



Land Use Intent Form – Applicant Checklist

ZONING CHANGE AND/OR LAND DIVISION	
<input type="checkbox"/> Contact Plan Commission Secretary to schedule site visit and meeting date	
<input type="checkbox"/> Read the Town of Vermont Land Division Ordinance BEFORE you submit the Land Use Intent form	
<input type="checkbox"/> Determine current zoning of the property	https://accessdane.countyofdane.com/
<input type="checkbox"/> Determine needed zoning category	https://www.countyofdane.com/plandev/
<input type="checkbox"/> Begin process with Dane County at the same time as you begin the process with Town of Vermont	https://www.countyofdane.com/PLANDEV/zoning/rezone.aspx
<input type="checkbox"/> Verify potential development rights associated with property via density study through Dane County and/or Town of Vermont	
<input type="checkbox"/> Schedule site visit with Plan Commission	<ul style="list-style-type: none"> Email clerk@townofvermont.com Call 608-767-2457
<input type="checkbox"/> Complete Land Use Intent Form	http://www.townofvermont.com/LandUseIntentForm%20Fill- In.pdf
<input type="checkbox"/> Submit surveyor's map (preliminary map is acceptable) showing the following:	<ul style="list-style-type: none"> The property from which the rezone parcel is to be divided The rezone parcel, with dimensions and locations of corners Acreages of the existing property and the rezone parcel The location of the property relative to adjacent and nearby properties
<input type="checkbox"/> Attend Plan Commission meeting	
<input type="checkbox"/> Obtain Plan Commission recommendation for approval	
<input type="checkbox"/> Attend Town Board meeting	
<input type="checkbox"/> Obtain Town Board approval	
<input type="checkbox"/> Confirm that Town Clerk submits Town Board Action Report to Dane County	
<input type="checkbox"/> Pay Fee – Make Check payable to Town of Vermont	

HOME SITE APPROVAL

<input type="checkbox"/>	Contact Plan Commission Secretary to schedule site visit and meeting date	
<input type="checkbox"/>	Read the Town of Vermont Land Division Ordinance BEFORE you submit the Land Use Intent form	
<input type="checkbox"/>	Determine current zoning of the property	https://accessdane.countyofdane.com/
<input type="checkbox"/>	Property is currently zoned in the RH or A-2 category	If not, begin the zoning change process
<input type="checkbox"/>	Verify potential development rights associated with property via density study through Dane County and/or Town of Vermont	
<input type="checkbox"/>	Schedule site visit with Plan Commission	<ul style="list-style-type: none"> Email clerk@townofvermont.com Call 608-767-2457
<input type="checkbox"/>	Complete Land Use Intent Form	<p>http://www.townofvermont.com/LandUseIntentForm%20Fill-In.pdf</p> <p>Note: If you are planning a driveway, it is most efficient to submit request at the same time as the home site approval request</p>
<input type="checkbox"/>	In preparation for the visit, stake the four corners of the building envelope	
<input type="checkbox"/>	Confirm that proposed home site meets Town standards	<ul style="list-style-type: none"> The minimum lot size for any home in Town of Vermont is two (2) acres. All lots require either sixty-six (66) feet of road frontage or a sixty-six (66) foot legal easement. The Town regulations also prohibit building in Resource Protection areas or floodplains and there is a twenty-four (24) foot height restriction in the Town's designated Ridgeline Protection Area.
<input type="checkbox"/>	Submit site plan with Land Use Intent Form that shows the following:	<ul style="list-style-type: none"> Boundaries of the parcel Location of the property relative to adjacent and nearby roads Location of the proposed home site, with dimensions to the boundaries of the parcel. The home site should be located within a maximum 100'x150' envelope GPS coordinates of the four corners of the home site envelope Location of any other proposed structures Location of existing structures Location of any existing or proposed private sewage system Location of existing and proposed driveway(s), with dimensions to property boundaries and GPS coordinates on the centerline:

	<ul style="list-style-type: none"> ○ Where it enters the public road ○ Every 50 feet ○ Where it enters the home site envelope <ul style="list-style-type: none"> ● Percentage and direction of slopes at the home site and driveway locations ● Tillable land and wooded areas ● Location of ridgelines (Ridgetop Protection Area), if any ● Location of any surface water within 1,000 feet of any land to be disturbed
<input type="checkbox"/> Attend Plan Commission meeting	
<input type="checkbox"/> Obtain Plan Commission recommendation for approval	
<input type="checkbox"/> Attend Town Board meeting	
<input type="checkbox"/> Obtain Town Board approval	
<input type="checkbox"/> Pay Fee – Make Check payable to Town of Vermont	
<input type="checkbox"/> Submit zoning permit application to Dane County Zoning	https://www.countyofdane.com/PLANDEV/zoning/zoning_permit.aspx <ul style="list-style-type: none"> ● Contact Dane County regarding perc test for a septic permit ● Contact Dane County regarding whether or not other permits such as stormwater management or shoreland erosion control are required
<input type="checkbox"/> Submit building permit with Town of Vermont (Johnson Inspection) once Dane County Zoning permit obtained	

DRIVEWAY PERMIT APPLICATION	
<input type="checkbox"/> Contact Plan Commission Secretary to schedule site visit and meeting date	
<input type="checkbox"/> Read the Town of Vermont Driveway Ordinance BEFORE you submit the Land Use Intent form	
<input type="checkbox"/> Are you planning Minor maintenance?	Minor maintenance is defined as any work that does not require excavation and that disturbs less than 500 square feet of land area outside the existing roadway? If so, no driveway permit is required.
<input type="checkbox"/> Are you planning work that exceeds minor maintenance but that changes the existing grade by less than three feet and disturbs less than 2,000 square feet of land? If so, your work is considered “Driveway Improvement.”	
<input type="checkbox"/> Are you planning work that changes the existing grade by 3 feet or more and disturbs 2,000 square feet or more of land? If so, your work is considered driveway construction. Follow all steps listed below:	<ul style="list-style-type: none"> ● No action is required with Dane County or the Wisconsin Department of Transportation. ● Create site map with GPS coordinates with 50 feet on centerline starting at the road and

	<ul style="list-style-type: none"> ending at the building envelope Place flags that correspond with all GPS coordinates in preparation for Driveway committee site visit Submit Land Use Intent Form Attend Plan Commission Meeting & obtain Plan Commission approval Pay fee – Make check payable to Town of Vermont <p>Upon completion of the driveway, it will be inspected by the driveway committee for conformance with the plan. Re-inspection will continue until conformance is achieved.</p>
<input type="checkbox"/> Determine current zoning of the property	https://accessdane.countyofdane.com/
<input type="checkbox"/> Does proposed or current driveway enter a county highway? Review Dane County requirements and obtain permit.	https://danedocs.countyofdane.com/webdocs/pdf/pwht/Access_Application-2011.pdf
<input type="checkbox"/> Does proposed or current driveway enter a state road? Review Wisconsin Department of Transportation requirements and obtain permit.	http://www.dot.state.wi.us/business/rules/property-permits.htm
<input type="checkbox"/> Is over 20,000 square feet of new, impervious area added? Contact Dane County regarding storm water management/erosion control plan requirement.	<ul style="list-style-type: none"> https://lwr.d.countyofdane.com/wred/Permittin/g/erosion_control.aspx https://lwr.d.countyofdane.com/wred/
<input type="checkbox"/> Submit Land Use Intent Form for Driveway Construction permit	http://www.townofvermont.com/LandUseIntentForm%20Fill- In.pdf
<input type="checkbox"/> Complete driveway construction plan which includes:	<ul style="list-style-type: none"> Location of existing and proposed driveway(s), with dimensions to property boundaries GPS coordinates on the centerline (1) where it enters the public road, (2) every 50 feet (3) where it terminates Location of any stream, wetland or other surface water within 1,000 feet of land to be disturbed
<input type="checkbox"/> Place flags that correspond with all GPS coordinates in preparation for Plan Commission site visit	
<input type="checkbox"/> Attend Plan Commission meeting	
<input type="checkbox"/> Obtain Plan Commission recommendation for approval	
<input type="checkbox"/> Attend Town Board meeting	
<input type="checkbox"/> Obtain Town Board approval	
<input type="checkbox"/> Pay Fee – Make Check payable to Town of Vermont	
<input type="checkbox"/> Complete driveway construction within 3 years of board approval date or a new permit will be required	

CONDITIONAL USE PERMIT	
<input type="checkbox"/> Contact Plan Commission Secretary to schedule site visit and meeting date	
<input type="checkbox"/> Determine current zoning of the property and whether or not it allows for your intended or conditional use	https://accessdane.countyofdane.com/
<input type="checkbox"/> Complete Land Use Intent Form	http://www.townofvermont.com/LandUseIntentForm%20Fill- In.pdf
<input type="checkbox"/> Review criteria used to evaluate CUP request (per Dane County Ordinance)	<ul style="list-style-type: none"> • The establishment, maintenance or operation of the conditional use will not be detrimental to or endanger public health, safety, comfort or welfare • The uses, values and enjoyment of the property in the neighborhood for purposes already permitted shall be in no foreseeable manner substantially impaired or diminished by establishment, maintenance or operation of the conditional use • The establishment of the conditional use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district • Adequate utilities, access roads, drainage and other necessary site improvement have been or are being made • Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets • The conditional use shall conform to all applicable regulations of the district in which it is located
<input type="checkbox"/> Submit surveyor's map (preliminary map is acceptable) showing the following:	<ul style="list-style-type: none"> • The property in which the CUP parcel is located • The CUP parcel, with dimensions and locations of corners • Acreages of the existing property and the CUP parcel • The location of the property relative to adjacent and nearby roads
<input type="checkbox"/> Attend Plan Commission meeting	
<input type="checkbox"/> Obtain Plan Commission recommendation for approval	
<input type="checkbox"/> Attend Town Board meeting	
<input type="checkbox"/> Obtain Town Board approval	The Town Board may choose unconditional approval, an approval with conditions or a denial. If the Town Board denies the CUP, or approves it

		<p>with conditions, specific reasons must be provided to the requester that pertains to one or more of the aforementioned evaluation criteria.</p> <p>If the application is denied, the “Findings of Fact for Denied Conditional Use Permits” form is submitted to Dane County.</p>
<input type="checkbox"/>	Confirm that Town Clerk submits Town Board Action Report to Dane County	
<input type="checkbox"/>	Pay Fee – Make Check payable to Town of Vermont	
<input type="checkbox"/>	Submit a CUP application to Dane County Zoning.	<p>This form can be completed in person at the City-County building or online. Dane County charges an application fee. Dane County Zoning holds a public hearing and then makes a final decision on the Conditional Use Permit</p>