



# CITY OF MONONA: ZONING AND CONDITIONAL USE PERMIT APPLICATION FORM

It is the responsibility of the applicant to contact the City Planner at (608) 222-2525 or [dplowman@ci.monona.wi.us](mailto:dplowman@ci.monona.wi.us) prior to application submittal to discuss the process. Please note that your application will not be put on the agenda until all materials are received by the City Planning office.

APPLICANT INFORMATION:	
Name:	Company:
Phone Number:	Email:
Mailing Address:	

APPLICANT WILL BE REPRESENTED BY:		<input type="checkbox"/> N/A
Name:	Company:	
Phone Number:	Email:	
Mailing Address:		

PROPERTY INFORMATION:	
Property Address:	Landmark Property: <input type="checkbox"/> Yes <input type="checkbox"/> No
Owner Name:	Owner's Address:
Current Zoning:	Existing Property Use:

### APPLICATION PROCEDURES:

- Create a letter or memo stating your request and reasons why the request should be reviewed and considered for approval. Include a description of items including: the current and proposed business, hours of operation, number of employees, number of anticipated visitors per day, number of parking stalls, how and where deliveries are made, the modifications or additions to be made to the property, etc.
- List the name, address, and phone number of the Owner, Developer, Firm and Individual at that firm who prepared the plans. Owner authorization must be provided for tenants or lessees.
- Provide project plans labeled with scale, north arrow, adjacent street names, and dates on which plans were prepared or revised. Text must be readable (min. size 10 font). It is recommended plans be prepared by a professional engineer, architect, etc.
- Printed and PDF copies of all materials must be received by the City Planning office before the item is scheduled for a meeting.
- Please submit **10 copies of all plans** with any changes suggested by department heads on 11" x 17" size paper or larger **two weeks prior** to the meeting (date of meeting requested \_\_\_\_\_).  
**Note:** For applications with noticing requirements, copies are due **4 weeks** prior to the meeting.
- The applicant or representative of the applicant shall be present at the Plan Commission meeting or the application may not be considered.
- The applicable permit fee of \$\_\_\_\_\_ is due at the time of plan submittal.

Below Space for Office Use	
Date Approved:	Permit Number:
Approved By:	

# CITY OF MONONA: PLAN COMMISSION ZONING PERMIT CHECKLIST

Not all checklist items may be required for all permit applications. To determine what checklist items are necessary for your application, please speak to the City Planner at (608) 222-2525 or [dplowman@ci.monona.wi.us](mailto:dplowman@ci.monona.wi.us).

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## Site Plan: (include 10 copies at a scale of 1"=20' or 1"=40', with all text being readable)

- Indicate property boundaries, existing/new structures, parking, building location with front yard, side yard & rear yard setbacks.
- Location of neighboring buildings.
- Total area of the site, square footage of buildings, square footage or % of paved surface, square footage or % of green space.
- Location of existing & proposed driveways, curb-cuts, sidewalks, loading & delivery areas, fire hydrants, etc.
- Locations of existing and proposed sanitary sewer, storm sewer, water mains, proposed or existing easements.
- Parking lot layout indicating size and quantity of spaces, dimensions of drive aisles, handicapped stall locations.
- Location, type, height and materials of existing and proposed fences or walls.

## Building Plans: (include 10 copies at a scale of 1/8"= 1', with all text being readable)

- Building floor plan with dimensions.
- Detailed building elevations of all sides of the proposed building(s).
- Elevations must indicate the type & location of the exterior materials to be used & the proposed color scheme.
- Locate exterior lighting, locations for wall signage, awnings, or other exterior features.
- Indicate location of all HVAC units or other mechanicals and your proposal for screening.
- Present actual samples of materials and colors proposed for all exterior materials to the Plan Commission.

## Landscaping Plan: (include 10 copies at a scale of 1"=20' or 1"=40', with all text being readable)

- Indicate size, quantity, type and common name of all existing and proposed trees, shrubbery, perennials, and other landscaping.
- Indicate the use of large scale planters, solutions for foundation plantings, and landscaping for parking islands.
- Describe the screening proposed for outdoor storage areas, parking, etc.
- Include the vision triangle area on plans to show the required lines of sight where driveways meet streets.
- Location of berms, fences with details and materials used, and any non-plant features proposed.
- Indicate exterior seating areas, bicycle racks, etc. along with manufacturer photos, materials and colors used.

## Signage Plan & Completed Permit Form: (include 10 copies with all text being readable)

- Indicate location of proposed and existing site and landscape signage on an overall site plan (at 1" = 20' scale) including drive locations.
- Show proposed size & height of signs and signage elements, specific typestyle and all graphic elements to be used.
- Illustrate materials and colors used to fabricate signs.
- Shopping centers/buildings with leased space shall develop a comprehensive signage plan.

*The applicant agrees to reimburse the City of Monona for professional site plan review fees associated with this application. This includes (but is not limited to) review of submitted stormwater (including stormwater management plans), erosion control and traffic circulation documents. The City may either ask for payment in form of escrow, or invoice upon project completion. Information on billing rates for the City's Consulting Engineer are available on request.*

**Please note that additional permits may be required. These include, but are not limited to, stormwater utility, erosion control and stormwater management, and right of way permits.**

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## Property Accessibility for Site Review:

By signing below, the applicant hereby grants the Plan Commission members and City Staff access to the property in question, in the event that a site visit is deemed necessary for the zoning permit review process.

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Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_