

**City of Stoughton Procedural Checklist for Zoning Permit Review and Approval
(Requirements per Section 78-904)**

This form should be used by the Applicant as a guide to submitting a complete application for a zoning permit and by the City to process said application. Parts I and III should be used by the Applicant to submit a complete application; Parts I - III should be used by the City as a guide when processing said application.

I. GENERAL INFORMATION

Name of Applicant: _____

Address & Phone of Applicant: _____

Subject Property Address: _____

Property Owner Name: _____

Property Owner Address: _____

Architect Name: _____

Architect Address: _____

Engineer Name: _____

Engineer Address: _____

Contractor Name: _____

Contractor Address: _____

Description of the site (lot, block, recorded subdivision or metes and bounds):

Address of the subject site: _____

Type of structure: _____

Existing and proposed operation or use of the structure or site:

Number of existing and proposed employees: _____

Zoning district within which the subject site lies: _____

II. RECORDATION OF ADMINISTRATIVE PROCEDURES

Date of Meeting: _____ Met with: _____

Application form filed with Zoning Administrator: _____ Date: _____

Application fee of \$ _____ received by Zoning Administrator: _____ Date: _____

If necessary, reimbursement of consultant costs is required

III. PERMIT SUBMITTAL REQUIREMENTS

A plat of survey or similar document showing the location, boundaries, dimensions, uses and size of the following:

- Subject site
- Existing and proposed structures
- Existing and proposed easements
- Streets and other public ways
- Off-street parking, loading areas, and driveways
- Existing highway access restrictions
- High water, channel floodway, and floodplain boundaries
- Existing and proposed street, side, and rear yards
- Type, slope and boundaries of soils shown in the Dane County Soils Survey prepared by the United States Department of Agriculture Soil Conservation Service.

There may be additional information as requested by the Plan Commission or Zoning Administrator.