



Plan Commission Application

Meetings are held the 4th Wednesday of each month.

Applications, payment, and all accompanying information are due the first Monday of each month.

Answer all questions – Incomplete applications may be returned.

Application Request *(Please check the applicable boxes)*

<input type="checkbox"/>	Conditional Use (New, Amendment, or Special Use) – Cost: \$400.00
<input type="checkbox"/>	Planned Unit Development – Cost: \$425.00
<input type="checkbox"/>	Planned Unit Development (Amendment or Special Use) – Cost: \$50.00
<input type="checkbox"/>	Concept Plan – Cost: \$50.00
<input type="checkbox"/>	Comprehensive Plan Amendment – Cost: \$400.00
<input type="checkbox"/>	Site Plan Review – Cost: \$200.00
<input type="checkbox"/>	Conditional Use (Full Review or Amendment) – Cost: \$175.00
<input type="checkbox"/>	Zoning, Rezoning, or Zoning Amendment – Cost: \$425.00
<input type="checkbox"/>	Certified Survey Map – Minor Subdivision - Cost: \$150.00
<input type="checkbox"/>	Preliminary Plat – Cost: \$300.00
<input type="checkbox"/>	Final Plat or Reapplication of Final Plat – Cost: \$125.00
<input type="checkbox"/>	Street Easement Vacation – Cost: \$175.00
<input type="checkbox"/>	Developer's Agreement – Developer to pay all associated costs.
<input type="checkbox"/>	Other: _____ - Cost to be determined.

Property Information

Property Type (circle one)	Commercial Industrial Residential Other: _____		
Property Address			
Parcel No.		Current Zoning	
Lot Size (sq. ft.)		Building Area (sq. ft.)	
Floodplain (circle one)	Yes No		

Applicant Information

Applicant Name	
Address	
Phone	
Email	



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Property Owner Information

Name(s)	
Address	
Phone	
Email	

Architect / Engineer / Contractor Information

Firm Name	
Primary Contact	
Address	
Phone	
Email	

Please provide as much detailed information as possible. *(Add additional pages, if needed.)*

Briefly explain what you are requesting to be reviewed and/or approved:

Provide a brief overview of proposed use(s) of entire property and/or lease space:

Hours of Operation:

Provide a brief overview of proposed daily on-site operations:

Describe any potential environmental impacts from the proposed use, including but not limited to exterior storage, noise, smoke, dust, odors, hazardous materials, vibration, horns, speakers, vehicles and equipment operation and exterior generators, HVAC, or other stationary mechanical equipment, etc.:



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Describe all businesses, properties, and other entities located adjacent to the proposed use:

Describe any proposed, development, on-site improvements, or other construction/remodeling activities:

Describe any proposed grading and/or stormwater management plan:

Describe any proposed landscape plan/improvements including driveways, sidewalks, vegetative plantings, etc.:

Describe any proposed on-site security measures, including site lighting:

Describe any existing or proposed Life Safety Systems (Including fire hydrants, fire suppression, and fire alarm systems):

Describe the projected traffic circulation and impacts:

List all setbacks from right-of-way and property lines, and height limitations:

Provide status of State/Federal License(s) or Certificate(s) required for operation, if any:

Does this project require other jurisdictional approvals from other governmental or regulatory entities. If yes, please explain:

Describe any proposed signage, including type, size, and location:



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If construction is proposed, describe proposed exterior building materials (type, color, etc.):

Describe any site-specific features/constraints, etc.:

Outline proposed parking requirements, including number of spaces plus those dedicated for handicapped parking:

Projected Sewer/Wastewater Usage: _____ gal/year

Projected Water Usage: _____ gal/year

Acknowledgement and Signatures

I/We hereby certify that I/we have reviewed the above City of Mayville Plan Commission application and requirements, and hereby certify that the above information, attachments, and exhibits are complete, true, and correct. I/We further understand that any missing or incomplete information may result in a delay of the review of this application. The City of Mayville reserves the right to request additional information as deemed necessary.

Applicant Signature & Date	
Co-Applicant Signature & Date	

CITY HALL - OFFICE USE ONLY

Date Received		Payment Info	
Approved/Denied by Plan Commission		Approved/Denied by Common Council	
Clerk Signature & Date			

Form Revised 09/25/2024