



Application fee: **\$100.00**

Receipt No. _____

Date _____

Staff _____

APPLICATION FOR BERM CONDITIONAL USE PERMIT

This application is required to locate, erect, move, reconstruct, extend, enlarge, reduce, convert or alter a berm in **ALL** districts. Regulated berms include, any mound or wall of soil or rock (which may include clean concrete if suitably covered with topsoil) extending more than 50 linear feet or vertically higher than 2 feet above the center line of the road. A berm is determined as starting at the base where natural grade changes. A permit is **NOT** needed for the following:

- 1) Temporary topsoil piles on construction sites
- 2) Mound septic systems
- 3) Landscaping areas not extending more than 50 linear feet or vertically higher than two feet above the center line of the road
- 4) Berms under two feet above the center line of the road, less than 50 feet in length or with a slope of one foot vertical to six feet horizontal or greater in all zoning districts
- 5) Planting berms of 25 feet or less in length and not exceeding a height of four feet above the center line of the road with a slope of one foot vertical to three feet horizontal.

Applicant:

Name: _____

Address: _____

Phone No. (____) _____ Fax No. (____) _____

Abbreviated Legal: _____ 1/4 of Section _____

LOCATION (ADDRESS) OF THE PROPOSED BERM: _____

Total Lot Area: _____ Acres Zoning District: _____

Name of the owner or lessee of the property: _____

If this property is owned by someone other than the applicant, written consent of the owner or lessee of the land is required.

Mailing address: _____

Name of the person or company working on the berm: _____

Address: _____

Phone: (____) _____

Signature: _____ Date: _____

The Berm Conditional Use Permit process and requirements are as follows:

Updated 3/2016

Please note:

- ✓ Materials must be submitted **three weeks** before the desired Plan Commission meeting date; see the meeting schedule for submission deadlines.
- ✓ Incomplete applications will not be accepted and/or processed.
- ✓ **The berm conditional use permit process may take 2-4 months** because of the meeting schedules and the required public hearing and associated legal notices.

Step 1: Fill out and submit the application, as well as 2 copies of the required plans and attachments listed below. A \$100 fee is due at the time of application submittal. **These materials must be submitted 3 weeks before the Plan Commission meeting.**

REQUIRED MATERIALS: The following materials MUST be submitted with the application 3 weeks before the Plan Commission meeting; Town staff will direct if the other items are necessary.

- ✓ Berm plan depicting location, setbacks, property lines, proposed and existing grade contours
- ✓ Proposed type of fill material
- ✓ Planting plan including grasses, shrubbery and tree types with spacing. **Recommendation:** Plantings should be spaced randomly to help visually break up the continuous line of the berm and the berm should be constructed in such a way as to be undulating and serpentine in appearance. **Required:** At least six (6) inches of topsoil is to be placed on all berms in addition to suitable plantings
- ✓ Proposed schedule for all phases of work

The Town Director of Public Works or Plan Commission may request other information as necessary (See §320-76).

Step 2: Plan Commission Meeting. The Plan Commission will review the application, and hold a public hearing at this meeting. **Ten days prior to the meeting**, the Town will publish a public notice and notify all property owners within 1,000 feet of the application. Following the public hearing at the Plan Commission meeting, the Plan Commission will make a recommendation to the Town Board regarding the application (has the authority to recommend the height, location, slope and landscaping of the berm to the Town Board). The Plan Commission may also ask the applicant to modify the plan and return for another Plan Commission review.

Step 3: The Town Board will make the final decision to approve, approve with conditions or to deny the berm conditional use permit application.

Step 4: If approved, your conditional use permit is valid after it is signed by the applicant and Town Administrator. Once signed, you may commence business as outlined in the conditional use permit.

Step 5: Notify the Director of Public Works when earth moving has been completed so he may inspect the berm. This must be done before planting begins.

NOTE: Complete information on the size, location and other requirements for berms is found in Section 320-76 of the Zoning Code of the Town of Cedarburg.