

## **MINUTES FROM COMMUNITY DEVELOPMENT AUTHORITY**

**November 28, 2016**

Present: Kjell Erlandsson; Fran Martin, Bill Streeter, Marla Wishau; Bob Bradley; Mike Pirk

Absent: Lee Wishau, Tom Christensen

Also Present: Tony Bunkelman – Village Engineer, Martha Hutsick the Douglas Avenue Business District

1. Meeting was called to order by Fran Martin at 5:00 p.m. at the East Side Community Center.
2. The website needs a list of businesses, and the contact to businesses and non-profits so the calendars can be maintained. Bob Bradley will get the list of all Caledonia businesses to Image Management and Martha and Marla will work with Image Management to get the process to enter activities through passwords on the village website calendars for the businesses and non-profits. Marla will contact Chad about passwords.
3. Tony Bunkelman passes out (attached) what the engineering department will have available to the public on the website regarding Certified Survey Maps for Commercial, Industrial and Mixed use; Commercial Development Procedures; Certified Survey Maps for Residential use; Residential Development Procedures. This is a giant step toward making development in Caledonia easier by defining each step of the process. Tony said ordinances need to be reviewed. The 2035 SEWRPC plan – 14.3 has to be reviewed when platting sewer and water areas.
4. Norco plans were reviewed and Approved. Storm water management, road and utilities, road plan for cul de sac, construction intersection for the road, frontage road are all done. AW Oakes was awarded the sewer and water project through bid process. The footing and foundation permit is in progress. Walls are pre-manufactured and are scheduled to go up in January and February.
5. Martha Hutsick reported that the Douglas Avenue Business District is moving forward with the beautification of the district with the use of flower pots. Those businesses participating will have the pots in the spring. The restaurant guide is complete and is available at the local businesses. The DABD will link with the new Village website and post activities on their calendar.
6. Meeting adjourned 5:46 p.m. Motion made by Kjell Erlandsson, seconded by William Streeter. Motion Carried.

Respectfully submitted by Marla Wishau

## **CERTIFIED SURVEY MAP**

### **RESIDENTIAL**

Pre Application Conference

Predevelopment Agreement with Deposit

Initial Application

Pre Development Agreement with Deposit

(25) Preliminary Certified Survey Map

Certified Survey Map Checklist

Mailing List

Property Inventory – as necessary

Letter of Agency – as necessary

Report of Title – as necessary

Plan Commission Meeting – Last Tuesday of Month (except December)

Initial Application – No less than 21 days prior to Plan Commission meeting.

Final Certified Survey Map Application

(25) Final Certified Survey Map

Certified Survey Map Checklist

Storm Water Management Plan

Site Grading & Drainage Plan

Storm Water Utility District Meeting – Second Wednesday of Month

Storm Water Management Plan & Site Grading & Drainage Plan Submission no less than 21 days prior to Storm Water Utility District Meeting.

Plan Commission Meeting – Last Tuesday of Month (except December)

Final Certified Survey Map Application – No less than 21 days prior to Plan Commission meeting.

Village Board Meeting – First & Third Mondays of Month

After approval of the Final Certified Survey Map by the Plan Commission and the Caledonia Storm Water Utility District.

After approval of the Storm Water Management Plan and the Site Grading & Drainage Plan by the Caledonia Storm Water Utility District.

Development Agreement for Public Improvements/Storm Water Improvements

Execution of the Final CSM

Owner to have the Final CSM recorded at the Racine County Register of Deeds.

Owner provides the Village with a copy of the recorded CSM.

Village Releases any remaining balance on the Pre Development Agreement

60 days after owner records CSM

**CERTIFIED SURVEY MAP**  
**COMMERCIAL, INDUSTRIAL, & MIXED USE**

Pre Application Conference

Predevelopment Agreement with Deposit

**Initial Application**

Pre Development Agreement with Deposit

(25) Preliminary Certified Survey Map

Conceptual Development Plan for the Entire Parcel

Preliminary Storm Water Management Plan for entire Parcel

Certified Survey Map Checklist

Mailing List

Property Inventory

Letter of Agency

Report of Title

Plan Commission Meeting – Last Tuesday of Month (except December)

Initial Application – No less than 21 days prior to Plan Commission meeting.

**Final Certified Survey Map Application**

(25) Final Certified Survey Map

Conceptual Development Plan for the entire Parcel

Certified Survey Map Checklist

Storm Water Management Plan for Lots within the CSM

Site Grading & Drainage Plan for Lots within the CSM

Public Improvement Plans – as necessary

Storm Water Utility District Meeting – Second Wednesday of Month

Storm Water Management Plan, Site Grading & Drainage Plan, and Public Improvements Plans – Submission no less than 21 days prior to Storm Water Utility District Meeting.

Plan Commission Meeting – Last Tuesday of Month (except December)

Final Certified Survey Map Application – No less than 21 days prior to Plan Commission meeting.

Village Board Meeting – First & Third Mondays of Month

After approval of the Final Certified Survey Map by the Plan Commission and the Caledonia Storm Water Utility District.

After approval of the Storm Water Management Plan, Site Grading & Drainage Plan, and Public Improvements Plans by the Caledonia Storm Water Utility District.

Development Agreement for Public Improvements/Storm Water Improvements

Execution of the Final CSM

Owner to have the Final CSM recorded at the Racine County Register of Deeds.

Owner provides the Village with a copy of the recorded CSM.

Village Releases any remaining balance on the Pre Development Agreement

60 days after owner records CSM

# VILLAGE OF CALEDONIA RESIDENTIAL DEVELOPMENT PROCEDURES

## **Initial Consultation (Pre Development Meeting)**

The Applicant shall meet with the Village Engineer, 1 Village Board Member, 1 Plan Commission Member, the Zoning Administrator, and the Conservation Easement Holder in regards to the proposed development. Applicant should be able to explain what they would like to do for development. The meeting will create a schedule based on what approvals are required. Recommend initial review of development in regards to the Land Use Plan, Zoning of the property, determine what Storm Water Basin for design requirements, Development Yield and sanitary sewer & water service area.

- |                             |  |   |
|-----------------------------|--|---|
| Land Use Plan Amendment     | <input type="checkbox"/> Yes                         | <input type="checkbox"/> No             |
| Rezoning Request            | <input type="checkbox"/> Yes                         | <input type="checkbox"/> No             |
| Storm Water Basin           | <input type="checkbox"/> Stream Protection Standards | <input type="checkbox"/> Base Standards |
| Sanitary Sewer Service Area | <input type="checkbox"/> Yes                         | <input type="checkbox"/> No             |

## **Pre Development Agreement**

The Pre Development Agreement shall be entered into by the Applicant/Land Owner. This agreement is to cover out of pocket costs incurred by the Village for the development. Out of pocket costs include costs for the Village (including the Village Attorney) to review, analyze, and comment on submitted materials.

A sample Pre Development Agreement can be found at [www.caledoniawi.com](http://www.caledoniawi.com) under Applications & Forms, then Development Procedures.

Has the Applicant/Land Owner executed the Pre Development Agreement.

- Yes  No

Has the Applicant/Land Owner submitted the required deposit.

- Yes  No

**FORMAL SUBMITTALS**

**Concept Plan**

The applicant shall provide the Village with a Concept Plan. The Concept Plan shall include Inventory mapping, Development Yield Analysis, Location Map within 500 feet of the development, Report of Title, and a Phase 1 Environmental Assessment. The applicant shall provide 25 copies of the Concept Plan. After complete application is made, the Village will distribute the Concept Plan to the Village Board, the Village Plan Commission, the Village Attorney, the Village Administrator, the Village Engineer, and the Racine County Planning & Development Department for review and comment. Within 60 days of the complete application being filed, the Engineering Department shall meet with the Applicant to review. This meeting shall include a Site Meeting. Within 30 days of the meeting the Engineering Department shall provide a written report of additions and corrections to the Concept Plan. The Concept Plan shall be forwarded to the Plan Commission and Village Board for Base Development Yield. 15 days prior to the Plan Commission meeting the Applicant shall provide a listing of the abutting properties.

The Concept Plan is reviewed by staff and a memo of recommendation is sent to the Village Plan Commission and the Village Board regarding the Base Development Yield. The applicant shall attend the Village Plan Commission and Village Board meeting to provide information on the proposal and answer any questions the Commission and Board members may have in regards to the proposal.

Has the Applicant submitted 25 copies of the required Concept Plan and has been determined to be a complete application.

Yes Date \_\_\_\_\_  No

Meeting with Applicant for review of the Concept Plan (including Site Visit)

Yes Date \_\_\_\_\_  No

Written Report to the Applicant for revisions/corrections.

Yes Date \_\_\_\_\_  No

Date of Village Plan Commission Meeting with Development's Base Development Yield on the Agenda

Date \_\_\_\_\_

Date of Village Board Meeting with Development's Base Development Yield on the Agenda

Date \_\_\_\_\_

**Land Use Plan Amendment – If necessary**

Land Use Plan Amendment  Yes  No

If a Land Use Plan Amendment is necessary, a Land Use Plan Amendment Application can be obtained from the Racine County Planning (14200 Washington Avenue Sturtevant, WI 53177) or online at [www.racineco.com](http://www.racineco.com). The Land Use Plan Amendment shall be submitted to the Caledonia Zoning Administrator along with the following information, a Map of the existing Land Use Plan for the property, a cover letter, a letter of agent status (if necessary) and any hearing/review fees. Be sure to check with staff or consult the submission schedule for the required meetings and approvals.

Date of Village Plan Commission Meeting with the Land Use Plan Amendment on the Agenda

Date \_\_\_\_\_

Date of Village Board Meeting with the Land Use Plan Amendment on the Agenda

Date \_\_\_\_\_

Village Board Approval Date \_\_\_\_\_

**Rezoning Request – If necessary**

Rezoning Request  Yes  No

If a Rezoning Request is necessary, a Rezoning Application can be obtained from the Racine County Planning (14200 Washington Avenue Sturtevant, WI 53177) or online at [www.racineco.com](http://www.racineco.com). The applicant must submit the completed Rezoning Application, all necessary requirements of the submittal and the appropriate fees to Racine County Planning. Be sure to check with staff or consult the submission schedule for the required meetings and approvals.

Has the Applicant submitted the Rezoning Request and all required information

Yes Date \_\_\_\_\_  No

Date of Village Plan Commission Meeting with the Rezoning Request on the Agenda

Date \_\_\_\_\_

Date of Village Board Meeting with the Rezoning Request on the Agenda

Date \_\_\_\_\_

Village Board Approval Date \_\_\_\_\_



**Preliminary Plat**

The Applicant shall provide the Village with a Preliminary Plat for the proposed development. The Preliminary Plat application shall include: Preliminary Plat Application, 35 copies (11" x 17") of the Preliminary Plat, 2 copies (24" x 36") of the Preliminary Plat, and a Property owners list within 300 feet of the development. The Preliminary Plat submittal shall include the following: Name of the Proposed Subdivision, Project Ownership and Development Information, Existing Site Conditions, Subdivision Design Features, Preliminary Construction Plans, and Easements.

The Village will distribute the Preliminary Plat to the Village Department Heads, the Village Plan Commission, Village Board, the Village Attorney, Objecting Agencies, and the various Utilities for review and comment. The Preliminary Plat is reviewed by staff and a memo of recommendation is sent to the Village Plan Commission and the Village Board. Conditions of the approval of the Preliminary Plat shall be a Development Agreement, Conservation Easement, and a Stewardship Plan. The applicant shall attend the Village Plan Commission and Village Board meeting to provide information on the proposal and answer any questions the Commission and Board members may have in regards to the proposal.

Has the Applicant submitted 35 copies of the Preliminary Plat and has it been determined to be a complete application.

Yes Date \_\_\_\_\_  No

Date of Village Plan Commission Meeting with Preliminary Plat on the Agenda

Date \_\_\_\_\_

Date of Village Board Meeting with Preliminary Plat on the Agenda

Date \_\_\_\_\_

**Storm Water Management Plan**

Storm Water Basin  Stream Protection Standards  Base Standards

The applicant shall provide the Village Engineer with a Storm Water Management Plan prepared and stamped by a Licensed (Wisconsin) Professional Engineer that meets the Village Ordinance for Storm Water Quantity and Quality for the development based on the location of the development within the Village. The Village Engineer shall review the storm water management plan and provide a written recommendation to the Caledonia Storm Water Utility District. The Storm Water Management Plan shall be submitted a minimum of 3 weeks prior to the scheduled Caledonia Storm Water Utility District Meeting.

Has the Applicant submitted a Storm Water Management Plan and all required information for a review

Yes Date \_\_\_\_\_  No

Date of Caledonia Storm Water Utility District Meeting with the Storm Water Management Plan on the Agenda

Date \_\_\_\_\_

Caledonia Storm Water Utility District Approval Date \_\_\_\_\_

All required Storm Water Utility Easement documents executed by the land owner

Yes Date \_\_\_\_\_  No

Has a Deposit Agreement been executed by the land owner and the appropriate deposit been submitted to the Village Engineer

Yes Date \_\_\_\_\_  No

Date of Approved Plans \_\_\_\_\_

**Site Grading & Drainage Plan**

The applicant shall provide the Village Engineer with a Site Grading & Drainage Plan prepared and stamped by a Licensed (Wisconsin) Professional Engineer that meets the Village Ordinance for the development that matches the Storm Water Management Plan. The Village Engineer shall review the Site Grading & Drainage Plan and provide a written recommendation to the Caledonia Storm Water Utility District. The Site Grading & Drainage Plan shall be submitted a minimum of 3 weeks prior to the scheduled Caledonia Storm Water Utility District Meeting.

Has the Applicant submitted a Storm Water Management Plan and all required information for a review

Yes Date \_\_\_\_\_  No

Date of Caledonia Storm Water Utility District Meeting with the Storm Water Management Plan on the Agenda

Date \_\_\_\_\_

Caledonia Storm Water Utility District Approval Date \_\_\_\_\_

Date of Approved Plans \_\_\_\_\_

## **Sanitary Sewer & Water Service Area**

Sanitary Sewer & Water Service Area

Yes

No

If the proposed development is located within the Sanitary Sewer and Water Service Area the applicant shall consult with the Caledonia Utility District (333 4 ½ Mile Road) for Sanitary Sewer and Water Service to the development.

If the proposed development is located outside of the Sanitary Sewer Service Area, the applicant shall consult with the Racine County Public Works and Development Services office for Private Onsite Wastewater Treatment Systems (POWTS) and the POWTS requirements. The Village of Caledonia does not allow Holding Tanks for residential development.

## **Stewardship Plan**

The Applicant shall submit a Stewardship Plan for the Development. A Professional Ecological Service shall be used for the creation of the plan. The Stewardship Plan shall be reviewed by the Conservation Easement Holder. The written comments from the reviewer shall be submitted with the Final Plat.

## **Development Agreement**

The Applicant shall enter into a Development Agreement with the Village for the construction of Public Improvements (Roads, Sanitary Sewer, Watermain, Storm Sewer, etc.) after all plans are approved by the appropriate Utility Districts and the Village Board. The Applicant shall also have executed all necessary documents and deposit the required amounts for security for the Public Improvements (Easements, Development Agreements, Asphalt Deposits, Street Light Deposits, Sewer & Water Service Agreements, etc.) The Development Agreement shall be done prior to or as a condition of Acceptance of the Final Plat.

## **Final Plat**

The Applicant shall provide the Village with a Final Plat for the proposed development. The Final Plat application shall include: 20 copies (11" x 17") of the Final Plat, 2 copies (24" x 36") of the Final Plat, Final Plat Checklist, Letter of Application, Certified Abstract of Title, Confirmation of Submission to Plat Review Section, 4 copies (24" x 36" Final Approved Public Improvement Plans, Stewardship Plan, and a draft of the proposed Conservation Easement.

The Village will distribute the Final Plat to the Village Department Heads, the Village Plan Commission, Village Board, the Village Attorney, and the various Utilities for review and comment. The Final Plat is reviewed by staff and a memo of recommendation is sent to the Village Plan Commission and the Village Board. The applicant shall attend the Village Plan Commission and Village Board meeting to provide information on the proposal and answer any questions the Commission and Board members may have in regards to the proposal. Upon approval of the Final Plat, a Letter shall be sent to all Municipal Clerks within 1000 feet of the proposed Final Plat.

Has the Applicant submitted 20 copies of the Final Plat and has it been determined to be a complete application.

Yes Date \_\_\_\_\_  No

Date of Village Plan Commission Meeting with Final Plat, Conservation Easement & Stewardship Plan on the Agenda

Date \_\_\_\_\_

Date of Village Board Meeting with Final Plat, Conservation Easement & Stewardship Plan on the Agenda

Date \_\_\_\_\_

After ALL documents, deposits and securities are executed and posted with the Village. The Village will execute the Final Plat.

8 copies of the Recorded Plat are to be submitted by the Applicant.

**Public Improvements**

The Applicant may proceed with Public Improvements (Roads, Sanitary Sewer, Watermain, Storm Sewer, etc.) after all plans are approved by the appropriate Utility Districts and the Village Board. The Applicant shall also have executed all necessary documents and deposit the required amounts for security for the Public Improvements (Easements, Development Agreements, Asphalt Deposits, Street Light Deposits, Sewer & Water Service Agreements, etc.)

**Land Disturbance Permit – If desired**

The applicant shall submit for a Land Disturbance Permit for the installation of storm water management basins and site grading after the approval of the Storm Water Management Plan, Site Grading & Drainage Plan, all Storm Water Utility Easements have been executed by the land owner, the Deposit Agreement has been executed by the land owner, all appropriate deposits have been made with the Village and a Development Agreement has been executed. Land Disturbance Permit Applications can be obtained at the Village Hall from the Engineering Department. The Engineering Department shall have 10 working days to process the Land Disturbance Permit Application once a full submission has been made.

**Public Improvement Inspection & Asbuilts**

The Applicant and Applicant's Contractor shall hold a Pre-Construction Meeting to discuss the project. The Contractor shall obtain all necessary permits prior to construction. Construction Inspection shall be coordinated with the Village Engineering Department and the Utility District. Once Public Improvements are completed and pass all applicable testing, the Applicant's surveyor shall provide construction Asbuilts for all Improvements. These Asbuilts will be reviewed by the applicable Department or Utility for approval.

**Building Permit**

The applicant upon completing all of the steps as indicated above, the applicant may obtain Zoning Permits and Building Permits to the Building Inspector for Building Permit Applications. The Building & Engineering Departments shall have 10 working days to process the Building Permit Application.

# VILLAGE OF CALEDONIA COMMERCIAL DEVELOPMENT PROCEDURES

## Initial Consultation (Pre Development Meeting)

Applicant shall meet with the Village and County Staff in regards to the proposed development. Applicant should be able to explain what they would like to do for development and potentially a timeframe that they are thinking about. Recommend initial review of development in regards to the Land Use Plan, Zoning of the property, determine if a Land Division is necessary, determine what Storm Water Basin for design requirements, and determine if a Traffic Impact Analysis is required.

- |                                     |  |   |
|-------------------------------------|--|---|
| Land Use Plan Amendment             | <input type="checkbox"/> Yes                         | <input type="checkbox"/> No             |
| Rezoning Request                    | <input type="checkbox"/> Yes                         | <input type="checkbox"/> No             |
| Conditional Use                     | <input type="checkbox"/> Yes                         | <input type="checkbox"/> No             |
| Land Division                       | <input type="checkbox"/> Yes                         | <input type="checkbox"/> No             |
| Storm Water Basin                   | <input type="checkbox"/> Stream Protection Standards | <input type="checkbox"/> Base Standards |
| Traffic Impact Analysis             | <input type="checkbox"/> Yes                         | <input type="checkbox"/> No             |
| Sanitary Sewer & Water Service Area | <input type="checkbox"/> Yes                         | <input type="checkbox"/> No             |

## Pre Development Agreement

The Pre Development Agreement shall be entered into by the Applicant/Land Owner. This agreement is to cover out of pocket costs incurred by the Village for the development. Out of pocket costs include costs for the Village (including the Village Attorney) to review, analyze, and comment on submitted materials.

A sample Pre Development Agreement can be found at [www.caledoniawi.com](http://www.caledoniawi.com) under Applications & Forms, then Development Procedures.

Has the Applicant/Land Owner executed the Pre Development Agreement.

- Yes  No

Has the Applicant/Land Owner submitted the required deposit.

- Yes  No

**Concept Plan**

The applicant shall provide the Village with a conceptual site plan, conceptual landscape plan, and conceptual building elevations (renderings). The applicant shall provide 25 copies of the conceptual plans. The Village will distribute the conceptual plans to the Village Board, the Village Plan Commission, the Village Attorney, the Village Administrator, the Village Engineer, and the Racine County Planning & Development Department for review and comment. The concept plan is reviewed by staff and a memo of recommendation is sent to the Village Plan Commission and the Village Board. The applicant shall attend the Village Plan Commission and Village Board meeting to provide information on the proposal and answer any questions the Commission and Board members may have in regards to the proposal.

Has the Applicant submitted 25 copies of the required conceptual plans.

Yes Date \_\_\_\_\_  No

Date of Village Plan Commission Meeting with Development on the Agenda

Date \_\_\_\_\_

Date of Village Board Meeting with Development on the Agenda

Date \_\_\_\_\_

***FORMAL SUBMITTALS***

**Land Use Plan Amendment – If necessary**

Land Use Plan Amendment  Yes  No

If a Land Use Plan Amendment is necessary, a Land Use Plan Amendment Application can be obtained from the Racine County Planning (14200 Washington Avenue Sturtevant, WI 53177) or online at [www.racineco.com](http://www.racineco.com). The Land Use Plan Amendment shall be submitted to the Caledonia Zoning Administrator along with the following information, a Map of the existing Land Use Plan for the property, a cover letter, a letter of agent status (if necessary) and any hearing/review fees. Be sure to check with staff or consult the submission schedule for the required meetings and approvals.

Date of Village Plan Commission Meeting with the Land Use Plan Amendment on the Agenda

Date \_\_\_\_\_

Date of Village Board Meeting with the Land Use Plan Amendment on the Agenda

Date \_\_\_\_\_

Village Board Approval Date \_\_\_\_\_

**Rezoning Request – If necessary**

Rezoning Request  Yes  No

If a Rezoning Request is necessary, a Rezoning Application can be obtained from the Racine County Planning (14200 Washington Avenue Sturtevant, WI 53177) or online at [www.racineco.com](http://www.racineco.com). The applicant must submit the completed Rezoning Application, all necessary requirements of the submittal and the appropriate fees to Racine County Planning. Be sure to check with staff or consult the submission schedule for the required meetings and approvals.

Has the Applicant submitted the Rezoning Request and all required information

Yes Date \_\_\_\_\_  No

Date of Village Plan Commission Meeting with the Rezoning Request on the Agenda

Date \_\_\_\_\_

Date of Village Board Meeting with the Rezoning Request on the Agenda

Date \_\_\_\_\_

Village Board Approval Date \_\_\_\_\_

**Conditional Use**

Conditional Use  Yes  No

A Conditional Use / Site Plan Review Application can be obtained from the Racine County Planning (14200 Washington Avenue Sturtevant, WI 53177) or online at [www.racineco.com](http://www.racineco.com). The applicant must submit the completed Conditional Use / Site Plan Review Application, all necessary requirements of the submittal and the appropriate fees to Racine County Planning. Be sure to check with staff or consult the submission schedule for the required meetings and approvals.

Has the Applicant submitted the Conditional Use Site Plan Review Application and all required information

Yes Date \_\_\_\_\_  No

Date of Village Plan Commission Meeting with the Conditional Use / Site Plan Review on the Agenda

Date \_\_\_\_\_

Date of Village Board Meeting with the Conditional Use / Site Plan Review on the Agenda



Date \_\_\_\_\_

Village Board Approval Date \_\_\_\_\_

**Land Division – If necessary**

Land Division  Yes  No

Since the conceptual site plan was presented to the Plan Commission and Village Board in a previous step the applicant may proceed with the preparation of a Final CSM. The Final CSM and all necessary information shall be submitted to the Village Hall to the Engineering Department. The Engineering Department shall review the CSM and prepare a recommendation to the Village Plan Commission and Village Board. The applicant shall follow the same submission schedule for the Final CSM as the Rezoning Request and the Conditional Use / Site Plan Review.

Has the Applicant submitted the Final CSM and all required information

Yes Date \_\_\_\_\_  No

Date of Village Plan Commission Meeting with the Final CSM on the Agenda

Date \_\_\_\_\_

Date of Village Board Meeting with the Final CSM on the Agenda

Date \_\_\_\_\_

Village Board Approval Date \_\_\_\_\_

**Storm Water Management Plan**

Storm Water Basin  Stream Protection Standards  Base Standards

The applicant shall provide the Village Engineer with a Storm Water Management Plan prepared and stamped by a Licensed (Wisconsin) Professional Engineer that meets the Village Ordinance for Storm Water Quantity and Quality for the development based on the location of the development within the Village. The Village Engineer shall review the storm water management plan and provide a written recommendation to the Caledonia Storm Water Utility District. The Storm Water Management Plan shall be submitted a minimum of 3 weeks prior to the scheduled Caledonia Storm Water Utility District Meeting.

Has the Applicant submitted a Storm Water Management Plan and all required information for a review

Yes Date \_\_\_\_\_  No

Date of Caledonia Storm Water Utility District Meeting with the Storm Water Management Plan on the Agenda

Date \_\_\_\_\_

Caledonia Storm Water Utility District Approval Date \_\_\_\_\_

All required Storm Water Utility Easement documents executed by the land owner

Yes Date \_\_\_\_\_  No

Has a Deposit Agreement been executed by the land owner and the appropriate deposit been submitted to the Village Engineer

Yes Date \_\_\_\_\_  No

Date of Approved Plans \_\_\_\_\_

**Site Grading & Drainage Plan**

The applicant shall provide the Village Engineer with a Site Grading & Drainage Plan prepared and stamped by a Licensed (Wisconsin) Professional Engineer that meets the Village Ordinance for the development that matches the Storm Water Management Plan. The Village Engineer shall review the Site Grading & Drainage Plan and provide a written recommendation to the Caledonia Storm Water Utility District. The Site Grading & Drainage Plan shall be submitted a minimum of 3 weeks prior to the scheduled Caledonia Storm Water Utility District Meeting.

Has the Applicant submitted a Storm Water Management Plan and all required information for a review

Yes Date \_\_\_\_\_  No

Date of Caledonia Storm Water Utility District Meeting with the Storm Water Management Plan on the Agenda

Date \_\_\_\_\_

Caledonia Storm Water Utility District Approval Date \_\_\_\_\_

Date of Approved Plans \_\_\_\_\_

**Traffic Impact Analysis – If necessary**

Traffic Impact Analysis  Yes  No

The applicant shall provide the Village Engineer with a Traffic Impact Analysis prepared and stamped by a Licensed (Wisconsin) Professional Engineer that meets the Village/County/State minimum requirements. At the discretion of the Village Engineer with the approval of the Village Administrator, the Village Engineer may have the Traffic Impact Analysis reviewed by a consultant to verify the findings of the Traffic Impact Analysis.

Has the Applicant submitted a Traffic Impact Analysis and all required information

Yes Date \_\_\_\_\_  No

Date of Village Board Meeting with the Traffic Impact Analysis on the Agenda

Date \_\_\_\_\_

Village Board Approval Date \_\_\_\_\_

**Sanitary Sewer & Water Service Area**

Sanitary Sewer & Water Service Area

Yes  No

If the proposed development is located within the Sanitary Sewer and Water Service Area the applicant shall consult with the Caledonia Utility District (333 4 ½ Mile Road) for Sanitary Sewer and Water Service to the development.

If the proposed development is located outside of the Sanitary Sewer Service Area, the applicant shall consult with the Racine County Public Works and Development Services office for Private Onsite Wastewater Treatment Systems (POWTS) and the POWTS requirements. The Village of Caledonia does not allow Holding Tanks for residential development. The Village of Caledonia will allow Holding Tanks for Commercial Development. See the Engineering Department for Holding Tank Approval Procedures.

**Land Disturbance Permit – If desired**

The applicant may submit for a Land Disturbance Permit for the installation of storm water management basins and site grading after the approval of the Storm Water Management Plan, Site Grading & Drainage Plan, all Storm Water Utility Easements have been executed by the land owner, the Deposit Agreement has been executed by the land owner, the appropriate deposit has been made with the Village and if necessary a Development Agreement has been executed. Land Disturbance Permit Applications can be obtained at the Village Hall from the Engineering Department. The Engineering Department shall have 10 working days to process the Land Disturbance Permit Application once a full submission has been made.

**Public Improvements – If necessary**

The Applicant may proceed with Public Improvements (Roads, Sanitary Sewer, Watermain, Storm Sewer, etc.) after all plans are approved by the appropriate Utility Districts and the Village Board. The Applicant shall also have executed all necessary documents and deposit the required amounts for security for the Public Improvements (Easements, Development Agreements, Asphalt Deposits, Street Light Deposits, Sewer & Water Service Agreements, etc.)

**Building Permit**

The applicant upon completing all of the steps as indicated above, the applicant may submit the following: a Zoning Permit, Zoning Permit Card, State Approved Building Plans, and the approved Site Grading & Drainage Plan to the Building Inspector for the Building Permit Application. The Building & Engineering Departments shall have 10 working days to process the Building Permit Application.