

# VILLAGE/TOWN OF BLOOMFIELD

VILLAGE: PO BOX 609 – TOWN: PO BOX 704, PELL LAKE, WI 53157  
Planning and Zoning Office (262) 279-6039 Ext. 6 • Fax (262) 279-0196

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## Land Development / Land Division Checklist

Date: \_\_\_\_\_

Parcel Identification Number: \_\_\_\_\_ Existing Zoning \_\_\_\_\_

Location of Parcel: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Applicant Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Applicant email address: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Owner Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Owner Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Owner email address: \_\_\_\_\_

Proposed Request:

Rezone  Conditional Use  Variance  Condo Plat  Lot Line Adjustment

Concept Plan  Preliminary Plat  Final Plat  CSM  Other

Purpose for Request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Pre-Application Meeting (Optional) ~ No Action Taken:

Informational purposes only – Applicant may provide information to the Village/Town for planning purposes and feasibility.

### Planning Commission:

- Village meets third Tuesday, Town meets second Wednesday of each month
- Applicant shall submit material ten (10) working days prior to meeting.
- Applicant shall submit eight (8) copies of materials to the Zoning Administrator for disbursement.
- Applicant shall complete Cost Recovery Agreement with Zoning Administrator.

### Village/Town Board:

- Meets second Monday of each month.
- Applicant shall submit material ten (10) working days prior to meeting.
- Applicant shall submit five (5) copies of materials to the Zoning Administrator for disbursement.

*Submittal timelines and Number of Copies for CSM, Condominium Plats, and Preliminary and Final Plat as per Ordinance*

<b>Condominium Plat/Plat/CSM Approval</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comment</b>
<b>Preliminary Plat</b> Submittal Date: _____ <input type="checkbox"/> Application and Fees Submitted Plan Commission Approval Date: _____				
<b>Final Plat</b> Submittal Date: _____ <input type="checkbox"/> Approval by Village/Town Engineer <input type="checkbox"/> Fee Submitted Plan Commission Approval Date: _____ Board Approval Date: _____				
<b>DOT TRANS 233 Approval Date:</b> _____				
<b>Developers' Agreement Approval Date:</b> _____				
<b>Homeowners' Association By-laws Recording Date:</b> _____				

Note: Owner responsible for Recording Plat/CSM at Walworth County within 180 days of Final approval & 24 months of Initial approval.

<b>Construction Documents - 1 copy of electronic plans shall be submitted in addition to hard copies</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comment</b>
Site Plan Submittal				
Grading Plan				
Utility Plan				
Roadway/Sidewalk Plan				
Erosion Control Plan				
Storm Water Management Per Ordinance				
Landscaping Plan				
Lighting Plan				
Marking/Signing Plan				
Misc. Plans:				
<b>Building Plan Submittal</b>				
Submit Copies To Building Inspector				
Front/Side Elevation				
Floor Plan				
Electrical				
Plumbing				
HVAC				
<b>Permits/Fees</b>				
Chapter 30 Approved ~ WDNR				
Sanitary Sewer Extension Approved~ WDNR <input type="checkbox"/> Pell Lake Sanitary Dist. Approval Letter <input type="checkbox"/> SEWRPC Approval Letter				
Water Main Extension ~ WDNR				
NR 216 (NOI) ~ WDNR				
Well/Septic Abandonment Approval ~ WDNR				
Water Main/ Sanitary Sewer Connection Fees \$_____ Payment				
Impact Fees \$_____ Payment				
Building Permit      Date: _____				

	Yes	No	N/A	Comment
<b><i>Financial Sureties</i></b>				
<b>Letter of Credit</b>				
Note: Letter of Credit shall be irrevocable, renewable, and 120% of the <b>Approved</b> Construction Estimate				
<b>Pre Construction Meeting</b> <b>Date:</b> _____				
Note: Meeting Required prior to start of construction. Invites to include Department of Public Works, Water/Waste Water Superintendents, Bloomfield Building Inspector, and Bloomfield Engineer. Erosion control shall be in place prior to any clearing/grubbing or grading work.				
<b>Construction Inspection of Public Infrastructure by Bloomfield Engineer</b> Costs paid by Owner to Village/Town of Bloomfield				
<b><i>Record Drawings Completed by Bloomfield Engineer - Costs paid by Owner to Village/Town of Bloomfield</i></b>				
<b>Public Improvements</b>				
<b>Storm Water Management Facilities</b> – including re-modeling as-built conditions				
<b><i>Lien Waivers</i></b>				
<b><i>Letter of Credit</i></b>				
<b>Letter of Credit Total</b>				
<b>Letter of Credit Reduction (20% retainage) #1</b>				
<b>Letter of Credit Remaining #1</b>				
<b>Letter of Credit Reduction (20% retainage) #2</b>				
<b>Letter of Credit Remaining #2</b>				
<b>Letter of Credit Reduction (20% retainage) #3</b>				
<b>Letter of Credit Remaining #3</b>				
<b>Letter of Credit Reduction (20% retainage) #4</b>				
<b>Letter of Credit Remaining #4</b>				
<b>Letter of Credit Reduction (20% retainage) #5</b>				
<b>Letter of Credit Remaining #5</b>				
<b>Letter of Credit Reduction (20% retainage) #6</b>				
<b>Letter of Credit Remaining #6</b>				
<b><i>Acceptance</i></b>				
<b>Village/Town Acceptance</b> – Public Road _____ Date _____				
Binder Complete _____ Date _____				
Surface Course – Anticipated _____ Date; Completed _____ Date; 1-year warranty _____ Date				
<b>Bloomfield Utility District</b>				
Sanitary Improvements _____ Date _____				
Water Improvements _____ Date _____				