incomplete.***



# SIGN PACKET

**JACOB CLARK** | SIGNAGE PROJECT BUYER

3305 SE Delaware Ave | Ankeny, IA 50021

P: 515-963-3831 | F: 515-965-6287 | E: jacob.clark@caseys.com

## Lisbon, WI

### **04 Flat Roof**

- 5' Building Signage
- 4' Canopy Signage
- 4 Product Brick & Stone Monument @ 10' OAH

01-07-19

<b>Building &amp; Wall Signs (O4 Flat Roof)</b>									
Sign #	Sign	Type	Location	Illumination	Dimensions				
					Bottom	Top	Width	Height	Area Ft <sup>2</sup>
1	"CASEY'S"	Surface	Building Front	Internal	12' 8"	17' 8"	21' 3-15/16"	5' 0"	44.15
2	House Logo	Surface	Building Front	Internal	12' 8"	17' 8"	7' 2-1/8"	5' 0"	26.74
3	Snap Frame	Advertising	Building Front	N/A	3' 4"	6' 8-1/2"	8' 0"	3' 0"	24
4	Snap Frame	Advertising	Building Front	N/A	2' 10"	6' 10-1/2"	2' 4"	3' 8"	8.56
								<b>Total</b>	<b>103.45</b>

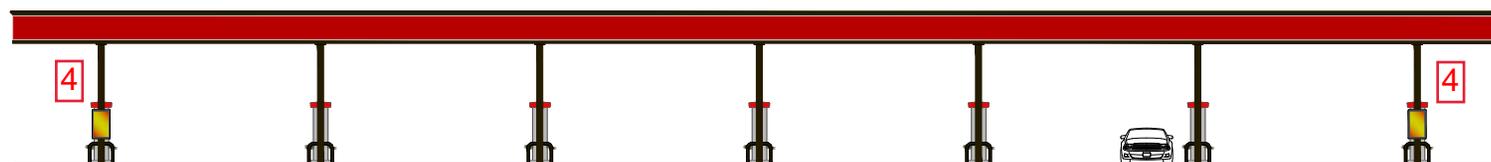
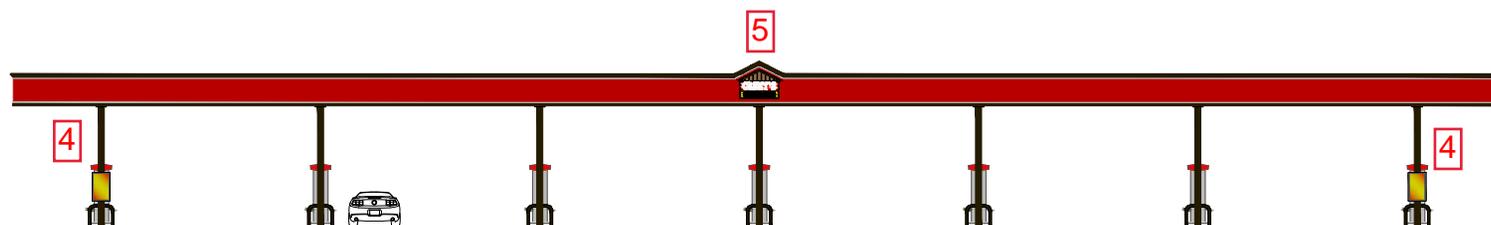
<b>Canopy</b>									
Sign #	Sign	Type	Location	Illumination	Dimensions				
					Bottom	Top	Width	Height	Area Ft <sup>2</sup>
5	House Logo	Surface	Canopy Side	Internal	17' 3-1/2"	21' 3-1/2"	5' 8-7/8"	4' 0"	17.49
5	House Logo	Surface	Canopy Side	Internal	17' 3-1/2"	21' 3-1/2"	5' 8-7/8"	4' 0"	17.49
5	House Logo	Surface	Canopy Front	Internal	17' 3-1/2"	21' 3-1/2"	5' 8-7/8"	4' 0"	17.49
4	Snap Frame	Advertising	Canopy Column	N/A	3' 0"	7' 0-1/2"	2' 4"	3' 8"	8.56
4	Snap Frame	Advertising	Canopy Column	N/A	3' 0"	7' 0-1/2"	2' 4"	3' 8"	8.56
4	Snap Frame	Advertising	Canopy Column	N/A	3' 0"	7' 0-1/2"	2' 4"	3' 8"	8.56
4	Snap Frame	Advertising	Canopy Column	N/A	3' 0"	7' 0-1/2"	2' 4"	3' 8"	8.56
								<b>Total</b>	<b>86.71</b>

<b>Brick Monument Sign (4 Product Monument at 10' OAH)</b>									
Sign #	Sign	Type	Location	Illumination	Dimensions				
					Bottom	Top	Width	Height	Area Ft <sup>2</sup>
6	Price Sign	Freestanding	Street	Internal	4' 8"	9' 3"	10' 2"	4' 7"	46.6
								<b>Total</b>	<b>46.6</b>

**SIGNS 1, 2, 3, 4**



**SIGNS 4, 5**



**7 IN-A-ROW  
HEAD-IN**

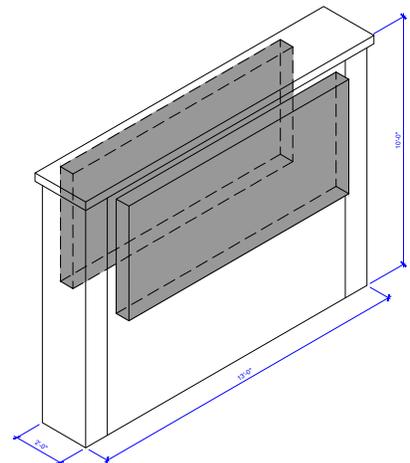
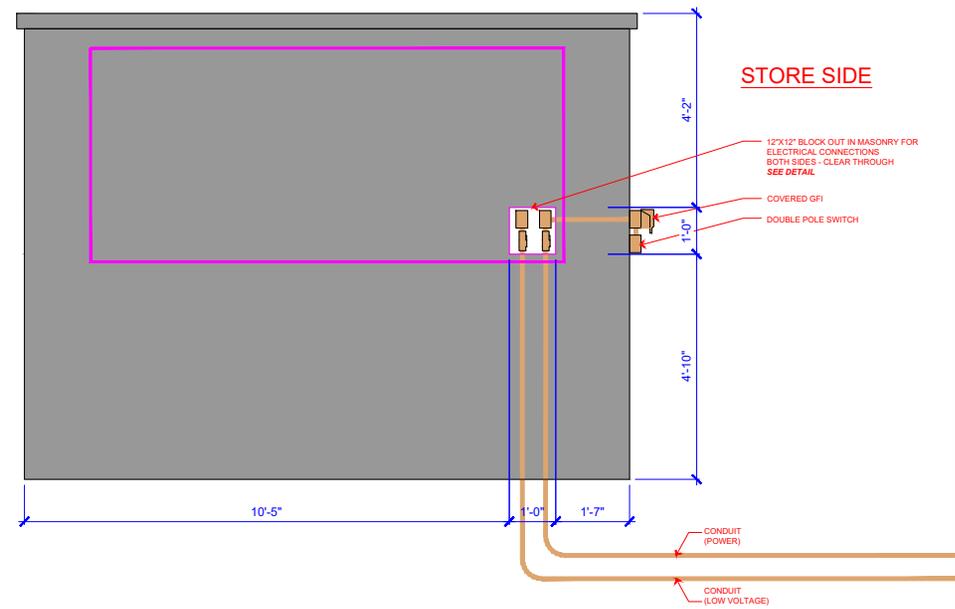
DRAWN BY:  
J. CLARK

DATE:  
06-01-17

# SIGN 6

## Brick Monument Sign (4 Product Monument at 10' OAH)

Sign #	Sign	Type	Location	Illumination	Dimensions				
					Bottom	Top	Width	Height	Area Ft <sup>2</sup>
	Price Sign	Freestanding	Street	Internal	4' 8"	9' 3"	10' 2"	4' 7"	46.6
								<b>Total</b>	<b>46.6</b>



### PRICER NOTES:

- 10" RED AND GREEN LED DIGITS
- STATIC LABELS, NON-INTERCHANGEABLE
- DIESEL ON THE RIGHT, BOTH SIDES

### OTHER NOTES

- CABINET IS BLACK IN COLOR
- 300' WIRELESS KEYPAD RANGE

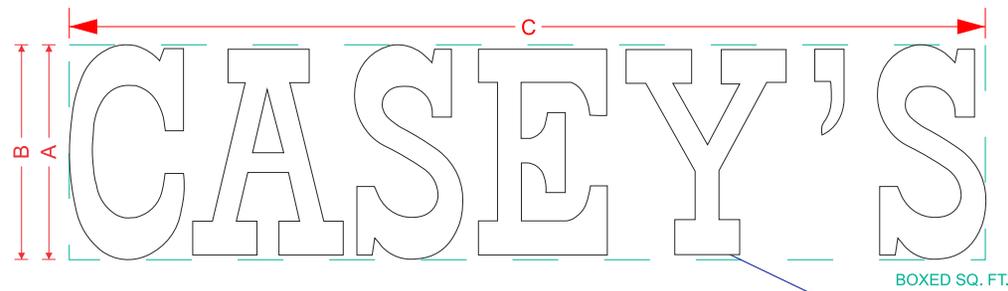


**LISBON, WI**

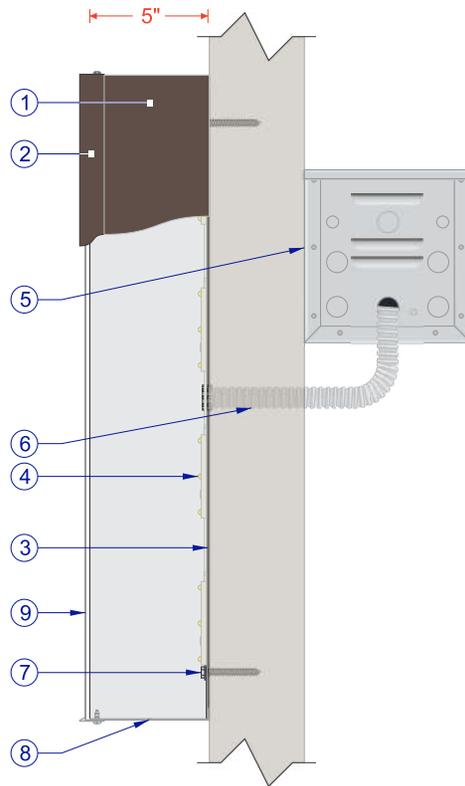
**4 PRODUCT SIGN W/ STONE**

DRAWN BY:  
J. CLARK

DATE:  
12-17-18



GRAPHIC DETAIL  
NOT TO SCALE



LETTER PROFILE  
NOT TO SCALE

CASEY'S REMOTE CHANNEL LETTER SPECIFICATIONS	
NO.	PART/DESCRIPTION
1	.040" x 5" PREFINISHED BRONZE ALUMINUM RETURNS
2	1" BRONZE TRIM CAP
3	.063" ALUMINUM BACK
4	WHITE LED'S AS REQUIRED
5	REMOTE POWER SUPPLIES AS REQUIRED
6	ELECTRICAL OUT PROVISION: THROUGH BACK, CENTER
7	MOUNTING HARDWARE AS DETERMINED BY SITE CONDITIONS
8	DRAIN HOLES AS REQUIRED
9	1/8" 7328 WHITE ACRYLIC FACE

NOTES:

- CHANNEL LETTER INTERIORS TO BE PAINTED REFLECTIVE WHITE
- CHANNEL LETTERS TO USE 120 VOLT STANDARD POWER
- U.L. LISTED

CASEY'S REMOTE CHANNEL LETTERS						
LETTER HEIGHT "C"	OVERALL HEIGHT	OVERALL LENGTH	AMP LOAD	LUMEN OUTPUT	BOXED SQUARE FOOTAGE	ACTUAL SQUARE FOOTAGE
A	B	C				

60"	5'-0"	21'-3 15/16"	TBD	TBD	106.65	44.15
-----	-------	--------------	-----	-----	--------	-------

Customer:  
**CASEY'S GENERAL STORES**

Date:  
**12/16/16**

Prepared By:  
**RM**

Note: Color output may not be exact when viewing or printing this drawing. All colors used are PMS or the closest CMYK equivalent. If these colors are incorrect, please provide the correct PMS match and a revision to this drawing will be made.

Item Number: TBD

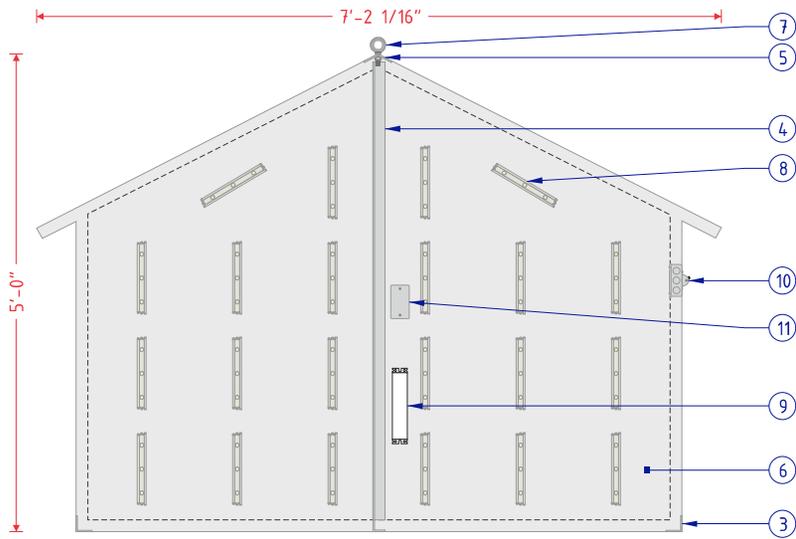
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**CASEY'S REMOTE CHANNEL LETTERS**

Revision:  
**3**

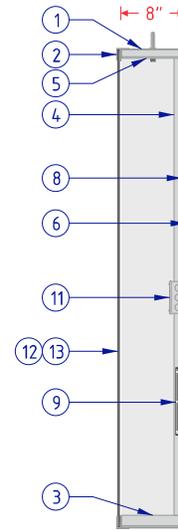
**persona**  
SIGNS | LIGHTING | IMAGE

DISTRIBUTED BY SIGN UP COMPANY  
700 21st Street Southwest  
PO Box 210  
Watertown, SD 57201-0210  
1.800.843.9888 • www.personasigns.com

# SIGN 2



FRAME & LAMP DETAIL  
SCALE: 1/2" = 1'-0"



CROSS SECTION A-A  
SCALE: 1/2" = 1'-0"

CASEY'S 5 X 7 SINGLE FACE LED SIGN SPECIFICATIONS	
NO.	PART/DESCRIPTION
1	8" X 1 1/2" X .080" ALUMINUM SPACER FRAME
2	1 1/2" FLAT ALUMINUM RETAINER
3	2" X 2" X 3/16" ALUMINUM ANGLE
4	1 1/2" X 1 1/2" X 3/16" ALUMINUM ANGLE
5	2" X 3/16" ALUMINUM STRAP
6	.063" ALUMINUM BACK
7	1/2" EYEBOLT
8	GE 7100K WHITE LED'S AS REQUIRED
9	LED POWER SUPPLIES AS REQUIRED
10	DISCONNECT SWITCH
11	ELECTRICAL OUT: THRU BACK, CENTER OF CABINET
12	.150" CLEAR SOLAR GRADE POLYCARBONATE FACE
13	SCREENED DECORATION (2ND SURFACE)

NOTES:

- DESIGN FACTOR: TO BE DETERMINED
- 8" X 1 1/2" X .080" ALUMINUM SPACER FRAME
- 1 1/2" FLAT ALUMINUM RETAINER
- EXTERIOR FINISH: PAINT BRONZE
- INTERIOR FINISH: PAINT REFLECTIVE WHITE
- RETAINERS REMOVABLE FOR SERVICE ACCESS
- U.L. LISTED
- ELECTRICAL: 1.10 AMPS/120 VOLTS
- SQUARE FOOTAGE  
BOXED: 35.86  
ACTUAL: 26.74



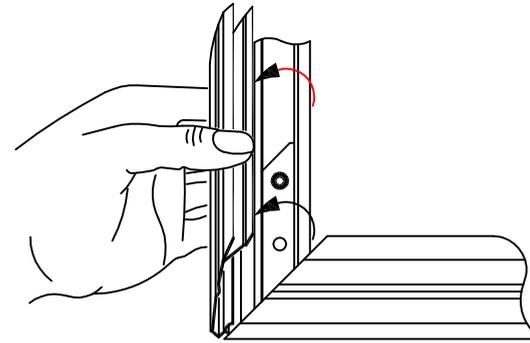
GRAPHIC DETAIL  
SCALE: 1/2" = 1'-0"

Customer: <b>CASEY'S GENERAL STORES</b>	Date: <b>01/30/18</b>	Prepared By: <b>JW/AP/RA</b>	<small>Note: Color output may not be exact when viewing or printing this drawing. All colors used are PMS or the closest CMYK equivalent. If these colors are incorrect, please provide the correct PMS match and a revision to this drawing will be made.</small>		DISTRIBUTED BY SIGN UP COMPANY 700 21st Street Southwest PO Box 210 Watertown, SD 57201-0210 1.800.843.9888 • www.personasigns.com
Item Number: CAS-5X7SFRSIGN-S	File Name: <b>CAS 5 X 7 SINGLE FACE LED SIGN</b>		Revision: <b>3</b>		

# INSTALLATION INSTRUCTIONS

**PLEASE READ COMPLETELY BEFORE ASSEMBLY**

## SNAPFRAME WALL SIGN



- FIGURE 1 -  
OPENING FRAME MEMBERS

### IMPORTANT NOTE

- \* This sign is designed for repeated changing of inserts and must be securely fastened to the wall in order to open and close the spring loaded frame members.
- \* USE CAUTION WHEN CLOSING SNAP FRAME MEMBERS! Hold frame by outer edge and keep finger tips away from poster grip edge.

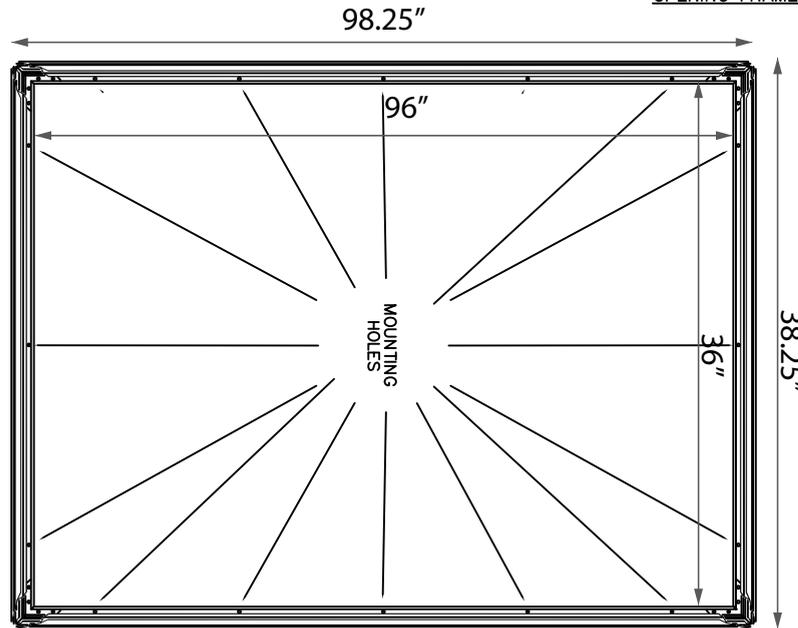
### TOOLS NEEDED

- \* Bubble type level (or string line) for sign positioning.
- \* Pencil for hole location marking.
- \* Drill with 5/16" masonry bit for masonry application only.
- \* 7/32" Metal drill bit for hole in frame.
- \* Phillips screwdriver.

### PARTS LIST

- [A] Snap frame with metal backer

BACKER SHEET WITH FRAME  
IN OPEN POSITION



**26.1 SQ FT TOTAL**

### STEP-BY-STEP INSTALLATION PROCEDURE

- ① Open all four sides of the snap frame by pulling the inside edge of the frame up and out (see figure 1).
- ② Mark hole locations on the inside of the Extrusion at the locations shown to the left. Holes should be drilled in the location indicated in Figure 2. Use a 7/32" drill bit to drill the holes for a #10 screw.
- ③ Hold sign against the wall in desired position and mark hole locations on the wall through holes in the frame. **SIGN MUST BE SECURED TO THE WALL WITH ALL (16) HOLES.**
- ④ Set sign aside and drill or punch starting holes into wall. On masonry walls, drill 5/16" holes into mortar (where possible) approx. 2" deep and insert lead expansion anchor until end is flush with the wall.
- ⑤ Hold sign against wall, align all holes and secure with screws. If you are going into wood or metal, you can still use a No.10 screw. But make sure to use the appropriate one for the material you fasten to.

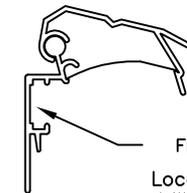
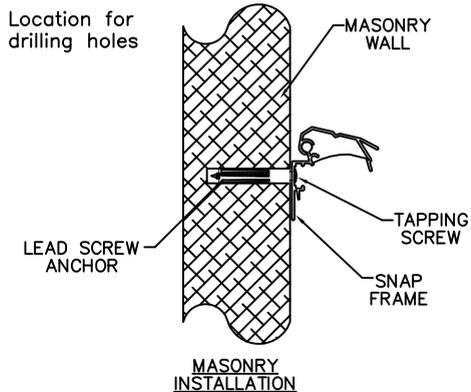


FIGURE 2 -  
Location for drilling holes



MASONRY  
INSTALLATION

inside dimensions = (96"x36")  
outside dimensions = (98.25"x38.25")

**STOUT.**  
| sign company |

A DIVISION OF STOUT INDUSTRIES  
FOR ASSISTANCE CALL: 1-800-325-8530

## INSTALLATION INSTRUCTIONS

PLEASE READ COMPLETELY BEFORE ASSEMBLY

## SNAPFRAME WALL SIGN

### IMPORTANT NOTE

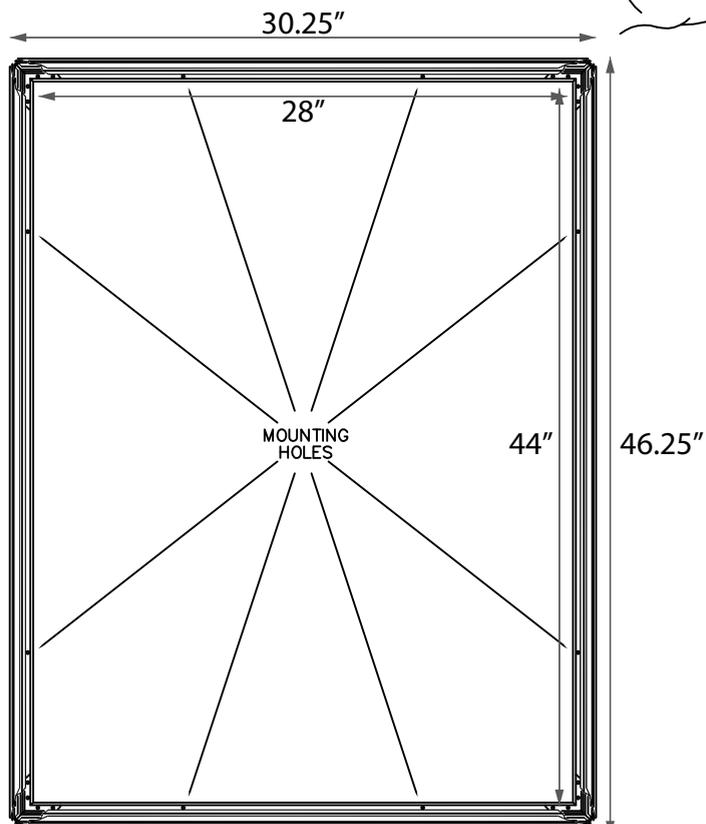
- \* This sign is designed for repeated changing of inserts and must be securely fastened to the wall in order to open and close the spring loaded frame members.
- \* USE CAUTION WHEN CLOSING SNAP FRAME MEMBERS! Hold frame by outer edge and keep finger tips away from poster grip edge.

### TOOLS NEEDED

- \* Bubble type level (or string line) for sign positioning.
- \* Pencil for hole location marking.
- \* Drill with 5/16" masonry bit for masonry application only.
- \* Phillips screwdriver.

### PARTS LIST

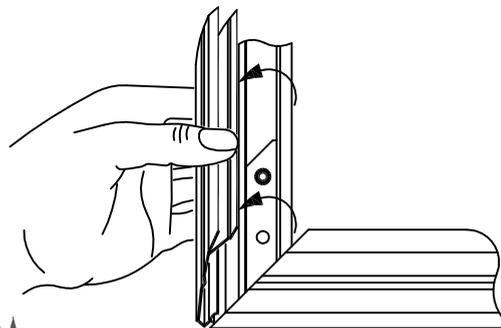
- [A] Sign face with snap frame
- [B] #10 x 1-3/4" tapping screws (8)
- [C] #10-12 x 1" lead anchors (8)



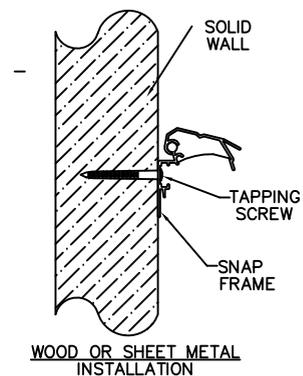
— FIGURE 2 —  
SIGN WITH FRAME  
IN OPEN POSITION

9.72 SQ FT TOTAL

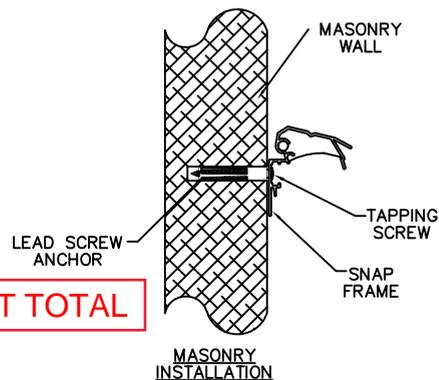
inside dimensions = (28"x44")  
outside dimensions = (30.25"x46.25")



— FIGURE 1 —  
OPENING FRAME MEMBERS



WOOD OR SHEET METAL  
INSTALLATION



MASONRY  
INSTALLATION

### STEP-BY-STEP INSTALLATION PROCEEDURE

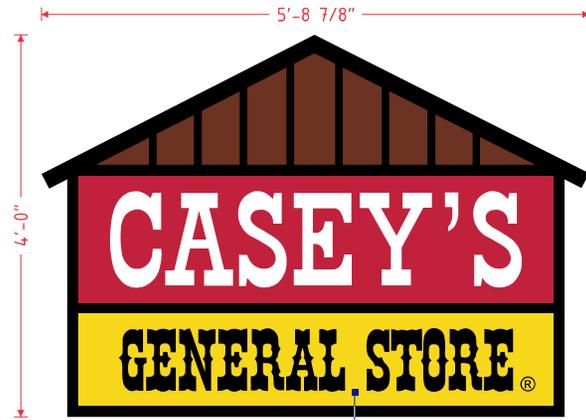
- ① Open all four sides of the snap frame by pulling the inside edge of the frame up and out (see figure 1).
- ② Hold sign against the wall in desired position and mark hole locations on the wall through holes in the frame.
- ③ Set sign aside and drill or punch starting holes into wall: On wood or sheet metal walls, use 1-3/4" tapping screws only.  
  
On masonry walls, drill 5/16" holes into mortar (where possible) approx. 2" deep and insert lead expansion anchor until end is flush with the wall.
- ④ Hold sign against wall, align all holes and secure with screws.

**STOUT.**  
| sign company |

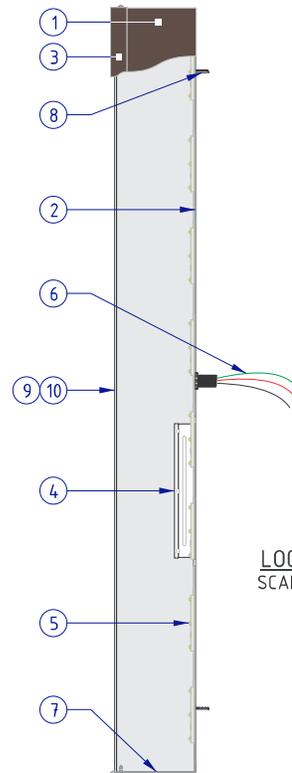
A • DIVISION • OF • STOUT • INDUSTRIES  
FOR ASSISTANCE CALL: 1-800-325-8530

STDI-029  
2/28/05

# SIGN 5



GRAPHIC DETAIL  
SCALE: 1/2" = 1'-0"



LOGO PROFILE  
SCALE: 1" = 1'-0"

CASEY'S 4 X 5 CHANNEL LETTER LOGO SPECIFICATIONS	
NO.	PART/DESCRIPTION
1	.040" x 5" PREFINISHED BRONZE ALUMINUM RETURNS
2	.063" ALUMINUM BACK
3	1" BRONZE TRIM CAP
4	LED POWER SUPPLY AS REQUIRED
5	GE 7100K WHITE LED'S AS REQUIRED
6	ELECTRICAL OUT PROVISION: THRU BACK, CENTER
7	DRAIN HOLES AS REQUIRED
8	MOUNTING HARDWARE AS DETERMINED BY SITE CONDITIONS
9	.118" CLEAR SOLAR GRADE POLYCARBONATE FACE
10	SCREENED DECORATION (2ND SURFACE)

NOTES:

- EXTERIOR FINISH: PAINTED TO MATCH PMS 313 BRONZE
- INTERIOR FINISH: PAINTED REFLECTIVE WHITE
- FACE REMOVABLE FOR SERVICE ACCESS
- U.L. LISTED
- ELECTRICAL: .65 AMPS/120 VOLTS
- SQUARE FOOTAGE:  
     BOXED = 22.96  
     ACTUAL = 17.49

Customer:  
**CASEY'S GENERAL STORES**

Date:  
**01-18-18**

Prepared By:  
**RS/RA/AP/RA**

Note: Color output may not be exact when viewing or printing this drawing. All colors used are PMS or the closest CMYK equivalent. If these colors are incorrect, please provide the correct PMS match and a revision to this drawing will be made.

Item Number: CAS-48CLLEDITLOGOF-S

File Name:  
**CAS 4 X 5 SINGLE FACE LED CHANNEL LETTER LOGO**

Revision:  
**4**

**persona**  
SIGNS | LIGHTING | IMAGE

DISTRIBUTED BY SIGN UP COMPANY  
700 21st Street Southwest  
PO Box 210  
Watertown, SD 57201-0210  
1.800.843.9888 • www.personasigns.com

## General Construction Notes

- 2 - 30,000 GALLON DOUBLE WALL FIBERGLASS TANK 1 - 22,000 GALLON (87E) TANK 2 - 14,000 GALLON (DIESEL) TANK 3 - 8,000 GALLON (91E) TANK 4 - 8,000 GALLON (91C) TANK 5 - 8,000 GALLON (95B)
- TANK SETTING DETAILS PAGE QF-301
- FILL PIPE AND MANHOLE DETAIL PAGE QF-301
- CIRCUIT BREAKER PANEL PAGE E-501
- REFRIGERATION WIRING PAGE QR-602
- GILBARCO WIRING PAGE QF-601
- ISLAND SIZE - 3' x 5' W/DUAL GUARD PIPE
- GILBARCO 700 S DISPENSERS (BLENDED)
  - 2 - N#4 NOZZLES & 8 METERS EACH
  - 5 - N#4 NOZZLES & 8 METERS EACH
- ISLAND DETAILS PAGE AL-501
- ISLAND CONDUIT DETAIL PAGE E-602
- DO NOT PLACE PRODUCT PIPING UNDER ISLAND
- 18" MIN. FROM TANK PIPING TO FINISH SURFACE
- SIGN BASE DETAILS PAGE AL-601
- SIGN DETAILS PAGE AL-601
- DRIVEWAY JOINTS TO BE PACKED & CAULKED
- CONCRETE DRIVE TROWELED WITH LIGHT BROOM FINISH
- CONTROL JOINTS - MIN. 100 sq.ft. - MAX. 125 sq.ft. - 25% DEEP
- CONSTRUCTION JOINTS - PINNED 4" O.C. 12" EACH WAY WITH 1/2" REBAR #4
- APPROACHES TO BE 7" NON-REINFORCED OR AS PER STATE/CITY SPEC.
- SLOPE MAX. 2% FOR BUILDING SIDEWALK, H.C. PARKING 1:50 ALL DIRECTIONS
- ALL ACCESS ISLE STRIPING AT 45 DEGREE ANGLE BEING MAX. 4' SEPARATION
- RUN VENT LINES UP SEPARATE CANOPY COLUMN, VERIFY
- VERIFY ALL UTILITY LOCATIONS AND DIMENSIONS.
- CANOPY FOOTING: SIZE 6'-3" LENGTH x 6'-3" WIDTH x 3'-0" DEPTH. CONCRETE: MINIMUM COMPRESSIVE STRENGTH OF FC-3000 p.s.i. CONCRETE REINFORCING: ASTM A-615 GRADE 60. REBAR CAGE: (8) #6 HORIZONTAL TIES LENGTH WISE TOP AND BOTTOM 12" MAXIMUM SPACING.
- ALL FUEL DISPENSERS FALL WITHIN A 100 FOOT RADIUS OF THE EMERGENCY SHUT-OFF SWITCH LOCATED INSIDE AT THE SALES COUNTER FOR THE CONVENIENCE STAFF. A SECONDARY SHUT-OFF SHALL BE INSTALLED ON A POST AT THE CURB IF ALL FUEL DISPENSERS DO NOT FALL WITHIN A 100 RADIUS.
- IRRIGATION REQUIRED WITH RAIN SENSOR MOUNTED ON BACK RAILING OF ROOF.
- AIR COMPRESSOR BOX, MOUNTED TO STEEL POLE, INSTALLED ON 3' x 6' CONCRETE PAD 16" FROM BACK OF CURB. 110 VOLT-60HZ-5.5 AMP. 8 GAUGE MINIMUM RECOMMENDED.

## Keyed Construction Notes

NOTICE: ALL WORK IN/ON THE R.O.W. AREA IS SUBJECT TO THE CITY OF LISBON & WI. D.O.T. APPROVAL AND SPECIFICATIONS.

- |                               |  |
|-------------------------------|--|
| <b>A</b> PROPOSED 186' RADIUS | <b>K</b> PROPOSED 10' RADIUS                                 |
| <b>B</b> PROPOSED 150' RADIUS | <b>L</b> PROPOSED 9' RADIUS                                  |
| <b>C</b> PROPOSED 71' RADIUS  | <b>M</b> PROPOSED 5' RADIUS                                  |
| <b>D</b> PROPOSED 60' RADIUS  | <b>N</b> PROPOSED 3' RADIUS                                  |
| <b>E</b> PROPOSED 55' RADIUS  | <b>P</b> PROPOSED 1' RADIUS                                  |
| <b>F</b> PROPOSED 50' RADIUS  | <b>Q</b> TIE INTO AND MATCH EXISTING PAVEMENT AND FLOW LINE. |
| <b>G</b> PROPOSED 40' RADIUS  | <b>R</b> TAPER CURB AT EXISTING EDGE OF GRAVEL.              |
| <b>H</b> PROPOSED 35' RADIUS  | <b>S</b> 2% MAX. CROSS-SLOPE IN SIDEWALK AREA.               |
| <b>J</b> PROPOSED 20' RADIUS  | <b>T</b> DETECTABLE SIDEWALK MAT. VERIFY WITH CITY.          |

## Legal Description:

Legal description contained in Commitment for Title Insurance issued by Compass Title, LLC as an Agent for Chicago Title Insurance Company, File No. 177795 Amended

Lot One (1) of Certified Survey Map No. 4061, as recorded in the Office of the Register of Deeds for Waushara County, Wisconsin on July 21, 1981, in Volume 53 of Certified Survey Maps, on Pages 42 & 43, as Document No. 1152506, being a part of the Southeast 1/4 of Section 25, in Township 8 North, Range 19 East, in the Town of Lisbon, Waushara County, Wisconsin.

ALSO DESCRIBED AS:  
A parcel of land being all of Lot 1, as designated upon Certified Survey Map No. 4061, recorded July 21, 1981 in Volume 32 of Certified Survey Maps on Pages 42 and 43 of the Official Record of the Register of Deeds for Waushara County, Wisconsin, being located in part of the Southeast Quarter of Section 25, Township 8 North, Range 19 East, more particularly described as follows:

Beginning at the Northeast corner of said Lot 1, thence South 44 degrees 11 minutes 22 seconds East along the Northern line of said Lot 1, a distance of 517.74 feet to an angle point in said Northern line, thence South 88 degrees 14 minutes 19 seconds East along the Northern line of said Lot 1, a distance of 455.46 feet to the Northeast corner of said Lot 1, said parcel also lying in the Northern line of the premises conveyed by Florida Title to Waushara County by Indenture recorded February 15, 1971 in Volume 1219 of Deeds on Pages 73 - 75 as Document No. 778369 in said Register's Office, thence North 89 degrees 14 minutes 18 seconds West along the Southern line of said Lot 1, and the Northern line of said premises, a distance of 107.02 feet to a non-tangent curve, thence Northwesterly along the Southern line of said Lot 1, and the Northern line of said premises to a curved, along a circular curve whose radius is 3,709.72 feet and whose center lies to the North, the long chord of which curve bears North 59 degrees 05 minutes 36 seconds West, a chord distance of 293.08 feet to a point of tangency, thence North 59 degrees 05 minutes 36 seconds West along the Southern line of said Lot 1, and the Northern line of said premises, a distance of 272.89 feet to the Southwest corner of said Lot 1, thence North 33 degrees 05 minutes 45 seconds East along the Western line of said Lot 1, a distance of 149.86 feet to the Point of Beginning, containing 145,168 square feet, 3,333 acres, more or less, all being situated in the Town of Lisbon, Waushara County, Wisconsin.

## Legend

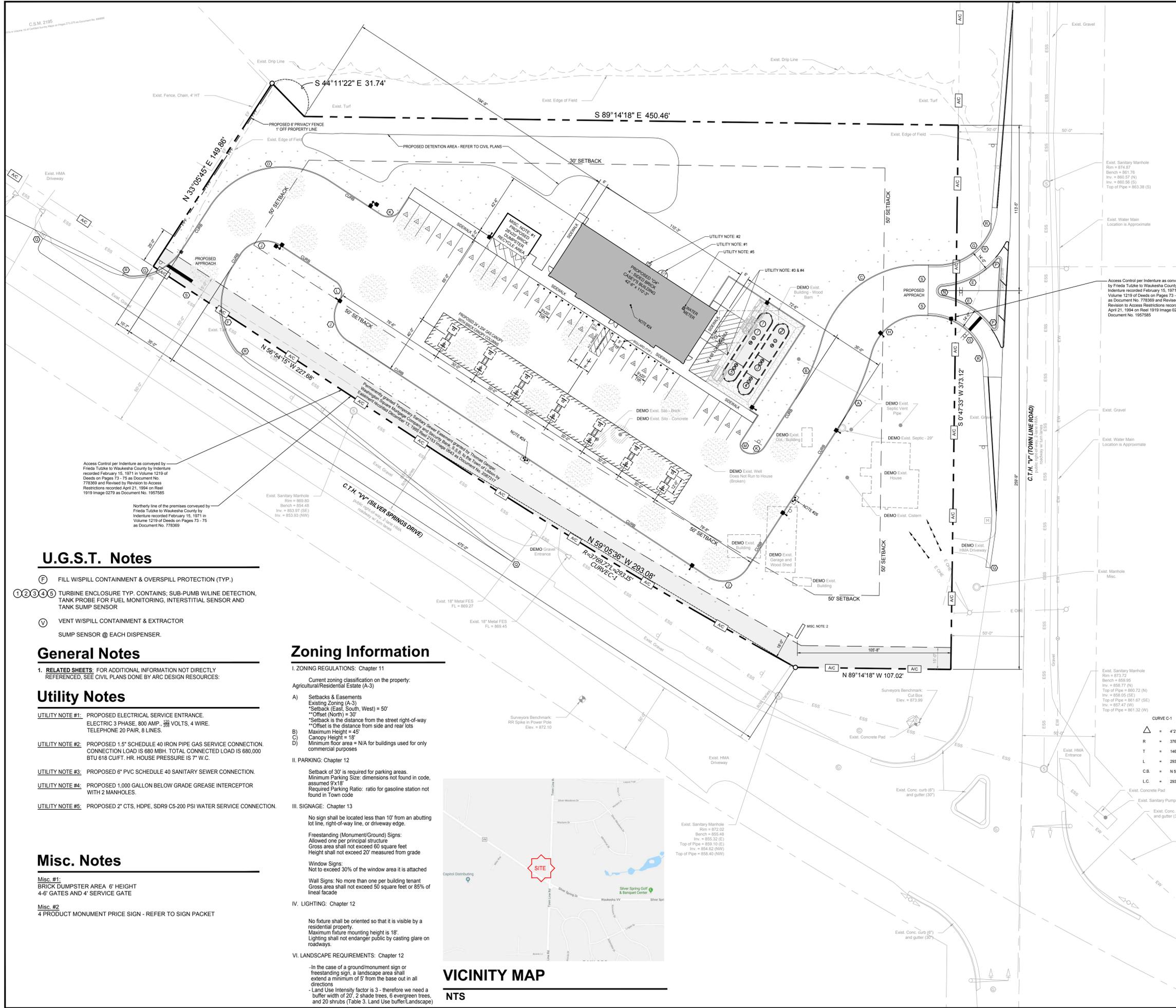
- MARKED PARKING SPACES (PAINT LINES AS INDICATED)
  - CONCRETE PAVING OR SIDEWALKS (53,908.67 SQ. FT.)
  - AREA TO BE SOD
  - AREA LIGHTS (11 SHOWN) REFER TO LIGHTING PLAN RL-5118-S1-R5 DONE BY RED LEONARD
- NOTE:**  
SYMBOL INDICATES EXISTING UTILITY TO EXISTING STRUCTURE TO BE REMOVED OR DISCONNECTED BY APPROPRIATE CONTRACTOR. VERIFY WITH UTILITY COMPANY REPRESENTATIVE.

## TRUE PLAN A1 Site Layout Plan

1" = 30'

- SPECIAL REQUIREMENTS:**
- "4-SIDED BRICK BUILDING WITH SCREENING"
  - "BRICK CANOPY COLUMNS"
  - "4-PRODUCT MONUMENT PRICE SIGN"
  - "BRICK DUMPSTER ENCLOSURE"
  - "6' PRIVACY FENCE"

<b>CASEY'S Construction Division</b>	
One Convenience Blvd., P.O. Box 3001, Arkeny, Ia. 50021 515-965-6100	
PROJECT: LISBON, WI.	DATE: 12.20.17
	REVISION: 03.05.18
	06.06.18
	07.03.18
	07.23.18
CONSTRUCTION DIVISION	10.04.18
DRAWN BY: K.SCHULZE	CHECKED BY: 10.31.18
<b>SITE PLAN</b>	
<b>AL-101</b>	



## U.G.S.T. Notes

- FILL W/SPILL CONTAINMENT & OVERSPILL PROTECTION (TYP.)
- TURBINE ENCLOSURE TYP. CONTAINS: SUB-PUMP W/LINE DETECTION, TANK PROBE FOR FUEL MONITORING, INTERSTITIAL SENSOR AND TANK SUMP SENSOR
- VENT W/SPILL CONTAINMENT & EXTRACTOR
- SUMP SENSOR @ EACH DISPENSER.

## General Notes

- RELATED SHEETS: FOR ADDITIONAL INFORMATION NOT DIRECTLY REFERENCED, SEE CIVIL PLANS DONE BY ARC DESIGN RESOURCES:

## Utility Notes

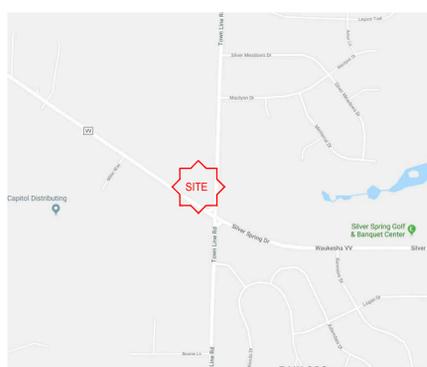
- UTILITY NOTE #1:** PROPOSED ELECTRICAL SERVICE ENTRANCE. ELECTRIC 3 PHASE, 800 AMP, 480 VOLTS, 4 WIRE. TELEPHONE 20 PAIR, 6 LINES.
- UTILITY NOTE #2:** PROPOSED 1.5" SCHEDULE 40 IRON PIPE GAS SERVICE CONNECTION. CONNECTION LOAD IS 680 MBH. TOTAL CONNECTED LOAD IS 680.000 BTU 618 CU/FT. HR. HOUSE PRESSURE IS 7" W.C.
- UTILITY NOTE #3:** PROPOSED 6" PVC SCHEDULE 40 SANITARY SEWER CONNECTION.
- UTILITY NOTE #4:** PROPOSED 1,000 GALLON BELOW GRADE GREASE INTERCEPTOR WITH 2 MANHOLES.
- UTILITY NOTE #5:** PROPOSED 2" CTS, HDPE, SDR9 C5-200 PSI WATER SERVICE CONNECTION.

## Misc. Notes

- Misc. #1:** BRICK DUMPSTER AREA 6' HEIGHT 4-6' GATES AND 4' SERVICE GATE
- Misc. #2:** 4 PRODUCT MONUMENT PRICE SIGN - REFER TO SIGN PACKET

## Zoning Information

- ZONING REGULATIONS: Chapter 11**
  - Current zoning classification on the property: Agricultural/Residential Estate (A-3)
  - Setbacks & Easements Existing Zoning (A-3)
    - \*Setback (East, South, West) = 50'
    - \*\*Offset (North) = 30'
    - \*Setback is the distance from the street right-of-way
    - \*\*Offset is the distance from side and rear lots
    - Maximum Height = 45'
    - Canopy Height = 18'
    - Minimum floor area = N/A for buildings used for only commercial purposes
- PARKING: Chapter 12**
  - Setback of 30' is required for parking areas.
  - Minimum Parking Size: dimensions not found in code, assumed 9'x10'
  - Required Parking Ratio: ratio for gasoline station not found in Town code
- SIGNAGE: Chapter 13**
  - No sign shall be located less than 10' from an abutting lot line, right-of-way line, or driveway edge.
  - Freestanding (Monument/Ground) Signs: Allowed one per principal structure. Gross area shall not exceed 60 square feet. Height shall not exceed 20' measured from grade.
  - Window Signs: Not to exceed 30% of the window area it is attached to residential property.
  - Wall Signs: No more than one per building tenant. Gross area shall not exceed 50 square feet or 85% of linear facade.
- LIGHTING: Chapter 12**
  - No fixture shall be oriented so that it is visible by a residential property.
  - Maximum fixture mounting height is 18'.
  - Lighting shall not endanger public by casting glare on roadways.
- LANDSCAPE REQUIREMENTS: Chapter 12**
  - In the case of a ground/monument sign or freestanding sign, a landscape area shall extend a minimum of 5' from the base out in all directions.
  - Land Use Intensity factor is 3 - therefore we need a buffer width of 20', 2 shade trees, 6 evergreen trees, and 20 shrubs (Table 3. Land Use Buffer/Landscape)



## VICINITY MAP

NTS

Access Control per Indenture as conveyed by Frieda Tuttle to Waushara County by Indenture recorded February 15, 1971 in Volume 1219 of Deeds on Pages 73 - 75 as Document No. 778369 and Revised by Revision to Access Restrictions recorded April 21, 1994 on Real 1019 Image 0279 as Document No. 1957585

Northerly line of the premises conveyed by Frieda Tuttle to Waushara County by Indenture recorded February 15, 1971 in Volume 1219 of Deeds on Pages 73 - 75 as Document No. 778369



# DEVELOPMENT GUIDE & APPLICATIONS

000018

W234N8676 WOODSIDE ROAD

LISBON, WI 53089-1545

TEL: (262) 246-6100

FAX: (262) 820-2023

E-mail: [townhall@townoflisbonwi.com](mailto:townhall@townoflisbonwi.com)

Website: [www.townoflisbonwi.com](http://www.townoflisbonwi.com)

## INTRODUCTION

The land development process can be complicated and confusing for developers. To make it more clear, the Town of Lisbon created this development guide to inform developers of the necessary components of a complete submittal, along with resources to use if they have any questions about the process. The document is intended for use by anyone seeking to develop land or initiate a change in land use, zoning, or signage in the Town. The first part of the document is a brief overview of the development process, along with a list of important contacts, and a fee schedule based on the type of project or action. The second part is a compilation of forms and applications. Part A is the required Development Application that must be filled in for all submittals. Parts 6-13 address specific types of applications, and only need to be filled in for the type of permit being sought. The Town recommends carefully reading the first part of this guide in its entirety and initiating contact with the appropriate Town department with questions.

The Town of Lisbon charges fees for development projects within the Town. Below is a summary of the different types of fees a development may incur during its' application, approval and construction processes. A fee schedule is included on Page 9 of this Guide showing the various fee amounts and what is required for each to receive estimates. The project's Owner, Owner's Representative, and/or Developer are responsible for all fees associated with development in the Town. The Town's Project Fee Worksheet can be found in section 15 of this Guide.

## DEVELOPMENT GUIDE OUTLINE

1. FEES
2. PLANNER APPOINTMENT
3. PROFESSIONAL SERVICES REIMBURSEMENT FEES FORM
4. SITE INSPECTION NOTIFICATION FORM
5. PLAN COMMISSION APPLICATION
6. SITE PLAN AND PLAN OF OPERATION
7. APPLICATION FOR SITE PLAN AND PLAN OF OPERATION APPROVAL - SCHEDULE OF REQUIRED MATERIALS
8. DEVELOPMENT PLAN REVIEW CHECKLIST
9. DEVELOPMENT PROCESS: REZONING/CONDITIONAL USE PERMIT (CUP)/PLANNED UNIT DEVELOPMENT OVERLAY
10. DEVELOPMENT PROCESS: COMPREHENSIVE DEVELOPMENT PLAN AMENDMENT
11. DEVELOPMENT PROCESS: CERTIFIED SURVEY MAP (CSM)
12. DEVELOPMENT PROCESS: PLAT
13. DEVELOPMENT PROCESS: SIGN PERMIT
14. ADDITIONAL RESOURCES
15. DETAILED TOWN FEE SCHEDULE



## 1. FEES

The Town of Lisbon charges fees for development projects within the Town. Below is a summary of the different types of fees a development may incur during its' application, approval and construction processes. A fee schedule is included on Page 9 of this Guide showing the various fee amounts and what is required for each to receive estimates. The project's Owner, Owner's Representative, and/or Developer are responsible for all fees associated with development in the Town. The Town's Project Fee Worksheet can be found on Page XX of this Guide.

### APPLICATION FEES

Certain development processes in the Town require payment of an initial application fee. Fees are due upon submission of appropriate application. See the Fee Schedule on Page 8 for the corresponding fee for your project application.

### PROFESSIONAL SERVICES REIMBURSEMENT FEES

These fees are intended to recover the costs that the Town incurs for staff review of development proposals. There will be no reimbursement fee for the initial staff review meeting involving all Town Department heads and the associated time for preparing for that meeting. These initial steps are considered to be for information gathering purposes and are generally of limited time. However, to the extent that a developer request or inquiry involves substantial time, a reimbursement fee will be assigned. Staff time spent after the developer's initial inquiry and after the initial staff review meeting will acquire a reimbursement fee. The time incurred for which a reimbursement fee will be assessed includes but is not limited to, review of plans, creation of applicable planning documents, inquiries by telephone/mail/email, creation and review of development documents, legal documents, etc. In essence a reimbursement will be made for any staff time directly or indirectly connected to activities performed by staff. Reimbursement fees are invoiced to the responsible party on a monthly basis.

### FACILITIES FEES

The Town has adopted various impact and land division fee ordinances to mitigate the financial impacts on current taxpayers of public facilities needed to support future development. Facilities fees are due on or prior to issuance of a building permit.

### PERMIT FEES

Certain activities require an applicant to obtain a permit and pay applicable fees (i.e. building permits, electrical permits etc.) All applicable Fees are due on or prior to issuance of a building permit.

## 2. PLANNER APPOINTMENT

Prior to the submittal of any Development Application, the applicant shall contact the Town Planner. This initial contact is intended for discussion of all elements of a development project so the applicant can obtain a full understanding of what is required, and for the Town Planner to be made aware of the proposed project. Multiple meetings may be necessary.

- One (1) copies of an explanation letter describing your proposed development
- One (1) 11"x17" copies of the proposed development (e.g. site plans, floor plans, elevations, renderings, etc.)
- A digital submittal (.pdf format) of the entire application
- A digital submittal (.shp format) in NAD27 WI State Planes, South Zone; US Survey Foot coordinate system (if applicable)
- Proposed property lines/subdivision layout
- Anticipated building/project footprint



### 3. PROFESSIONAL SERVICES REIMBURSEMENT FEES FORM

Pursuant to the Town of Lisbon Municipal Code Section 1.14, the Town of Lisbon Town Board has made a determination that whenever the services of the Town Planner, Town Engineer, Town Attorney, or any other of the Town's professional staff results in a charge to the Town for that professional's time and services, and such service is not a service supplied to the Town as a whole, the Town Treasurer shall charge one hundred and five percent of the cost of that service for the fees incurred by the Town to the property owner incurring those fees even if the request is not approved. The additional five percent cost above the cost of the service is levied to cover Town administrative charges. Also, pursuant to the Town of Lisbon Municipal Code Section 1.14, certain other fees, costs, and charges are the responsibility of the property owner even if the request is not approved. Imposition of any fees, costs, or charges, however, is subject to the property owner's appeal rights as described in the Town of Lisbon Municipal Code Section 1.14.

The undersigned, have been advised that, pursuant to the Town of Lisbon Municipal Code Section 1.14, if the Town Planner, Town Engineer, Town Attorney, or any other Town professional provides services to the Town because of my/our activities, whether at my/our request or at the request of the Town, I/we shall be responsible for the fees incurred by the Town. In addition, I/we have been advised that pursuant to the Town of Lisbon Municipal Code Section 1.14, certain other fees, costs, and charges are my/our responsibility even if my/our request is not approved. By signing this document, I am not waiving my/our appeal rights that are described in the Town of Lisbon Municipal Code Section 1.14.

Statements will be sent monthly so you are kept up to date regarding your current charges.

**PROJECT NAME:** \_\_\_\_\_

**RESPONSIBLE PARTY, NAME, MAILING ADDRESS, SIGNATURE & DATE:**

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

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

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

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

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

Phone: \_\_\_\_\_

**PROPERTY OWNER, NAME, MAILING ADDRESS, SIGNATURE & DATE:**

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

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

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

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

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

Phone: \_\_\_\_\_



## 4. SITE INSPECTION NOTIFICATION FORM

The Town of Lisbon Town Plan Commission and Town Board request permission of the property owner or responsible party to enter the subject property, between the hours of 9am to 5pm or upon prior 24 hour notice, for a site inspection prior to any scheduled Plan Commission or Board meeting. The site inspection will allow the Town Plan Commission and Town Board to make more informed decisions with respect to the requested application.

I, the undersigned, have been advised that my signature grants permission to members of the Town Plan Commission and Town Board to conduct site inspections of the subject property. Failure to authorize said site inspection will not be held against the property owner or responsible party in the decision of the requested application; however, the site inspection does allow the Town Plan Commission and Town Board to make more informed decisions.

**PROJECT NAME:** \_\_\_\_\_

**RESPONSIBLE PARTY, NAME, MAILING ADDRESS, SIGNATURE & DATE:**

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

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

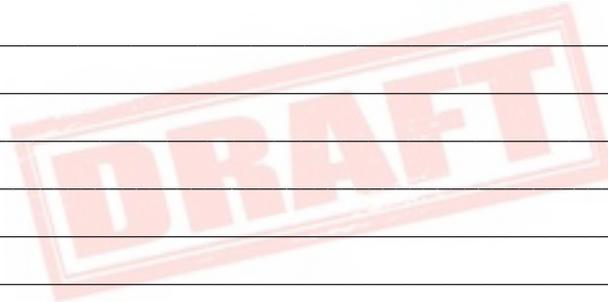
Date: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

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

Phone: \_\_\_\_\_



**PROPERTY OWNER, NAME, MAILING ADDRESS, SIGNATURE & DATE:**

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

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

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

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

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

Phone: \_\_\_\_\_

**COMMENTS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Town Official Accepting Form: \_\_\_\_\_ Date: \_\_\_\_\_



## 5. PLAN COMMISSION APPLICATION

### APPLICATION TYPE AND FEE (CHECK ALL THAT APPLY)

\*Application fees are non-refundable. Fees cover costs associated with public notification, postage, copies, and document recording, however applicants agree to pay all additional expenses that the Town may incur by virtue of contracted plan review services including but not limited to: legal, surveying and engineering costs and studies.

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Accessory Building Waiver:.....\$100<br/>(Size, Location, Architectural Review)</li> <li><input type="checkbox"/> After the Fact Application:.....Double Fees</li> <li><input type="checkbox"/> Certified Survey Map:.....\$200 + \$10 Per Lot</li> <li><input type="checkbox"/> Dedication Fee (Per Lot):.....\$2,658<br/>(Paid upon receipt of signed CSM)</li> <li><input type="checkbox"/> Conditional Use Permit:.....\$350               <ul style="list-style-type: none"> <li><input type="checkbox"/> Amendment/Original</li> <li><input type="checkbox"/> Major Grading Permit.....\$300</li> </ul> </li> <li><input type="checkbox"/> Deed Restriction: .....\$100</li> <li><input type="checkbox"/> Developer's Agreement: .....\$250</li> <li><input type="checkbox"/> Groundwater Separation Waiver: \$100</li> <li><input type="checkbox"/> Land Use Amendment:.....\$300</li> <li><input type="checkbox"/> Conceptual Plan Review:.....\$100</li> <li><input type="checkbox"/> Minor Grading:.....\$200*</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Plat Review:               <ul style="list-style-type: none"> <li>Final:.....\$200</li> <li>Preliminary: .....\$500</li> </ul> </li> <li><input type="checkbox"/> Re-Submittal: .....\$200</li> <li><input type="checkbox"/> Rezone: .....\$350</li> <li><input type="checkbox"/> Sign Permit Application: .....\$30<br/>+ Sign Fees (See Adopted Fee Schedule)</li> <li><input type="checkbox"/> Site Plan/Plan of Operation:               <ul style="list-style-type: none"> <li>Amendment: .....\$250</li> <li>Original: .....\$500</li> </ul> </li> <li><input type="checkbox"/> Temporary: .....\$125</li> <li><input type="checkbox"/> Special Meeting:.....\$600</li> <li><input type="checkbox"/> Waivers/Modification from Land Division<br/>and Development Ordinance: .....\$200</li> </ul> |
|---|---|
- TOTAL PROJECT FEES: \$ \_\_\_\_\_**

\*Less than 60 cubic yards and/or less than (6,000 sq. ft. land disturbance

**PROJECT NAME:** \_\_\_\_\_

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

Tax Key/Parcel ID #: \_\_\_\_\_ Lot Size: \_\_\_\_\_

Current Zoning: \_\_\_\_\_ Proposed Zoning (if applicable): \_\_\_\_\_

Present Use: \_\_\_\_\_ Intended Use (if applicable): \_\_\_\_\_

#### APPLICANT

\_\_\_\_\_  
Name/Company Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Phone E-mail Address

#### PROPERTY OWNER

\_\_\_\_\_  
Name/Company Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Phone E-mail Address

A complete application along with the appropriate fees shall be submitted by the deadline stated on the meeting schedule. In order for an application to be considered complete, the application shall include the required number of site plans/maps, and all of the necessary supporting information as indicated on the Project Review Checklist. If applying for a conditional use or development agreement, a document showing vested interest in the property is required. *The Town of Lisbon reserves the right not to accept an application that is deemed incomplete.*



## **NARRATIVE DESCRIPTION**

### **PETITION FOR REZONING**

In the space below, please describe the purpose of the rezoning. Please attach a separate sheet if necessary.

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### **PETITION FOR CONDITIONAL USE**

In the space below, please describe the purpose of the Conditional Use. Please attach a separate sheet if necessary.

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### **PETITION FOR COMPREHENSIVE DEVELOPMENT PLAN AMENDMENT**

In the space below, please describe the intention for the Comprehensive Development Plan. Please attach a separate sheet if necessary.

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### **PETITION FOR CERTIFIED SURVEY MAP / PRELIMINARY PLAT / FINAL PLAT**

In the space below, please describe the intention for the land division. Please attach a separate sheet if necessary.

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### **PETITION FOR SITE PLAN AND PLAN OF OPERATION (SPPOO)**

In the space below, please describe the intention for the SPPOO. Please attach a separate sheet if necessary.

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## PROPOSED PROJECT REVIEW CHECKLIST

In the space below, please describe the intention for the proposed project. Please attach a separate sheet if necessary.

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Prior to the Plan Commission submittal deadline the property owner or applicant presents a site plan prepared with the information below to the Deputy Clerk at the Town Hall. The submittal material is reviewed and if appropriate, discussed at the next regularly scheduled Plan Commission meeting.

The information below is a required minimum and the other materials may be requested of the applicant during the review process.

1. A statement describing the general character of the intended development and including the property address, tax key number and correct legal description. General items to include in the statement are: hours of operation, number of employees, traffic patterns, parking requirements, trash removal, etc.
2. An accurate map (site plan) of the project area. The site plan should be professionally prepared by a licensed architect, surveyor and/or engineer, with accurate dimensions indicating the property size, its relationship to surrounding properties, existing topography, key natural features and show the location of all existing and proposed:
  - Structures, showing all entrances
  - Driveways & street access
  - Parking areas
  - Walkways
  - Existing landscaping
  - Abutting public and private streets
  - Public easements
  - Surrounding land uses and zoning
  - Retaining walls
  - Decorative accessories
  - Dumpster location and screening
  - Location, color, message, dimensions and materials of all signs
  - Location, size and character of dedicated or private open space
  - Location of sanitary sewer, storm sewer, water mains and services and stormwater detention facilities
  - Floor plan of building or addition
3. Stormwater management plan.
4. Grading plan showing existing and finished grades to Town datum.
5. Professionally prepared landscape plan.
6. Lighting plan; photometric plan, type of fixtures, wattage and location and height of lighting structures.
7. Topographic data or pertinent grade elevations, if necessary, for proper remodeling of existing buildings showing finished exterior treatment.
8. Colored elevations of proposed buildings, structures and fencing, or of proposed remodeling of existing buildings, showing finished exterior treatment and a listing of building materials.
9. Names, address, telephone number, fax number and email address of the owner(s) and/or agent to be contacted with regard to the application.
10. Proof of ownership or agent status.



## 6. SITE PLAN AND PLAN OF OPERATION

Please fill out the entire application all questions need a response. If something does not apply please put N/A. Incomplete applications will not be processed or put on the agenda. The completion of this application form must be accompanied by one copy of an up to date and detailed Site Plan drawn to scale and including, but shall not be limited to, all existing buildings, signage, lighting, landscaping, parking, loading, storage, dumpsters, septic and well, etc; an interior layout (plans) of all buildings and the existing and proposed uses of the interior spaces (i.e., office, retail, restaurant, etc); and any other supporting materials. The above shall be submitted to the Town Hall, and upon review of the information, additional items may be required. The plans shall be drawn to scale and shall be no larger than 11" x 17", and shall also be emailed as a PDF. Future revisions to the approved Site Plan/Plan of Operation will require new approvals.

Name/Address of Business or Operation: \_\_\_\_\_

Previous Operation Name/ File No./Owner (if applicable): \_\_\_\_\_

- New business in existing building or on existing site       New Owner       Temporary Use
- Change in Operations (summarize what is changing below; days/hours, etc.):

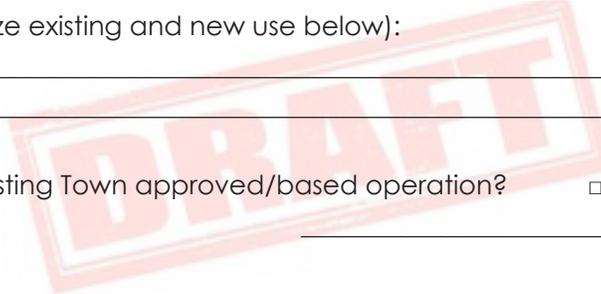
\_\_\_\_\_

- Change in Use (summarize existing and new use below):

\_\_\_\_\_

Is this an expansion of an existing Town approved/based operation?       YES       NO

If yes, please explain: \_\_\_\_\_



### REFER TO THE SCHEDULE OF MATERIALS ATTACHED FOR SUBMISSION REQUIREMENTS. REQUEST FOR (CHECK ALL THAT APPLY):

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Site Plan            | <input type="checkbox"/> Expansion of/Change in Use        | <input type="checkbox"/> New Owner/Operator          |
| <input type="checkbox"/> Lighting             | <input type="checkbox"/> New Building/Addition/Remodel     | <input type="checkbox"/> Commercial Boarding         |
| <input type="checkbox"/> Signage              | <input type="checkbox"/> Off-Street Parking and Loading    | <input type="checkbox"/> Piers/Docks/Moorings        |
| <input type="checkbox"/> Food and Bar Service | <input type="checkbox"/> Special Events (interior/exterior | <input type="checkbox"/> Storage (interior/exterior) |
- Other (specify) \_\_\_\_\_

Days & Times of Operation: \_\_\_\_\_

Employees (if self-employed please count yourself) Full-Time: \_\_\_\_\_ Part-Time \_\_\_\_\_

### 1. OPERATING SPECIFICS

Describe in detail below the specific type of business operation (Retail, Restaurant, Manufacturing, Office, etc.), including temporary, accessory, and outdoor uses (storage, etc). Provide a separate list of all items sold or produced on the property. If items are produced, please provide a separate explanation of the production process.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## 7. APPLICATION FOR SITE PLAN AND PLAN OF OPERATION APPROVAL - SCHEDULE OF REQUIRED MATERIALS

To ensure there is an adequate amount of information and a sufficient amount of time for staff review, one (1) complete copy of ALL required materials, including a detailed and accurate site plan or plat of survey (preferred) drawn TO SCALE, signage, lighting, grading plan, building plans, landscape plan, parking, etc. must be submitted to the Town.

AN INCOMPLETE APPLICATION FORM OR MISSING INFORMATION WILL CAUSE DELAY IN THE REVIEW AND ISSUANCE OF THE PLAN OF OPERATION USE PERMIT, AND THE APPLICATION MAY BE RETURNED FOR ADDITIONAL INFORMATION. No changes to the request may be made once the application packet is submitted. Substantial Changes may require a new application. It is preferable the plans or maps be no larger than 11" x 17" in size, and shall not be reduced, enlarged or faxed. Submittal, and subsequent review, of this application may include a site inspection. Additional items may be required.

### **X** SITE PLAN/PLAT OF SURVEY (MUST INCLUDE THE PROPERTY'S LEGAL DESCRIPTION)

- o Completed Application Form
- o Dimensions and size of parcel
- o Dimensions, locations and uses of all existing and proposed buildings and structures
- o Streets/Rights-of-way/Easements (locations, platted widths, and center lines)
- o Interior floor plan(s)
- o Sign location and size (see signage section)
- o Lighting location (see lighting section)
- o Dumpster location, including screening
- o Parking and Loading (see off-street parking/loading section)
- o Storage areas (interior and exterior)
- o Outside uses
- o Fencing and/or Screening (include type and height)
- o Surface Water Drainage Plan and Storm Water Retention Facilities, as applicable (to be approved by the Land Conservation Division), including the delineation of all impervious surfaces
- o Grading plan
- o Landscape plan
- o Conservancy Wetland/100 Year Floodplain/Ordinary High Water Mark/PEC locations
- o Well and Septic locations (unless served by public sewer and/or water)

### **NEW BUILDING, ADDITION, OR REMODELING**

- o Completed Application Form
- o Site Plan/Plat of Survey
- o Completed Zoning Permit Application, and Worksheets, if applicable
- o One (1) copy of State Approved Building Plans, if applicable, including interior floor plan(s) and scaled elevation renderings
- o Copy of Sanitary Permit or septic approval (unless served by public sewer)
- o Copy of DNR well approval (unless served by public water)
- o Copy of local Fire Inspection or Approval
- o List of any chemicals, toxic or hazardous waste or solvents, or flammable materials stored on the site and how they are disposed of
- o Copy of approved Stormwater and Erosion Control Permit
- o Copy of Highway Access Permit

### **NEW OWNER/OPERATOR**

- o Completed Application Form
- o Site Plan/Plat of Survey
- o Copies of local, State, and/or Federal licenses/permits (i.e., liquor, restaurant, boarding, sellers, etc.)



\_\_\_\_\_ **EXPANSION OF/CHANGE IN USE**

- Completed Application Form
- Site Plan/Plat of Survey
- Interior Floor Plan(s)

\_\_\_\_\_ **SIGNAGE (SEE ADDITIONAL REQUIRED DETAILS)**

- Completed Application Form
- Site Plan/Plat of Survey (delineate sign location and size)
- Scaled rendering of the sign(s)
- Elevation Rendering of Building (required for wall signs only)
- Light Fixtures (catalog cut sheets) for illuminated signage
- Temporary signage descriptions and locations for special events, etc. and dates of use

\_\_\_\_\_ **COMMERCIAL BOARDING OF LIVESTOCK**

- Completed Application Form
- Site Plan/Plat of Survey (delineate site operational layout)
- Interior floor plan(s)
- Copy of approved Manure Management Plan from County LRD
- Copy of Environmental Health Division approval (including site evaluation for stable operations)

\_\_\_\_\_ **LIGHTING (SEE ADDITIONAL REQUIRED DETAILS)**

- Completed Application Form
- Site Plan/Plat of Survey (delineate lighting location(s) and types)
- Elevation Renderings for wall mounted lighting, catalog cut sheets

\_\_\_\_\_ **PIERS/DOCKAGE/MOORINGS**

- Completed Application Form
- Site Plan/Plat of Survey (delineate location and length of all piers, delineate mooring spaces, etc.). Refer to the pier/mooring requirements of the Ordinance.
- Copy of DNR Permit(s)

\_\_\_\_\_ **OFF-STREET PARKING AND LOADING**

- Completed Application Form
- Site Plan/Plat of Survey (delineate number of parking and/or loading spaces, dimensions, accessible stalls, employee parking, screening, etc.). Refer to the off-street parking/loading sections of the Ordinance/Code.
- Total number of spaces: \_\_\_\_\_
- Number of spaces allotted for employees: \_\_\_\_\_

\_\_\_\_\_ **STORAGE (INTERIOR AND EXTERIOR) (SEE ADDITIONAL REQUIRED DETAILS)**

- Completed Application Form
- Site Plan/Plat of Survey (delineate area to be used for storage)
- Screening type for exterior storage (list size and type of material)

\_\_\_\_\_ **SPECIAL EVENTS (INTERIOR AND EXTERIOR)**

- Completed Application Form
- Site Plan/Plat of Survey (delineate location of exterior events and any fencing)
- Interior floor plan (delineate location of interior events)
- Temporary signage descriptions and locations, and dates of use (refer to signage section above)
- List and provide the dates of all events requested



\_\_\_\_\_ **FOOD AND BAR SERVICE (SEE ADDITIONAL REQUIRED DETAILS)**

- Completed Application Form
- Site Plan/Plat of Survey (delineate location of exterior table seating and bar seating)
- List of proposed food items/menu
- Copy of restaurant license
- Interior floor plan (delineate table locations, number of chairs, number of bar stools, etc.)
- Liquor License Application

Is there any food & beverage / liquor service?  YES  NO

If yes, please explain: \_\_\_\_\_

Table Seating Capacity:      Outside: \_\_\_\_\_ Inside: \_\_\_\_\_      Bar: \_\_\_\_\_

Food / Soda Vending Machines  YES  NO

If you are proposing to open a bar or restaurant, please be aware that the Town has a limited number of Combination "Class B Beer & Liquor" Licenses available. Regular Licenses are \$600 for a period of one year. Reserve Licenses are \$600 for a period of one year and requires a one-time payment of \$10,000. There are no limits on the number of Class "B" (beer only) licenses the Town can issue.

- If a license is available, please follow the above steps to obtain a Plan of Operation and Signage. Also, follow the steps below to apply for a liquor license.
- Please contact the Town Clerk at 1-262-246-6100 ext. 1003 to make an appointment to review the application process and to obtain the required forms.
- State Statutes require a specific timeline for publishing and approving licenses. The Town Board approval process requires a minimum of seven (7) weeks advance notice.

Combination "Class B Beer & Liquor" Licenses will not be granted by the Town Board until the following entities are complied with:

- Plan of Operation approval from the Town Plan Commission.
- Lisbon Fire Department inspection.
- Town Building Inspector inspection.
- Waukesha County Parks & Land Use Environmental Health Division inspection and license(s).

Once approved by the Town Board, the Clerk's Office will sign and release the license when all of the following outstanding fees have been paid to the Town of Lisbon:

- Plan Commission review fees
- Property Taxes (Real and Personal)
- Liquor License related fees
- Delinquent Special Assessments



## ADDITIONAL REQUIRED SITE AND OPERATION DETAILS

If something does not apply please put N/A.

### 2. OUTDOOR USES

Will there be any outdoor events?  YES  NO

If yes, please describe the types of events, parking accommodations, sanitary facilities and delineate the locations of the events on the Site Plan submitted. Attach a separate sheet if necessary.

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### 3. MUSIC / ENTERTAINMENT

Are any problems such as odor, smoke or noise resulting from this operation?

YES  NO

If yes, describe what types (live, amplified, recorded, jukebox, etc), indoors and/or outdoors, and the days and hours music will be provided? Attach a separate sheet if necessary.

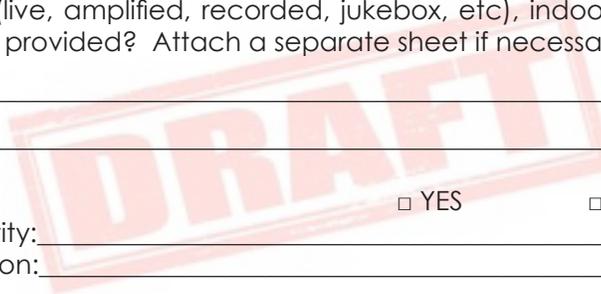
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Game Machines:  YES  NO

Quantity: \_\_\_\_\_

Location: \_\_\_\_\_



### 4. CHEMICALS/HAZARDOUS MATERIALS

Are there any Chemicals, Hazardous Waste or Solvents stored on the site?  YES  NO

If yes, please list those items and how they are disposed of or attach a separate sheet if necessary.

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### 5. DOES THIS OPERATION INVOLVE THE STORAGE/SALE OF GASOLINE OR ANY OTHER PETROLEUM PRODUCTS?

YES  NO If yes, please list those items and how they are disposed of or attach a separate sheet if necessary.

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**6. STORM WATER RETENTION, FLOW OF SURFACE WATER, AND AMOUNT OF IMPERVIOUS SURFACES**

Are there surface water drainage facilities?

YES  NO

If yes, please explain:

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**7. PERMIT APPROVAL / ISSUANCE DATES**

Is Highway Access Permit Needed?

YES  NO

Date Issued: \_\_\_\_\_

**8. DNR WELL APPROVAL (FOR NEW CONSTRUCTIONS ONLY)**

Date Approved: \_\_\_\_\_

**9. SEPTIC SYSTEM APPROVAL (FOR NEW CONSTRUCTIONS ONLY)** Date Approved: \_\_\_\_\_

**10. FIRE DEPARTMENT INSPECTION**

YES  NO

Date Inspected: \_\_\_\_\_

**11. DID THE WISCONSIN DEPARTMENT OF SAFETY & PROFESSIONAL SERVICES APPROVE BUILDING PLANS?**

YES  NO

Date Approved: \_\_\_\_\_

**12. IS SECURITY FENCING NECESSARY?**

YES  NO

**13. HORSE BOARDING**

Does this Operation involve the Boarding of Horses?

YES  NO

Maximum number of horses boarded:

\_\_\_\_\_

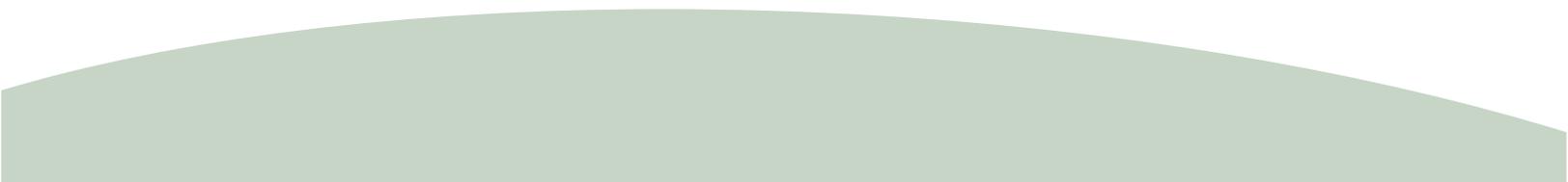
Maximum number of horses owned:

\_\_\_\_\_

Has a Conservation Plan been prepared by the Land Conservation Committee?

YES  NO

Maximum number of horses boarded:



## 8. DEVELOPMENT PLAN REVIEW CHECKLIST

### GENERAL INFORMATION

- Development Application
- Application Fee

### PLAN OF OPERATION (PROJECT NARRATIVE)

- Project Summary
- Proposed Use
- Operational hours
- Number of employees
- Outside events
- Anticipated start date
- Proposed building/addition size

### EXISTING SITE PLAN

- Graphic scale, north arrow
- Size of site (gross and net acreage)
- Existing zoning
- Dimensions of site and lot lines
- Existing grades (contours, spot elevations)
- Storm sewers
- Adjacent property grades
- Adjacent structures
- Drainage systems and structures
- Natural features
- Woods, streams, lakes, ponds
- Wetland boundaries
- Provide date of staking
- Floodplain elevations and boundaries
- Environmental concerns
- Underground tanks, etc.
- Roads, curbs, parking lots, pavement areas, sidewalks
- Structures (location, size)
- Right-of-way (existing/ultimate)
- Easements (drainage, utility)
- Existing utilities
- Sanitary, water, electric, gas, telephone, cable
- Benchmark locations and elevations
- Location of fences, wells, borings, etc.

### PROPOSED GRADING, EROSION CONTROL, AND STORMWATER PLANS

- Grading (contours and spot elevations)
- Erosion control measures
- Stormwater management
- Stormwater management design report
- General drainage pattern
- Swales with arrows for direction of flow
- Pond design with outfalls
- Culverts (location/size)
- Stormwater maintenance agreement
- Storm sewer design (plan and profile, size, invert elevations, length, slope, etc.)

### PROPOSED SITE PLAN

- Building location (dimension)
- Building finished yard grade elevation
- Building top of foundation wall elevation
- Location of proposed signage
- Details of outside storage
- Including trash enclosures
- Setbacks (clearly marked & dimensioned)
- Vehicular entrances (dimension to centerline of nearest intersection)
- Streets (dimensions, plan and profile)
- Fire truck turning radius/diagram
- Sidewalks (dimensions)
- Parking areas (show striping / spot elevations)
- Parking setback from property line
- Parking ratio (spaces per 1,000)
- Loading areas (dimensions)
- Lot coverage (include rooftop and all hard surface areas)
- Building square footage total
- Impervious surface total (%)
- Green space total (%)

### ARCHITECTURAL PLANS

- Existing building location (if applicable)
- Existing building elevations / materials (if applicable)
- Square footage (total and individual rooms/tenant spaces)
- Proposed elevations of all sides (dimension and scale)
- Proposed building height
- Proposed materials and colors
- Details of any special features

### LIGHTING PLANS

- All buildings and lot lines, existing / future
- Location / nature of existing fixtures
- Location of proposed fixtures
- Photometric report (to scale on plan)
- Manufactures cut-sheets of all fixtures
- Pole heights including base
- Number/type of fixtures identified on plan



## LANDSCAPE PLAN

- Existing vegetation
- Plantings to be removed
- Proposed plantings to be added
- Plantings clearly identified in plan
- Plant lists with number of each species
- Size when planted (caliper)
- Proposed number of points
- Required number of points
- Approximate canopy at maturity
- Existing and proposed hardscapes
- Proposed outdoor amenities (benches, paths, etc.)
- Proposed landscape features (berms, fountains)

## FIRE PREVENTION

- Residential: Single Family/Subdivision
  - Address approved by Police and Fire Departments
  - Address posted / visible from road
  - Hydrant locations and spacing between (Max. 500')
  - Dead end roads more than 150' requires an approved turn around
  - Cul-de-sac minimum size of 100' diameter
  - Roads and access lanes need to be all weather maintained and capable of holding 75,000 lbs
  - Minimum turning radius- 28' inside 42' outside
- Commercial / Residential Multi-Family (must comply with all requirements listed above)
  - Knox boxes on each ground level entry door
  - 20' minimum width fire lanes
  - Fire lanes curb markings
  - 6" minimum water main if sprinkler system is required
  - FDC must be within 125' of a hydrant
  - Horn/Strobe above the FDC
  - All portions of the building must be within 300' of a hydrant
  - Fire lane / overhangs must have a 13'-6' min. height
  - Fire extinguishers
  - Exit / emergency light
  - Smoke and CO detectors
  - No extension cords in lieu of permanent wiring
  - Comply with all applicable NFPA Fire Codes

## UTILITY PLAN \*(ONLY FOR DEVELOPMENT IN THE SANITARY DISTRICT)

- All submittals to be in .pdf and AutoCAD Civil3D (Latest version), NAD27 WI State Planes, South Zone; US Survey Foot, coordinate system.
- Sanitary Sewer Include:
  - Manhole: Rim Elevation, depth, diameter
  - Pipe: Inverts, size, material, class, slope, direction of flow
  - Laterals: Invert elevation at right-of-way line, length, size, depth of bury
  - Dimensions: Lateral distance from downstream manhole, center-to center length of pipe, distance between sanitary sewer and water main at various locations
  - Locations: All fittings, including air releases, bends, caps, crosses, tees, vents, clean outs, meter stations, isolation valves, and locator boxes should be identified
- Force Main Include:
  - Pipe: inverts, size, material, class, direction of flow
  - Dimensions: Lateral distance from downstream manhole, center-to center length of pipe
  - Locations: All fittings, including air releases, bends, caps, crosses, tees, vents, clean outs, meter stations, isolation valves, and locator boxes should be identified
- Water Include:
  - Hydrants: type, hydrant valve diameter, bury depth, northwest hydrant flange bolt elevation, 5-foot clear zone around hydrants
  - Valve: type, use, diameter
  - Pipe: Inverts, size, material, class, slope
  - Laterals : Invert elevation at right-of-way line, length, size, lateral valve diameter, depth of bury
  - Joint Restraints: Provide computations and locations
  - Dimensions: distance between laterals, distance between fittings and laterals, center-to center length of pipe, hydrant spacing, valve spacing, distance between sanitary sewer and water main at various locations
  - Locations: All fittings, including air releases, bends, caps, crosses, tees, vents, clean outs, meter stations, isolation valves, and locator boxes should be identified
- Electric Include:
  - Service: Size, voltage, service location, transformer location
- Easements:
  - Typical Utility Easement: Location, Size
  - Other Utility Easement: As required for facilities located outside of road right-of-way



## 9. DEVELOPMENT PROCESS: REZONING/CONDITIONAL USE PERMIT (CUP)/PLANNED UNIT DEVELOPMENT OVERLAY

This section is a general overview for the development approval process. Since all projects are not the same, this section provides a general description for a typical project. Specific details for each proposed project should be verified with the Town Clerk and/or Town Planner.

### 1. PLANNER APPOINTMENT

PROPERTY OWNER (or representative) should contact the Town Clerk to make a Planner's Appointment. The Planner, Administrator and Clerk will review the proposed project and give direction on what is needed to complete the application process, as well as deadline dates to meet. Forms will be given at this meeting, but they can also be found online: [www.townoflisbonwi.com/169/Permits-Forms-Applications](http://www.townoflisbonwi.com/169/Permits-Forms-Applications)

### 2. APPLICATION FORMS & FEES

PROPERTY OWNER (or representative) completes the application form(s) and provides the Town Clerk with one completed packet with signatures. Hard copy of PDF preferred. Also, include the check for the application fee made payable to the Town of Lisbon according current application fees.

### 3. MEETING NOTICE REQUIREMENTS

Town Clerk creates a list of the property owners within a certain number of feet from the exterior boundaries of the property for which a rezoning or Conditional Use is being proposed, publishes required legal notice in appropriate newspaper and mails notices to affected property owners.

### 4. PLAN COMMISSION HEARING/MEETING

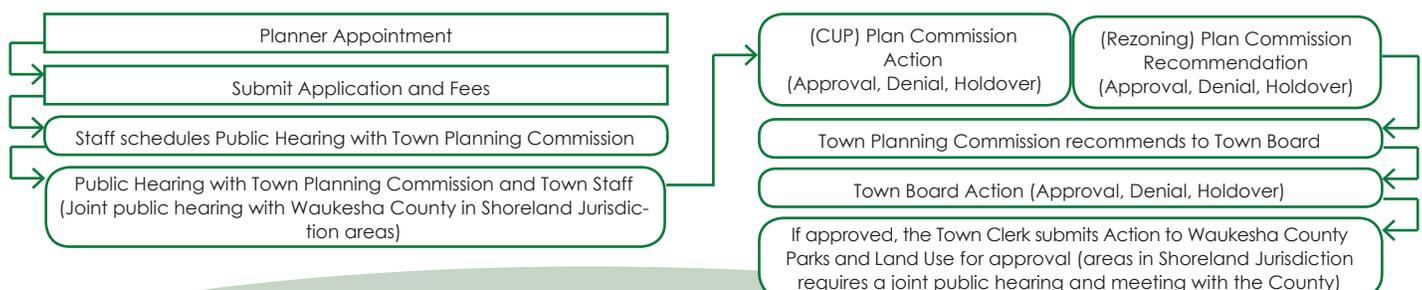
PROPERTY OWNER (or representative) attends the Public Hearing/Plan Commission meeting. If you or your representative are not present, the Plan Commission may postpone your item to the following month's agenda. Town Planner will also present a review of the item at the meeting.

### 5. PLAN COMMISSION ACTION/RECOMMENDATION AND TOWN BOARD ACTION

Plan Commission reviews application and facts presented at Plan Commission meeting.

1. Rezoning/Planned Unit Development – Plan Commission takes action and makes a recommendation to the Town Board. Property owner or representative attends the Town Board meeting to present information and facts about the rezoning. Town Board takes action and if the request is approved, the Town Clerk transmits the rezoning information to Waukesha County for their consideration and action. PROPERTY OWNER (or representative) should attend any scheduled Waukesha County meeting to review zoning actions.
2. Conditional Use – Plan Commission takes action and if the request is approved, the Town Clerk drafts a Conditional Use Permit document for recording at Waukesha County Register of Deeds office.

#### Rezoning and CUP Development Process Summary





## 10. DEVELOPMENT PROCESS: COMPREHENSIVE DEVELOPMENT PLAN AMENDMENT

### 1. PLANNER APPOINTMENT

PROPERTY OWNER (or representative) should contact the Town Clerk to make a Planner's Appointment. The Planner, Administrator and Clerk will review the proposed project and give direction on what is needed to complete the application process, as well as deadline dates to meet.

### 2. PROCESS:

The Town of Lisbon Comprehensive Development Plan shall be amended in accordance with Section 66.1001 of the Wis Stats and the Town's adopted Public Participation Plan. Furthermore, any request to amend the Comprehensive Development Plan shall be in accordance with the established application procedures in effect at the time of the request, including the payment of any required fees.

### 3. APPLICATION PROCEDURES

Applicants shall complete and submit to the Town Clerk's office an application packet including:

- The application form entitled "Request to Amend the Town of Lisbon Comprehensive Development Plan".
- A scaled map of the property delineating the proposed change, if the request is for a map amendment, shall accompany the application.
- A mailing list of all property owners within 300 feet of the subject property boundary lines.
- The fee established by the Town.

An application packet will not be accepted or be considered complete unless all four of the above items are submitted as one complete packet of information. Applications are accepted through September 15th of the current calendar year. Any applications submitted after the September 15th deadline will be held over until the following year's amendment cycle. Rare and extreme circumstances may require an amendment request to be heard out of cycle. In that rare event, out of cycle approval must first be granted by the Town Board and only then with substantial justification from the applicant.

### 4. ADMINISTRATIVE PROCEDURES

Immediately after the September 15th deadline, the Clerk's office prepares a file for each amendment request, and prepares the "Notice of Public Hearing" in compliance with Section 66.1001 (4) (d) 1-4 in addition to 66.1001 (4) (e) (regarding nonmetallic mining operators). A thirty-day notice is required. The "Notice of Public Hearing" shall be published in the Sussex Sun and the Lake Country Reporter.

### 5. PUBLIC HEARING

The Public Hearings for each amendment are held.

### 6. DECISION

After the Public Hearing is closed, the Town Board makes a decision, by Ordinance, on each request at their regularly scheduled meeting. The Ordinance must be adopted by a majority vote of the members-elect of the Town Board.

### 7. ADOPTED AMENDMENTS

The adopted amendments shall be sent to the entities listed in Section 66.1001 (4) (b) 1-6 Wis Stats. Copies of all of the Ordinances and the approved minutes shall be forwarded with a cover letter to the County, so the County is aware of the Town's decisions when they begin their amendment process at the beginning of the calendar year. It is the applicant's responsibility to apply for a County Comprehensive Development Plan Amendment, if needed, in accordance with the County's amendment procedures.



## 11. DEVELOPMENT PROCESS: CERTIFIED SURVEY MAP (CSM)

This section is a general overview for the development approval process. Since all projects are not the same, this section provides a general description for a typical project. Specific details for each proposed project should be verified with the Town Clerk and/or Town Planner. A CSM located in the Waukesha County Shoreland Jurisdiction area must originate with Waukesha County Parks and Land Use Department

Any division of land other than a subdivision as defined in this ordinance, which results in at least one (1) but not more than four (4) parcels of land, inclusive of the original remnant parcel. The map of the land division shall be prepared in accordance with Section 236 of the Wisconsin State Statutes and the Town of Lisbon Subdivision Control Ordinance and subsequent amendments thereto.

### 1. PLANNER APPOINTMENT

PROPERTY OWNER (or representative) should contact the Town Clerk to make a Planner's Appointment. The Planner, Administrator and Clerk will review the proposed project and give direction on what is needed to complete the application process, as well as deadline dates to meet. Forms will be given at this meeting, but they can also be found online: [www.townoflisbonwi.com/169/Permits-Forms-Applications](http://www.townoflisbonwi.com/169/Permits-Forms-Applications)

### 2. APPLICATION FORMS & FEES

PROPERTY OWNER (or representative) completes the application form(s) and provides the Town Clerk with one completed packet with signatures. Hard copy of PDF preferred. Also, include the check for the application fee made payable to the Town of Lisbon according current application fees.

### 3. MEETING NOTICE REQUIREMENTS

Town Clerk creates a list of the property owners within a certain number of feet from the exterior boundaries of the property for which a rezoning or Conditional Use is being proposed, publishes required legal notice in appropriate newspaper and mails notices to affected property owners.

### 4. PLAN COMMISSION HEARING/MEETING

PROPERTY OWNER (or representative) attends the Public Hearing/Plan Commission meeting. If you or your representative are not present, the Plan Commission may postpone your item to the following month's agenda. Town Planner will also present a review of the item at the meeting.

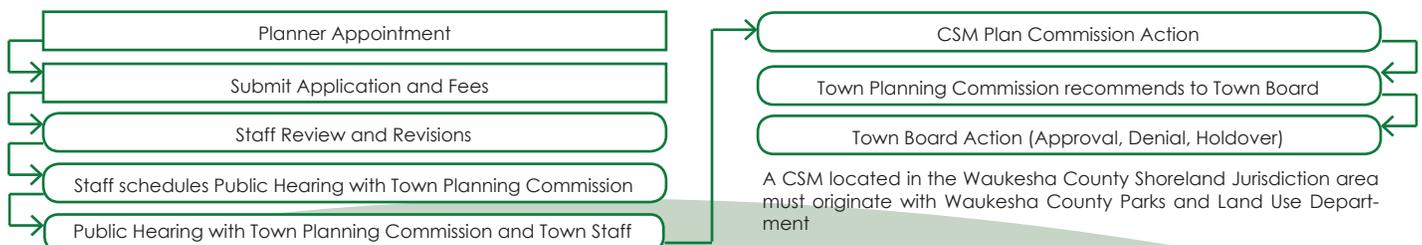
### 5. CSM REQUIREMENTS

The map shall show correctly on its face, in addition to the information required by Section 236.34, Wisconsin Statutes, all information required by Sections 12.4.01, 12.4.02 and 12. 5.02 of the Town Ordinance and the following:

1. All existing buildings and structures, drives, streams and watercourses, drainage ditches, drainage easements, marshes, wooded areas, railroad tracks, and other features pertinent to proper land division.
2. Deed restrictions as required by the Plan Commission and/or the Town Board.

See the web address below for the Current Town of Lisbon Land Division Checklist.  
[www.\\_\\_\\_\\_\\_](http://www._____)

#### Certified Surbey Map Process Summary





## 12. DEVELOPMENT PROCESS: PLAT

This section is a general overview for the development approval process. Since all projects are not the same, this section provides a general description for a typical project. Specific details for each proposed project should be verified with the Town Clerk and/or Town Planner. A preliminary and final plat must originate with Waukesha County Parks and Land Use Department as the forwarding agent.

### 1. PLANNER APPOINTMENT

PROPERTY OWNER (or representative) should contact the Town Clerk to make a Planner's Appointment. The Planner, Administrator and Clerk will review the proposed project and give direction on what is needed to complete the application process, as well as deadline dates to meet. Forms will be given at this meeting, but they can also be found online: [www.townoflisbonwi.com\169\Permits-Forms-Applications](http://www.townoflisbonwi.com\169\Permits-Forms-Applications)

### 2. REQUIREMENTS

- Section 4.0 of the Land Division Development Ordinance describes the Preliminary Platting Requirements in the Town of Lisbon.
- Section 5.0 of the Land Division Development Ordinance describes the Final Platting Requirements in the Town of Lisbon.
- Section 7.0 of the Land Division Development Ordinance describes the design standards in the Town of Lisbon.
- Section 8.0 of the Land Division Development Ordinance describes the required improvements and installation in the Town of Lisbon.

### 3. PRELIMINARY PLAT APPLICATION FORMS & FEES

A preliminary plat shall consist of the following.

- A soil test for every lot, or a letter from the Town Clerk certifying sewer is available.
- A completed Town of Lisbon Application Forms.
- A "Preliminary Storm Water Review Letter" from the Land Resources Division, in accordance with the Waukesha County Storm Water Management and Erosion Control Ordinance.
- Review of the Town of Land Division Checklist.
- Preliminary protective covenant and/or deed restrictions.

### 4. FINAL PLAT APPLICATION FORMS & FEES

A final plat shall consist of the following.

- A completed Final Plat Submittal Form.
- Any required additional documentation required by the Town of Lisbon, Waukesha County, Department of Natural Resources, the Southeastern Wisconsin Regional Planning Commission, etc.
- "Certification of Compliance" from the Land Resources Division, in accordance with the Town and Waukesha County Storm Water Management and Erosion Control Ordinance.
- Review of the Town of Lisbon Land Division Checklist.

### 5. MEETING NOTICE REQUIREMENTS

Town Clerk creates a list of the property owners within a certain number of feet from the exterior boundaries of the property for which a rezoning or Conditional Use is being proposed, publishes required legal notice in appropriate newspaper and mails notices to affected property owners.

### 6. PLAN COMMISSION HEARING/MEETING

PROPERTY OWNER (or representative) attends the Public Hearing/Plan Commission meetings. If you or your representative are not present, the Plan Commission may postpone your item to the following month's agenda. Town Planner will also present a review of the item at the meeting.



## 7. TOWN BOARD MEETING

PROPERTY OWNER (or representative) attends the Town Board meetings. If you or your representative are not present, the Town Board may postpone your item to the following month's agenda.

The Town shall work concurrently with the applicant and their representative to prepare and record a final development agreement and protective covenant/deed restrictions.

See the web address below for the Current Town of Lisbon Land Division Checklist.

www.\_\_\_\_\_

See the web address below for the Waukesha County preliminary and final plat project flow chart.

<https://www.waukeshacounty.gov/globalassets/parks--land-use/planning-zoning/subdivision-final-plat-approval.pdf>

**DRAFT**



## 13. DEVELOPMENT PROCESS: PLAT SIGN PERMIT

### 1. PROPERTY OWNER

Property Owner (or representative) should contact the Town Clerk to make a Planner's Appointment. The Planner, Administrator and Clerk will review the proposed project and give direction on what is needed to complete the application process, as well as deadline dates to meet. Forms will be given at this meeting, but they can also be found online at [www.townoflisbonwi.com\169\Permits-Forms-Applications](http://www.townoflisbonwi.com\169\Permits-Forms-Applications)

### 2. PROPERTY OWNER

Property Owner (or representative) completes the application form(s) and provides the Town Clerk with one completed packet with signatures. Hard copy or PDF please; PDF preferred. Also, please bring a check for the application fee made payable to the Town of Lisbon.

### 3. PROPERTY OWNER

Property Owner (or representative) attends the Plan Commission meeting. If you or your representative are not present, the Plan Commission may postpone your item to the following month's agenda.

### 4. PLAN COMMISSION

Plan Commission reviews application and facts presented at Plan Commission meeting and takes action.

### 5. SIGNAGE PLAN REQUIREMENTS

- Completed Application Form
- Site Plan/Plat of Survey (delineate sign location and size)
- Scaled rendering of the sign(s)
- Elevation Rendering of Building (required for wall signs only)
- Light Fixtures (catalog cut sheets) for illuminated signage
- Temporary signage descriptions and locations for special events, etc. and dates of use





## SIGN PERMIT APPLICATION

### PROPERTY INFORMATION

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

Tax Key/Parcel ID #: \_\_\_\_\_

Current Zoning: \_\_\_\_\_

### APPLICANT/AGENT

\_\_\_\_\_  
Name/Company Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Phone

\_\_\_\_\_  
E-mail Address

### PROPERTY OWNER

\_\_\_\_\_  
Name/Company Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Phone

\_\_\_\_\_  
E-mail Address

### DESCRIPTION OF SIGN

Include the following:

- Site Plan (delineate sign location and size)
- Scaled rendering of the sign(s)
- Elevation Rendering of Building (required for wall signs only)
- Light Fixtures (catalog cut sheets) for illuminated signage

Sign 1: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Sign 2: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Sign 3: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

The applicant agrees to comply with Wisconsin Uniform Dwelling Code and Municipal Ordinance and with the conditions of this permit; understands that the issuance of the permit creates no legal liability, express or implied on the Department or Municipality; and certified that all the above information is true and correct. I understand that all fees are nonrefundable.

\_\_\_\_\_  
Applicant Signature & Date

As the property owner, I give permission for the above sign to be installed on my property.

\_\_\_\_\_  
Property Owner Signature & Date



## 14. ADDITIONAL RESOURCES

### TOWN OF LISBON CONTACTS:

See the web address below for the list of current Town of Lisbon contacts.

www.\_\_\_\_\_

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# NEEDS 2019 UPDATE



## 15. DETAILED TOWN FEE SCHEDULE

TOWN OF LISBON FEE SCHEDULE		
Adopted: 2017-03-27; Revised: 2017-08-14; 2017-11-13; 2018-04-09		
TYPE OF FEE	CURRENT FEE	UNIT/DURATION
<b>ADMINISTRATION</b>		
Compost Permit		
In-Office	\$ 18.00	Each
Mailed	\$ 20.00	Each
Copies (B/W & Color)	\$ 0.50	First 10 Pages
Copies (B/W)	\$ 0.25	11+ Pages
House Numbers	\$ 20.00	Each Set
Late Charge for Delinquent Accounts Receivable	1.50%	Compounded Monthly
NSF / Returned Check	\$ 20.00	Each Check
Special Assessment Letters		
Special Assessment Letter	\$ 25.00	Per Letter
Special Assessment Letter - Rush	\$ 30.00	Per Letter
<b>LICENSES &amp; PERMITS</b>		
Adult Oriented Establishments		
Original	\$ 250.00	Each Application
Renewal	\$ 250.00	Each Application
Renewal Late Penalty	\$ 100.00	Each Application
Auto Salvage License	\$ 200.00	Each
Dog Licenses		
Fixed	\$ 10.00	Per Year
Intact	\$ 15.00	Per Year
Late Fee	\$ 10.00	Per Dog
Kennel License	\$ 50.00	Per Year
Gun Club License	\$ 250.00	Each
Junk Business	\$ 100.00	Per Year or Prorated
Junk Dealer		
One Cart or Vehicle	\$ 5.00	For One
Additional Carts or Vehicles	\$ 2.00	Each Additional
Liquor / Beer / Cigarette License Related		
Cigarette	\$ 70.00	Per Year
Class "A" Beer	\$ 70.00	Per Year
"Class A" Liquor	\$ 500.00	Per Year (Max Fee)
Class "B" Beer	\$ 100.00	Per Year (Max Fee)
"Class B" Liquor	\$ 500.00	Per Year (Max Fee)
"Class B" Liquor - Reserve	\$ 10,000.00	Each; Non-Refundable
Liquor License Agent / Entity Change	\$ 15.00	Each Application
Liquor License Publication Fee	\$ 8.00	Each Application
Temporary "Class B" (Picnic)	\$ 10.00	Each Application (Max Fee)
Mobile Home Park		
Renewal	\$ 2.00	Per Space
Transfer	\$ 10.00	Per Lot
Operator's Licenses		
New & Renewal	\$ 30.00	Per Year
Provisional	\$ 5.00	Per License
Temporary	\$ -	Per License (Allowed 2/Year)
Background Check	\$ 7.00	Per Applicant
Peddler's Permit	\$ 25.00	Per Applicant
Sewerage Sludge Disposal	\$ 500.00	Each Application
Transient Public Entertainment Permit	\$ 25.00	Per Day
Waste & Refuse Disposal	\$ 1,000.00	Per Application
<b>PARKING CITATIONS</b>		
Initial Citation - to be paid within 10 days of issuance	\$ 20.00	Each
Unpaid Citations - 11-29 days from issue date	\$ 30.00	Each
Unpaid Citations - 30-59 days from issue date	\$ 50.00	Each
Unpaid Citations - 60+ days from issue date	\$ 75.00	
<i>Citations that remain unpaid beyond 60 days be referred to WISDOT for current vehicle registration suspension</i>		
<b>PARKS</b>		
Community Park - Down Under	\$ 75.00	Per Day
Community Park - Gazebo	\$ 10.00	Per 2 Hours
Community Park - Hex Shelter	\$ 50.00	Per Day
Community Park - Hilltop Shelter	\$ 75.00	Per Day
Lisbon Oaks - Open Shelter	\$ 50.00	Per Day
Stony Halquist - Open Shelter	\$ 50.00	Per Day
Stone Family - Open Lawn Area	\$ 25.00	Per Day
Town Hall Park - Open Shelter	\$ 75.00	Per Day
Non-Resident	\$ 25.00	More than resident fee unless otherwise stated
Liquor Deposit	\$ 100.00	Refundable
Security Deposit	\$ 100.00	Refundable
Field Rentals		
Adult Baseball	\$ 25.00	Per Event
Field Prep - Weekday	\$ 25.00	Each
Field Prep - Weekends	\$ 85.00	Each
Adult Soccer	\$ 25.00	Per Event
Soccer Field Prep - Weekdays Only	\$ 35.00	Each

# NEEDS 2019 UPDATE



## TOWN OF LISBON FEE SCHEDULE

Adopted: 2017-03-27; Revised: 2017-08-14; 2017-11-13; 2018-04-09

TYPE OF FEE	CURRENT FEE	UNIT/DURATION
<b>BUILDING</b>		
Minimum Permit Fee	\$ 60.00	Each
Single Family Home	\$ 0.30	Per Square Foot
Plan Review - Residential	\$ 200.00	Each
Erosion Control		
Residential	\$ 175.00	Each Application
Misc. (i.e. Sheds & Additions)	\$ 75.00	Each Application
State Stamp	\$ 45.00	Each
Driveway/Culvert	\$ 250.00	Each Application
Occupancy Permit - Residential	\$ 60.00	Each
Commercial Construction	\$ 0.30	Per Square Foot
Plan Review - Commercial	\$ 200.00	Each
Erosion Control - Commercial	\$ 175.00	Each
Occupancy Permit - Commercial	\$ 150.00	Each
Driveway/Culvert (All)	\$ 250.00	Each
Minor Grading Permit	\$ 200.00	Each
Additions/Alterations	\$ 0.30	Per Square Foot
Plan Review (add's)	\$ 75.00	Each Review
Fireplace	\$ 60.00	Each
Early Start Permit	\$ 200.00	Each
Special Inspections	\$ 100.00	Each
Razing Permit	\$ 75.00	Each
Minimum Permit Fee	\$ 60.00	
Reinspection Fee	\$ 60.00	Each
Decks (all)	\$ 150.00	Each Application
Detached Garage/ Shed	\$40 + \$0.33	Per Square Foot
Pools - In-Ground / Above Ground	\$ 9.00	Per \$1,000 Value; Each (Min. \$100)
Roofing / Siding / Fences	\$ 9.00	Per \$1,000 Value; Each (Min. \$100)
Permit Renewal (All Permits Pulled)	\$ 100.00	Each Application for 1 Year
Work without permit	Double	Regular Permit Fees
<b>ELECTRICAL</b>		
Minimum Permit Fee	\$ 60.00	Each
Openings for all fixtures, all lamps, switches and receptacles	\$ 1.20	Each
Ranges, including opening, outlet and receptacle	\$ 10.00	Each
Garbage disposal or Dishwasher	\$ 10.00	Each
Automatic heating or cooling device	\$ 10.00	Each
Water Heater or clothes dryer	\$ 10.00	Each
Rectifiers and transformers	\$ 0.75	Per KVA
Signs	\$ 50.00	Each
X-ray, moving picture machinery, stereopticon, etc..	\$ 50.00	Each
Wire ways, bus ways, under floor raceways or aux. Gutters	\$ 60.00	Per Linear Foot
Total capacity of service switches - 9 to 100 amps	\$ 75.00	Each
Total capacity of service switches - 101 to 600 amps	\$ 85.00	Each
Total capacity of service switches - 601 amps and over	\$ 105.00	Each
Trenched wire or pipe	\$ 45.00	Per Linear Foot
Arc, mercury, search and floodlights	\$ 15.00	Each
Feeder or sub-feeder changes	\$ 40.00	Each
Dimmers	\$ 7.00	Each
Temporary permits or Generators	\$ 65.00	Each
Service Upgrade or Repair	\$ 80.00	Each
Space heating device	\$ 6.50	Each
Tubular lamps such as fluorescent, or mercury vapor	\$ 0.50	Per Tube
Amp outlet 30 amp or more	\$ 10.00	Each
Whirlpools, spas, In-ground or above ground pools	\$ 85.00	Each
Whirlpool baths	\$ 60.00	Each
Well inside and/or outside work	\$ 15.00	Each
GFI's	\$ 8.00	Each
Fuel dispensing pumps	\$ 100.00	Each
Fire alarm devices	\$ 6.50	Each
Bath fans and paddle fans	\$ 6.00	Each
Overhauling of condemned work	\$ 60.00	Each
Any work not listed	\$ 70.00	Each
Work without permit	Double	Regular Permit Fees
<b>PLUMBING</b>		
Minimum Permit Fee	\$ 60.00	Each
Fixtures	\$ 12.00	Each
Outside Sewer - First 100 Feet	\$ 65.00	Each
Outside Sewer - Each Additional 100 Feet	\$ 40.00	Each
Inside Sewer - First 100 Feet	\$ 65.00	Each
<b>HVAC</b>		
Minimum Permit Fee	\$ 60.00	Each
Add or Replacement Only		
Heating Units	\$ 50.00	Per Unit
A/C Units	\$ 50.00	Per Unit
New Additions/Alterations		
Conditioned Air (all floor levels incl. basements & crawl spaces)	\$ 0.08	Per Square Foot
Fireplaces	\$ 60.00	Each
Wood Burners	\$ 60.00	Each
Commercial Projects		
Square Footage of all conditioned space	\$ 0.08	Per Square Foot
Exhaust Unit - First	\$ 60.00	Each
Exhaust Unit - Each Additional	\$ 30.00	Each
Plan Review	\$ 60.00	Each
Work without permit	Double	Normal Permit Fees

# NEEDS 2019 UPDATE



**TOWN OF LISBON FEE SCHEDULE**  
 Adopted: 2017-03-27; Revised: 2017-08-14; 2017-11-13; 2018-04-09

TYPE OF FEE	CURRENT FEE	UNIT/DURATION
<b>FIRE DEPARTMENT ADMINISTRATION</b>		
Administration Fees		
Work Without Permit	Quadruple Normal Fees	Each Project
Re-Inspection - Once	\$ 150.00	Each
Re-inspection - More than Once	Double Fees	Each Re-Inspection
Variance Requests	\$ 100.00	Each Code Section
Occupancy Inspection	\$ 125.00	Each
Plan Review Resubmittal	\$ 100.00	Each For All Systems
Construction/Alteration & Occupancy Permit (PF-117)		
Complete Submittal of State Approved Plans	\$ 0.08	Per Square Foot (Min \$100)
Re-Inspection	\$ 150.00	Each
Pre-Construction Meeting	\$75	each, but Included in review fee for projects over 5,000 sf
Fire Alarm Permit (PF-217)		
Plan Review Fee	\$ 150.00	Minimum; Each
Fire Alarm & Detection System OR	\$ 0.08	Per Square Foot
Audio/Visual Annunciation System	\$ 200.00	Per Plan w/Fire Marshall Approval Only
Acceptance Test	\$ 150.00	Each
Re-Testing	Double Fees	Each
Water Based Suppression System Permit (PF-317)		
Plan Review Fee	\$ 0.08	Per Square Foot (Min. \$150)
Tests		
Hydro	\$ 150.00	Each
Air	\$ 150.00	Each
Fire Pump	\$ 150.00	Each
Re-Testing	Double Fees	Each
Alternative Suppression System Permit (PF-417)		
Plan Review Fee	\$ 150.00	Per Plan
Acceptance Test	\$ 150.00	Per Test
Re-Testing	Double Fees	Each
Other Suppression Systems	\$ 150.00	Per Plan
Kitchen Hood & Duct Permit (PF-417K)		
Plan Review Fee	\$ 150.00	Each
Acceptance Test	\$ 75.00	Each
Re-Testing	Double Fees	Each
Flammable Finishes Permit (PF-517)	\$ 100.00	Per System
Plan Review Fee	\$ 150.00	Each
Tests	\$ 150.00	Per Test
Re-Testing	Double Fees	Each
Tents Used for Public Assembly & Amusement Park/Carnival Permit (PF-617)	\$ 100.00	Per Tent
Amusement Parks or Carnivals (w/rides)	\$ 150.00	Per Site
Bonfires & Vegetation Burns Permit (<4'x4'x4') (PF-717)	\$ 100.00	Per Site
Hot Work and Demolition (PF-817)		
Hot Work	\$ 75.00	Each Operation
Demolition	\$ 150.00	Each Operation
Miscellaneous Systems Review / Tests / Inspections		
Fireworks Displays	\$ 150.00	Each
Indoor/Outdoor Exhibits	\$ 75.00	Minimum
Temporary Fuel Storage	\$ 75.00	Per Location
Code or Education Plan Consulting and Review	\$ 75.00	Per Hour (2 Hour Minimum)
<b>FIRE DEPARTMENT AMBULANCE</b>		
<b>BLS Non-Emergency Base Rate</b>		
Resident	\$ 750.00	Each
Non-Resident (Non-Resident rates are reimbursed by virtually all-private insurance companies)	\$ 850.00	Each
<b>BLS Emergency Base Rate</b>		
Resident	\$ 750.00	Each
Non-Resident (Non-Resident rates are reimbursed by virtually all-private insurance companies)	\$ 850.00	Each
<b>ALS1 Non-Emergency Rates - ALS1 Base Rate would be charged when it is medically necessary or an assessment by an advanced life support (ALS) provider is given and does one or more ALS interventions.</b>		
Resident	\$ 950.00	Each
Non-Resident (Non-Resident rates are reimbursed by virtually all-private insurance companies)	\$ 1,050.00	Each
<b>ALS1 Emergency Rates - ALS1 Base Rate would be charged when it is medically necessary or an assessment by an advanced life support (ALS) provider is given and does one or more ALS interventions.</b>		
Resident	\$ 950.00	Each
Non-Resident (Non-Resident rates are reimbursed by virtually all-private insurance companies)	\$ 1,050.00	Each
<b>ALS2 Base Rates - ALS2 Base Rate would be charged when it is medically necessary to administer at least three different medications by intravenous push/bolus or continuous infusion or provide one or more of the following ALS procedures: manual defibrillation/cardioversion, endotracheal intubation, central venous line, cardiac pacing, chest compression, surgical airway, intraosseous line.</b>		
Resident	\$ 1,050.00	Each
Non-Resident (Non-Resident rates are reimbursed by virtually all-private insurance companies)	\$ 1,150.00	Each
<b>BLS On-Scene Care - This is charged when your service responds to a call, provides treatment, and the patient refused transport and/or is simply not transported.</b>		
Resident	\$ 350.00	Each
Non-Resident (Non-Resident rates are reimbursed by virtually all-private insurance companies)	\$ 400.00	Each
<b>ALS On-Scene Care - This is charged when your service responds to a call, provides treatment including an ALS assessment or at least one ALS intervention. The rate should be equal the ALS base rate because of the level of service given, example being, treating a diabetic who then does not require transport.</b>		
Resident	\$ 675.00	Each
Non-Resident (Non-Resident rates are reimbursed by virtually all-private insurance companies)	\$ 725.00	Each
<b>SCT Base Rate - SCT Base Rate would be charged when it is medically necessary for a critically injured or ill patient to be transferred from one hospital to another hospital. The level of service being provided has to be beyond the scope of the paramedic. This is necessary when a beneficiary's condition requires ongoing care that must be provided by one or more health professionals in an appropriate specialty area, e.g., nursing, medical respiratory care, cardiovascular care, or a paramedic with additional training.</b>		
Resident	\$ 1,300.00	Each
Non-Resident (Non-Resident rates are reimbursed by virtually all-private insurance companies)	\$ 1,400.00	Each

# NEEDS 2019 UPDATE



**TOWN OF LISBON FEE SCHEDULE**  
 Adopted: 2017-03-27; Revised: 2017-08-14; 2017-11-13; 2018-04-09

TYPE OF FEE	CURRENT FEE	UNIT/DURATION
<b>PLANNING &amp; ZONING - APPLICATIONS</b>		
Accessory Building Waiver	\$ 100.00	Per Application
After the Fact Application	Double Fees	Per Application
Board of Zoning Appeals / Variances	\$ 350.00	Per Application
Certified Survey Map	\$200 + \$10 per lot	Per Application
Conceptual	\$ 100.00	Per Application
Conditional Use	\$ 350.00	Per Application
Deed Restriction	\$ 100.00	Per Application
Developer's Agreement	\$ 250.00	Per Application
Drainage Easement Fees		
Easements up to 20 feet wide	\$ 5.00	Per Lineal Foot of Length
Easements over 20 feet wide & irregular shaped areas	\$ 0.45	Per Square Foot
Final Plat Review	\$ 200.00	Per Application
Grading Permit (Major)	\$ 300.00	Per Application
Groundwater Separation Waiver	\$ 100.00	Per Application
Impact Fees		
Park Facilities	\$ 755.96	Per Each Residential Lot Created
Building Facilities	\$ 1,947.80	Per Each Residential Lot Created
Land Use Amendment	\$ 300.00	Per Application
Preliminary Plat Review	\$ 500.00	Per Application
Professional Services		
Attorney	Actual Costs	Per Hour
Engineer	Actual Costs	Per Hour
Planner	Actual Costs	Per Hour
Re-Submittal	\$ 200.00	Per Application
Rezone	\$ 350.00	Per Application
Signs	\$ 30.00	Per Application - Include Fees Below
Wall and Window		
Non-illuminated	\$ 0.55	Per Square Foot
Illuminated	\$ 1.00	Per Square Foot
Projecting		
Non-illuminated	\$ 2.00	Per Square Foot
Illuminated	\$ 2.50	Per Square Foot
Ground/Monument		
Non-illuminated	\$ 2.50	Per Square Foot
Illuminated	\$ 5.50	Per Square Foot
Changeable Message		
Illuminated	\$ 5.50	Per Square Foot
Site Plan and Plan of Operation - Original	\$ 500.00	Per Application
Site Plan and Plan of Operation - Amendment	\$ 250.00	Per Application
Site Plan and Plan of Operation - Temporary	\$ 125.00	Per Application
Special Meeting	\$ 600.00	Per Application
<b>PLANNING &amp; ZONING - DOCUMENTS</b>		
Comprehensive Land Use Plan Book	\$ 30.00	Each
Land Division & Development Control Ordinance	\$ 15.00	Each
Zoning Code Book With Map	\$ 44.00	Each
Zoning Code Book Without Map	\$ 15.00	Each
Zoning Map	\$ 29.00	Each
<b>ROCK CRUSHING, BLASTING &amp; QUARRYING</b>		
Blasting		
High Energy Blasting	\$ 7,500.00	Each Site
Building Stone (Black Powder) Blasting	\$ 500.00	Each Site
Crushing Fee		
Permanent Crusher (<30 days)	\$ 1,000.00	Each Site
Asphalt Batch Plant	\$ 1,000.00	Each Site
Concrete Batch Plant	\$ 1,000.00	Each Site
Gravel Pit	\$ 500.00	Each Site
Operating Fee		
Limestone Quarry	\$ 500.00	Each Site
Temporary Permit		
Blasting	\$ 250.00	Each Site
Crushing	\$ 250.00	Each Site

## PROJECT FEE WORKSHEET

Application Fees: \$ \_\_\_\_\_

Permit Fees: \$ \_\_\_\_\_

Facilities Fees: \$ \_\_\_\_\_

Electric Utility Fees: \$ \_\_\_\_\_

Fire Department Fees: \$ \_\_\_\_\_

Estimated Development Fees: \$ \_\_\_\_\_

# Development Guide & Applications Timeline



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