

# Village of Cambridge Plan Commission

**Monday, March 14, 2022 – 6:30 P.M.**  
**Amundson Community Center**  
**200 Spring Street**

## AGENDA

1. Call to Order / Roll Call
2. Proof of Posting.
3. Approve Minutes from Plan Commission Meeting on December 13, 2022
4. Public Comment
  
5. Old Business: Discussion and Possible Action re: None
  
6. New Business:
  - a. Discuss Possible Options to Implement Subdivision Grading Requirements with Possible Recommendation on Procedure and Enforcement.
  - b. Discussion and Possible Action Regarding Smart Growth Plan
  - c. Discussion and Possible Action Regarding Intergovernmental Agreement with Town of Christiana
  
7. Correspondence:
  
8. Any Other Such Business That Can Legally Be Brought Before the Committee for Consideration on Future Agendas/Questions or Comments for Staff:
  - a. Rezone - Kris and Nadine Breunig
  - b. Building Bond
  - c. Lagoon Dr Update
  - d. Scot Farms proposed subdivision expansion
    - i. General Overview of Project
    - ii. Preliminary and Final Plat
    - iii. Rezoning
  
9. Adjournment of Meeting.

### Note

- 1) Persons Needing Special Accommodations Should Call 423-3712 At Least 24 Hours Prior To The Meeting.
- 2) More Specific Information About Agenda Items May Be Obtained By Calling 423-3712.
- 3) Final Plan Commission Agendas Are Typically Posted By 4 Pm On The Friday Preceding The Regular Meeting At The Amundson Community Center, Cambridge Post Office, Cambridge News Office And Cambridge State Bank.

*Lisa Moen, Village Administrator/Clerk/Deputy Treasurer*

# Village of Cambridge Plan Commission

**Monday, December 13, 2021 – 6:30 P.M.**  
**Amundson Community Center, Senior Room**  
**200 Spring Street**

*THIS IS AN IN-PERSON MEETING. DUE TO INCREASE CASES OF COVID 19 AND ITS VARIANTS, DANE COUNTY HAS REINSTATED A MASK MANDATE SO MASKS WILL BE REQUIRED AT THE MEETING. THE MEETING ROOM WILL BE SET UP FOR SOCIAL DISTANCING. THANK YOU!*

## AGENDA

1. **Call to Order / Roll Call:** Commissioner Wittwer called the meeting to order at 6:30 p.m. Members present: Commissioners: Michalski, Hollenbeck, Franklin, Milsap, Wittwer. Excused: Anderson, Sollenberger. Others present: Lisa Moen, Administrator/Clerk; Mark McNally, President; Nick Maas; Brenda Newman; Tim Phelps; Andrea Masotti; Tim and Kathy Franz
2. **Proof of Posting:** Agenda was posted in the upper and lower levels of the Amundson Community Center, Cambridge Post Office, Hometown Bank and the Village Website.
3. **Approve Minutes from Plan Commission Meeting on October 11, 2021:** Commissioner Franklin made a motion to approve the minutes as presented, seconded by Commissioner Hollenbeck. Motion carried.
4. **Report from Administrator/Clerk Moen:** There had been discussion about having a special Plan Commission meeting. We are working on stormwater issues with Dane County, and working on construction issues. A full report will be forthcoming. Correspondence – letter on HWY 134 metered intersection. The owner of the Disc Shop has reached out. A number of things are currently being worked on. He will be working with the building inspector and will come before the Plan Commission as their plans progress.
5. **Public Comment:**
  - a. Nick Maas: Thanked the Administrator for taking care of the Beekeeping permit; Urged the Commission to assist residents of the Winery Subdivision; Was expecting Lagoon Drive to be on the agenda. Moen stated that a presentation was occurring at the Village Board Meeting on December 14, Commission members and the public were invited to attend.
  - b. Brenda Newman and Tim Phelps raised issues regarding the drainage in the Winery Subdivision.
  - c. Kathy and Tim Franz concerns regarding water in their basement; rough grading and Vulcan not filling in lots.
  - d. Andrea Masotti concerns that there is a difference of 1 to 1.5 feet between her and the neighboring lot.

Commissioner Milsap raised the question on covenants.

6. **Old Business: Discussion and Possible Action re:** None

7. **New Business:** Discussion and Possible Action re:

- a. **Discussion and Possible Action regarding Right of Way Permit:** Deerfield's right of way permit/application was included in the packet for review. Commissioner Franklin has worked with municipalities that utilize this. Discussion regarding the amount of the bond; who would do the inspection – public works, building inspector, engineer; length of time; what types of building permits would be covered? – new home, additions.

*Commissioner Franklin made a motion to recommend to the Village Board to pursue a right of way permit, seconded by Commissioner Milsap. Motion carried.*

There were questions regarding quality of homes, water in basements – these are not on the agenda and not part of this discussion.

- b. **Discussion and Possible Action regarding Extra Territorial CSM for Rindahl Trust, Town of Oakland:** The original CSM in 2019 was to reconfigure their various tax parcels and this is a revision of that CSM due to the piece that we missed the first time around. This has been approved by the Town of Oakland, County Surveyor and Zoning office.

*Commissioner Milsap made a motion to recommend to the Village Board approval of the Extra Territorial CSM for the Rindahl Property, located in the town of Oakland, seconded by Commissioner Franklin. Motion carried.*

8. **Correspondence:**

- a. **Correspondence from WI DOT:** Regarding the proposed intersection at HWY 134 and HWY 12&18. The developer is working on the bullet points provided and a final report will be presented upon completion.

9. **Any Other Such Business That Can Legally Be Brought Before the Committee for Consideration on Future Agendas/Questions or Comments for Staff:**

- a. Updates

10. **Adjournment of Meeting:** Commissioner Franklin made a motion to adjourn, seconded by Commissioner Milsap. Motion carried. Chairman Wittwer adjourned the meeting at 7:24 p.m.

*Lisa Moen, Village Administrator/Clerk/Deputy Treasurer*

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To Village of Cambridge Planning Commission

From Jane Landretti

Date March 11, 2022

Re Overview of issues surrounding subdivision grading enforcement

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The Village Board voted on February 22 to ask the Plan Commission to consider options to enforce subdivision grading requirements. The Village has discretion over how it allocates its resources. If it chooses to create a formalized procedure to enforce subdivision grading requirements, it may do so. The purpose of this memo is to provide a high level overview of the existing authority, and some options and considerations for its enforcement.

**Existing authority**

The primary source of subdivision grading authority comes from § 16.24.070, VCO as follows:

The subdivider shall grade each land division in order to establish street, block and lot grades in proper relation to each other and to topography as follows:

**A. Master Site-Grading Plan.**

1. A master site-grading plan shall be prepared by the subdivider for all new subdivisions. This plan shall be prepared in accordance with the requirements and standards of the village.

2. The master site-grading plan shall show existing and proposed elevations of all lot corners, control points and building locations. The plan shall also indicate all overland storm drainage in and adjacent to the subdivision. The cost of the preparation of such a plan shall be paid for by the subdivider.

3. After approval or modification of these plans by the village engineer, the full width of the right-of-way of the proposed streets within the subdivision and the entire subdivision lot area shall be graded in accordance with the master site-grade plan. The owners of the subdivision lots shall adhere to those plans.

4. Upon completion of all street and subdivision grading, the grades shall be checked and certified by the village engineer to determine that the completed grading work is in accordance with the master site-grading plan.

5. The cost of all required grading work, supervision, certification, inspection and engineering fees shall be paid for by the subdivider.

B. Right-of-Way Grading. The subdivider shall grade the full width of the right-of-way of all proposed streets in accordance with the approved plans, including the grading of site triangles at each intersection.

C. Block Grading. Block grading shall be completed by one or more of the following methods:

1. Regrading along the side or rear lot lines which provides for drainage to the public drainage facilities, provided any ditches or swales are in public drainage easements, provided that a deed restriction is adopted which prohibits alteration of the grades within five feet of any property line from the grades shown on the master site grading plan.

2. Parts of all lots may be graded to provide for drainage to a ditch or to a swale.

D. Miscellaneous Grading Requirements.

1. Lot grading shall be completed so that water drains away from each building site toward public drainage facilities at a grade approved by the village engineer and provisions shall be made to prevent drainage onto properties adjacent to the land division unless to a public drainage facility.

2. Grading activities shall not result in slopes greater than three to one on public lands or lands subject to public access.

3. The topsoil stripped for grading shall not be removed from the site unless identified in the erosion control plan approved by the village engineer as not being necessary for erosion control or site landscaping purposes. Topsoil shall be uniformly returned to the lots when rough grading is finished. Topsoil piles shall be leveled and seeded for erosion control prior to the village releasing the one-

year guarantee provision on public improvements in the streets adjacent to the lots on which the topsoil is stockpiled.

4. Such grading shall not result in detriment to any existing developed lands, either within or outside of the corporate limits.

E. Drainage Flows. The subdivider shall cause to be set upon the master grading plan arrows indicating the directions of drainage flows for each property line not fronting on a street on all parcels and along each street as will result from the grading of the site, the construction of the required public improvements or which are existing drainage flows and will remain. The arrows indicating the directions of flows shall be appropriately weighted so as to differentiate between the minor and major (one hundred (100) year event) drainage components. The arrows shall be accompanied on the master grading plan with the following note:

Arrows indicate the direction of drainage flows in various components resulting from site grading and the construction of required public improvements. The drainage flow components located in easements shall be maintained and preserved by the property owner unless approved by the Village Engineer.

### **Current implementation**

There may be practical reasons the Village would opt to play a limited role in implementing or enforcing subdivision grading standards. As a practical matter, smaller communities often take a different procedural approach than larger communities. It is permissible for the Village to consider its resources and exercise enforcement discretion. But if the Village would like to consider expanding its toolkit to implement and enforce subdivision grading requirements, it has existing authority to do so under § 16.32.030, VCO. That provides as follows:

A. General. The subdivider shall pay the village all fees as hereinafter required and at the times specified before being entitled to recording of a plat or certified survey map. At the time of submission of a plat or certified survey, the plan commission, at its sole discretion, may require the subdivider to make a good faith deposit with the village administrator/clerk/treasurer to cover, in all or part, the expenses anticipated to be incurred by the village because of the land division. Unused portions of such fund may be refunded to the subdivider.

B. Engineering Fee. The subdivider shall pay a fee equal to the actual cost to the village for all engineering work incurred by the village in connection with the plat or certified survey map, including inspections required by the village pursuant to Section 16.20.030(D). The subdivider shall pay a fee equal to the actual cost to the village for such engineering work and inspection as the village board and/or

village engineer deems necessary to assure that the construction of the required improvements is in compliance with the plans, specifications and ordinances of the village or any other governmental authority. Engineering work shall include the preparation of construction plans, standard specifications and administration of the engineering work.

C. Administrative Fee. The subdivider shall pay a fee to the village equal to the cost of any legal, administrative or fiscal work which may be undertaken by the village in connection with the plat or certified survey map.

D. Concept Plan. There shall be no fee for the village's review of a concept or sketch plan of a proposed land division. However, such reviews shall be conducted only as staff time permits.

E. Preliminary Plat.

1. A subdivider who submits a preliminary plat for the village plan commission and the village board shall file the preliminary plat with the village administrator/clerk/treasurer and shall deposit with the village administrator/clerk/treasurer a fee to cover the costs of reviewing the application. The fee for a preliminary plat shall be an amount adopted by the village board as a resolution. If the plat is rejected, no part of the fee shall be returned to the petitioner.

2. A reapplication fee in an amount adopted by the village board as a resolution shall be paid to the village administrator/clerk/treasurer at the time of reapplication for approval or amendment of any preliminary plat which has previously been reviewed.

F. Final Plat Review Fee.

1. The subdivider shall pay a fee in an amount adopted by the village board as a resolution per lot within the final plat to the village administrator/clerk/treasurer at the time of first application for final plat approval of the plat to assist in defraying the cost of review.

2. A reapplication fee in an amount adopted by the village board as a resolution shall be paid to the village administrator/clerk/treasurer at the time of a reapplication for approval or amendment of any final plat which has previously been reviewed.

G. Certified Survey.

1. The subdivider shall pay an application fee in an amount adopted by the village board as a resolution for each certified survey.

2. Should the subdivider submit an amended or revised certified survey, the resubmittal fee shall be an amount adopted by the village board as a resolution for each amended or revised certified survey.

H. Objecting Agency Review Fees. The subdivider shall transmit all fees required for state agency review to the village administrator/clerk/treasurer at the time of application. The review fees shall be retransmitted to the proper state review agency by the village administrator/clerk/treasurer. The fees shall be applicable, where appropriate, to review fees required by the Wisconsin Department of Development, Wisconsin Department of Transportation, Wisconsin Department of Industry, Labor and Human Relations and the Wisconsin Department of Natural Resources.

I. Public Site Fee. If the subdivision does not contain lands to be dedicated as required in this chapter, the village administrator/clerk/treasurer shall require a fee for the acquisition and development of public sites to serve the future inhabitants of the proposed subdivision.

J. Assessments. All outstanding assessments due to the village shall be due prior to the signing of the final plat or certified survey by the village.

K. Cost Determination. The subdivider of land divisions within the village shall reimburse the village for its actual cost of design, inspection, testing, construction and associated legal and real estate fees incurred in connection with the preliminary plat, final plat, replat or certified survey. The village's costs shall be determined as follows:

1. The cost of village employees' time engaged in any way with the land division based on the hourly rate paid to the employee multiplied by a factor determined by the village administrator/clerk/treasurer to represent the village's cost for expenses, benefits, insurance, sick leave, holidays, vacation and similar benefits;

2. The cost of village equipment employed;

3. The cost of mileage reimbursed to village employees which is attributed to the land division;

4. The actual costs of village materials incorporated into the work, including transportation costs plus a restocking and/or handling fee not to exceed ten percent of the cost of the materials;



5. All consultant fees, including but not limited to legal and engineering fees, at the invoiced amount plus administrative costs. Unless the amount totals less than fifty dollars (\$50.00), the village shall bill the subdivider monthly for expenses incurred by the village. Statements outstanding for more than thirty (30) days shall accrue interest at the rate of one and one-half percent per month. Bills outstanding for more than ninety (90) days shall be forwarded to the subdivider's surety agency for payment. Amounts less than fifty dollars (\$50.00) shall be held for billing by the village until amounts total more than fifty dollars (\$50.00) or until the conclusion of project activities.

### **Procedural options**

The Village already has legal authority over a subdivision master site grading plan. Under § 16.32.030C, VCO, the village engineer, director of public works or building inspector may take certain enforcement actions. To exercise enforcement, Village staff would first need to make a finding that a violation occurred. As a practical matter, we would likely only reach that point with a procedure whereby the subdivider submits and Village staff reviews the master site grading.

The Village also has existing legal authority to recover costs for engineering and other administrative costs it incurs by conducting a grading review. The Village should consider who will incur the burden for additional reviews, and what will be the trigger for those reviews to take place. If the Village chooses to take on a more active role, it may want to implement a process to ensure that the associated costs fall on the subdivider.

One scenario would be that the builder provide a survey of the lot after construction, but before the occupancy permit may be issued. If it opts for that approach, the Village may want to consider an alternative trigger to deal with the scenario where the building meets the standards for occupancy, but grading has not yet been completed. For example, would the Village want withhold an occupancy permit under that scenario, or would it want an alternative trigger to review the grading. Another variation to consider is the scenario where occupancy was otherwise authorized, but it happened to be winter time when grading could not be completed.

### **Limitations**

One limitation on existing implementation authority is important to note. When an engineer reviews the grading under this section, that review applies the grade in place at the particular time of inspection. No ordinance of the Village of Cambridge asserts regulatory jurisdiction over a homeowner for ongoing grading requirements generally. Grading standards that apply in certain areas such as the right of way will remain. But subdivision site grading enforcement would not provide an ongoing enforcement mechanism. It is approved by passing a test at a particular point in time.

One common misconception is also worth noting. A subdivider's compliance with master site grading does not necessarily indicate compliance with storm water and erosion control requirements. The standards of each are distinct. As such, when the County reviews stormwater and erosion control performance standards on behalf of the Village, that is not designed to accomplish a review master site grading standards. If a more detailed subdivision grading review will take place, that duty should not fall on the County stormwater coordinator.

### **Conclusion**

Ultimately the Village has discretion over how it spends its resources. If it wishes to do so, Village has existing authority to implement a more robust process going forward for review of subdivision grading. If it does so, my advice is to exercise its authority to ensure the subdivider pays for the costs the Village will incur in this review, including engineering, legal and administrative costs. The Village should also consider at what point in the construction process the subdivision grading review will be triggered. And finally, the Village will want to consider limitations on what a subdivision grading review under existing authority can do; namely, it is a review of the grading at a particular point in time. It does not establish new ongoing grading requirements that apply to a homeowner down the road.

16.24.060

**16.24.060 Nonresidential subdivisions.**

A. General.

1. If a proposed subdivision includes land that is zoned for commercial or industrial purposes, the layout of the subdivision with respect to such land shall make such provisions as the village may require.

2. A nonresidential subdivision shall also be subject to all the requirements of site plan approval set forth in the village building code. A nonresidential subdivision shall be subject to all the requirements of this chapter, as well as such additional standards required by the village and shall conform to the proposed land use standards established by any village comprehensive plan or official map and the village zoning code.

B. Standards. In addition to the principles and standards in this chapter, which are appropriate to the planning of all subdivisions, the applicant shall demonstrate to the satisfaction of the village board that the street, parcel and block pattern proposed is specifically adapted to the uses anticipated and takes into account other uses in the vicinity. The following principles and standards shall be observed:

1. Proposed industrial parcels shall be suitable in area and dimensions to the types of industrial development anticipated;

2. Street rights-of-way and pavement shall be adequate to accommodate the type and volume of traffic anticipated to be generated thereupon;

3. Special requirements may be imposed by the village board, upon the recommendation of the village engineer, with respect to street, curb, gutter and sidewalk design and construction;

4. Special requirements may be imposed by the village board, upon the recommendation of the village engineer, with respect to the installation of public utilities, including water, sewer and storm-water drainage;

5. Every effort shall be made to protect adjacent residential areas from potential nuisance from a proposed commercial or industrial subdivision, including the provision of extra depth in parcels backing up on existing or potential residential development and provisions for permanently landscaped buffer strips when necessary.

6. Streets carrying nonresidential traffic, especially truck traffic, shall not normally be extended to the boundaries of adjacent existing or potential residential areas. (Prior code § 14-1-75)

**16.24.070 Grading.**

The subdivider shall grade each land division in order to establish street, block and lot grades in proper relation to each other and to topography as follows:

A. Master Site-Grading Plan.

1. A master site-grading plan shall be prepared by the subdivider for all new subdivisions. This plan shall be prepared in accordance with the requirements and standards of the village.

2. The master site-grading plan shall show existing and proposed elevations of all lot corners, control points and building locations. The plan shall also indicate all overland storm drainage in and adjacent to the subdivision. The cost of the preparation of such a plan shall be paid for by the subdivider.

3. After approval or modification of these plans by the village engineer, the full width of the right-of-way of the proposed streets within the subdivision and the entire subdivision lot area shall be graded in accordance with the master site-grade plan. The owners of the subdivision lots shall adhere to those plans.

4. Upon completion of all street and subdivision grading, the grades shall be checked and certified by the village engineer to determine that the completed grading work is in accordance with the master site-grading plan.

5. The cost of all required grading work, supervision, certification, inspection and engineering fees shall be paid for by the subdivider.

B. Right-of-Way Grading. The subdivider shall grade the full width of the right-of-way of all proposed streets in accordance with the approved plans, including the grading of site triangles at each intersection.

C. Block Grading. Block grading shall be completed by one or more of the following methods:

1. Regrading along the side or rear lot lines which provides for drainage to the public drainage facilities, provided any ditches or swales are in public drainage easements, provided that a deed restriction is adopted which prohibits alteration of the grades within five feet of any property line from the grades shown on the master site grading plan.

2. Parts of all lots may be graded to provide for drainage to a ditch or to a swale.

D. Miscellaneous Grading Requirements.

1. Lot grading shall be completed so that water drains away from each building site toward public drainage facilities at a grade approved by the village engineer and provisions shall be made to prevent drainage onto properties adjacent to the land division unless to a public drainage facility.

2. Grading activities shall not result in slopes greater than three to one on public lands or lands subject to public access.

3. The topsoil stripped for grading shall not be removed from the site unless identified in the erosion control plan approved by the village engineer as not being necessary for erosion control or site landscaping purposes. Topsoil shall be uniformly returned to the lots when rough grading is finished. Topsoil piles shall be leveled and seeded for erosion control prior to the village releasing the one-year guarantee provision on public improvements in the streets adjacent to the lots on which the topsoil is stockpiled.

4. Such grading shall not result in detriment to any existing developed lands, either within or outside of the corporate limits.

E. Drainage Flows. The subdivider shall cause to be set upon the master grading plan arrows indicating the directions of drainage flows for each property line not fronting on a street on all parcels and along each street as will result from the grading of the site, the construction of the required public improvements or which are existing drainage flows and will remain. The arrows indicating the directions of flows shall be appropriately weighted so as to differentiate between the minor and major (one hundred (100) year event) drainage components. The arrows shall be accompanied on the master grading plan with the following note:

Arrows indicate the direction of drainage flows in various components resulting from site grading and the construction of required public improvements. The drainage flow components lo-

16.24.080

cated in easements shall be maintained and preserved by the property owner unless approved by the Village Engineer.

(Prior code § 14-1-76)

**16.24.080 Erosion control.**

The village finds that urbanizing land uses have accelerated the process of soil erosion, runoff and sediment deposition in the waters of the village. Therefore, it is declared to be the purpose of this section to control and prevent soil erosion and minimize stormwater runoff increases and thereby to preserve the natural resources, control floods and prevent impairment of dams and reservoirs, protect the quality of public waters, protect wildlife, protect the tax base and protect and promote the health, safety and general welfare of the people of the village. All land disturbing activities shall be subject to the provisions of the village's construction site erosion control ordinance (Chapter 15.44 of this code.) (Prior code § 14-1-77)

Verona

# Inspections - Residential

## Inspection Requirements

Inspections are required with any project that requires a building permit. These inspections take place before, during and after the project to verify that the people performing the work are complying with all applicable Codes.

Additional information is applicable to some items below and is indicated by a number or numbers in parentheses. Please see the numbered list below for the corresponding information in the Notes section.

## Preliminary Inspections

- Erosion Control
- Footings
- Floating Slab
- Deck post/Pier holes
- Foundation
- Drain Tile
- Exterior underground sanitary sewer (2)
- Interior underground sanitary sewer (2)
- Temporary building electrical service
- Permanent building electrical service

## Rough Inspections

Rough Inspections shall be requested and completed prior to installing insulation or any covering or finish materials and may include:

- Rough Construction (1)
- Rough Electrical (1)
- Rough HVAC (1)
- Rough Plumbing (1, 2)
- Gas Piping and Pressure Test (1, 4)
- Insulation / Vapor Barrier

## Final Inspections

Final inspections may include:

- Final Construction (1)

Select Language ▼

- Final Electrical (1)
- Final HVAC(1)
- Final Plumbing (1, 2 and 3)
- Site Improvements
- Drainage/Landscaping

## Notes

- 1 - These items shall be called in at the same time whenever possible as so to be inspected as a group.
- 2 - Certain plumbing installations require an air or water test in accordance with Wisconsin Administrative Code Section SPS 382.21
- 3 - Plumbing Air Admittance Valve testing affidavit (when AAV's are used) shall be submitted to the Building Inspector's office prior to a final inspection.
- 4 - All gas piping installations must be tested in accordance with the current version of NFPA 54 or the greater of 3 pounds per square inch or 1-1/2 times the working pressure. The test shall remain without loss for a minimum of 10 minutes. All pressure tests must be witnessed by a City of Verona inspector.

## Additional Documents

Additional documents that may be required for inspections:

- Energy worksheet (required to be submitted with permit application)
- Copy of truss designer's design sheets (to be left on site for rough construction inspection)
- Tall unsupported wall documentation (to be left on site for rough construction inspection)
- HVAC balancing affidavit (to be submitted to the Building Inspector's office prior to final inspection)
- Air admittance valve testing affidavit (if any AAV's installed, testing affidavit to be submitted to the Building Inspector's office prior to final inspection)
- Insulation compliance statement (to be submitted to the Building Inspector's office prior to final inspection)

## Inspections Hours

The permit holder is responsible for calling for all inspections. Hours of inspections are:

Monday - Friday 8 a.m. - 4:30 p.m. or by appointment

Please be prepared to give the address, type of inspection and contractor name. The inspector has 2 business days to make an inspection before construction can continue.

You can call the Building Inspection Department to schedule inspections, but we would prefer you schedule inspections via our [online portal](#). By entering a permit number or address, you can view the status of a permit as well as schedule and track inspections. In order to schedule inspections, you will need a "Contractor Access Code". For contractors, this is your Contractor Registration Number (i.e.

Building, Dwelling, Electrical or HVAC Contractor Registration Number). For owners wishing to schedule inspections, please contact the Building Inspection Department to obtain a Contractor Access Code.

If you are having difficulty navigating the Portal, or if your Access Code isn't working, please contact Mike Jacek at (608) 845-0903.

## Quick Links

- [Check Status of Applications for Plan Review & Permitting](#)
- [View and Schedule Inspections Realtime](#)
- [Permit Application \(PDF\)](#)

[View All](#)

## Contact Us

### Todd Parkos

Building Inspector

[Email](#)

Ph: 608-845-0963

### Mike Jacek

Assistant Building Inspector

[Email](#)

Ph: 608-845-0903

### City Hall

111 Lincoln St.

Verona, WI 53593

[Directions](#)

Ph: 608-845-6495

Fx: 608-845-8613

## Hours

Select Language ▼



Monday - Friday  
8 a.m. - 4:30 p.m.  
or by appointment

[Staff Directory](#)

 Government Websites by [CivicPlus®](#)

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Sec. 14-1-52 - Required Construction Plans; City Review; Inspections.

(a) **Engineering Reports, Construction Plans and Specifications.** As required by Section 14-1-31, engineering reports, plans and proposed specifications shall be submitted simultaneously with the filing of the Final Plat. At the Final Plat stage, construction plans for the required improvements conforming in all respects with the standards of the City Engineer and the ordinances of the City shall be prepared at the subdivider's expense by a professional engineer who is registered in the State of Wisconsin, and said plans shall contain his seal. Such plans, together with the quantities of construction items, shall be submitted to the City Engineer for his approval and for his estimate of the total cost of the required improvements; upon approval they shall become a part of the contract required. Simultaneously with the filing of the Final Plat with the City Clerk or as soon thereafter as practicable, copies of the construction plans and specifications shall be furnished for the following public improvements:

- (1) **Street Plans and Profiles** showing existing and proposed grades, elevations and cross sections of required improvements.
- (2) **Sanitary Sewer** plans and profiles showing the locations, grades, sizes, elevations and materials of required facilities.
- (3) **Storm Sewer and Open Channel** plans and profiles showing the locations, grades, sizes, cross sections, elevations and materials of required facilities.
- (4) **Water Main** plans and profiles showing the locations, sizes, elevations and materials of required facilities.
- (5) **Erosion and Sedimentation Control** plans showing those structures required to retard the rate of runoff water and those grading and excavating practices that will prevent erosion and sedimentation. Such plans shall comply with the City's Erosion Control Chapter (Title 15, Chapter 2) if applicable.
- (6) **Planting Plans** showing the locations, age, caliper, species and time of planting of any required grasses, vines, shrubs and trees.
- (7) **Master Site Grading Plan.** Showing existing and proposed lot corner elevations, top of curb elevations, building location and proposed first floor building elevation, and shall show control and direction of drainage for each lot within the subdivision and for drainage adjacent to the plat.
- (8) **Additional** special plans or information as required by City officials.

(b) **Action by the City Engineer.** The City Engineer shall review or cause to be reviewed the plans and specifications for conformance with the requirements of this Chapter and other pertinent City ordinances and design standards recommended by the City Engineer and approved by the Common Council. If the City Engineer rejects the plans and specifications, he shall notify the owner, who shall modify the plans or specifications or both accordingly. When the plans and specifications are corrected, the City Engineer shall approve the plans and specifications for transmittal to the Common Council. The Common Council shall approve the plans and specifications before the improvements are installed and construction commenced.

(c) **Construction and Inspection.**

- (1) Prior to starting any of the work covered by the plans approved above, written authorization to start

the work shall be obtained from the City Engineer upon receipt of all necessary permits and in accordance with the construction methods of this Chapter. Building permits shall not be issued until all improvements required by this Chapter are satisfactorily completed, and the developer has furnished lien waivers for all contractors.

- (2) During the course of construction, the City Engineer shall make such inspections as he or the Common Council deems necessary to insure compliance with the plans and specifications as approved. The City shall have full-time inspections during construction phases. The owner shall pay the actual cost incurred by the City for such inspections. This fee shall be the actual cost to the City of inspectors, engineers and other parties necessary to insure satisfactory work. The engineering costs will be per the engineering agreement.
- (d) **Subdivider to Reimburse the City for Costs Sustained.** The subdivider of land divisions within the City shall reimburse the City for its actual cost of design, inspection, testing, construction and associated legal and real estate fees for the required public improvements for the land division. The City's costs shall be determined as follows:
- (1) The cost of City employees' time engaged in any way with the required public improvements based on the hourly rate paid to the employee multiplied by a factor determined by the City Clerk to represent the City's cost for expenses, benefits, insurance, sick leave, holidays, vacation and similar benefits.
  - (2) The cost of City equipment employed.
  - (3) The cost of mileage reimbursed to City employees which is attributed to the land division.
  - (4) The actual costs of City materials incorporated into the work, including transportation costs plus a restocking and/or handling fee not to exceed ten percent (10%) of the cost of the materials.
  - (5) All consultant fees associated with the public improvements at the invoiced amount plus administrative costs. Unless the amount totals less than Fifty Dollars (\$50.00), the City shall bill the subdivider monthly for expenses incurred by the City. Statements outstanding for more than thirty (30) days shall accrue interest at the rate of one and one-half percent (1-½%) per month. Bills outstanding for more than ninety (90) days shall be forwarded to the subdivider's surety agency for payment. Amounts less than Fifty Dollars (\$50.00) shall be held for billing by the City until amounts total more than Fifty Dollars (\$50.00) or until the conclusion of project activities.
- (e) **Record Plans.** After completion of all public improvements and prior to final acceptance of said improvements, the subdivider shall make or cause to be made one (1) Mylar and three (3) blue line plan sets showing the actual recorded location of all valves, manholes, stubs, sewers and water mains and such other facilities as the City Engineer shall require. These plans shall be prepared on the original mylars of the construction plans and shall bear the signature and seal of a professional engineer registered in Wisconsin. The presentation of the record plans shall be a condition of final acceptance of the improvements and release of the surety bond assuring their completion.

Sec. 14-1-67 - Site Grading.

The subdivider shall be required to grade the full land division in accordance with the requirements of Section 14-1-76.

Sec. 14-1-52 - Required Construction Plans; City Review; Inspections.

- (a) **Engineering Reports, Construction Plans and Specifications.** As required by Section 14-1-31, engineering reports, plans and proposed specifications shall be submitted simultaneously with the filing of the Final Plat. At the Final Plat stage, construction plans for the required improvements conforming in all respects with the standards of the City Engineer and the ordinances of the City shall be prepared at the subdivider's expense by a professional engineer who is registered in the State of Wisconsin, and said plans shall contain his seal. Such plans, together with the quantities of construction items, shall be submitted to the City Engineer for his approval and for his estimate of the total cost of the required improvements; upon approval they shall become a part of the contract required. Simultaneously with the filing of the Final Plat with the City Clerk or as soon thereafter as practicable, copies of the construction plans and specifications shall be furnished for the following public improvements:
- (1) **Street Plans and Profiles** showing existing and proposed grades, elevations and cross sections of required improvements.
  - (2) **Sanitary Sewer** plans and profiles showing the locations, grades, sizes, elevations and materials of required facilities.
  - (3) **Storm Sewer and Open Channel** plans and profiles showing the locations, grades, sizes, cross sections, elevations and materials of required facilities.
  - (4) **Water Main** plans and profiles showing the locations, sizes, elevations and materials of required facilities.
  - (5) **Erosion and Sedimentation Control** plans showing those structures required to retard the rate of runoff water and those grading and excavating practices that will prevent erosion and sedimentation. Such plans shall comply with the City's Erosion Control Chapter (Title 15, Chapter 2) if applicable.
  - (6) **Planting Plans** showing the locations, age, caliper, species and time of planting of any required grasses, vines, shrubs and trees.
  - (7) **Master Site Grading Plan.** Showing existing and proposed lot corner elevations, top of curb elevations, building location and proposed first floor building elevation, and shall show control and direction of drainage for each lot within the subdivision and for drainage adjacent to the plat.
  - (8) **Additional** special plans or information as required by City officials.
- (b) **Action by the City Engineer.** The City Engineer shall review or cause to be reviewed the plans and specifications for conformance with the requirements of this Chapter and other pertinent City ordinances and design standards recommended by the City Engineer and approved by the Common Council. If the City Engineer rejects the plans and specifications, he shall notify the owner, who shall modify the plans or specifications or both accordingly. When the plans and specifications are corrected, the City Engineer shall approve the plans and specifications for transmittal to the Common Council. The Common Council shall approve the plans and specifications before the improvements are installed and construction commenced.
- (c) **Construction and Inspection.**
- (1) Prior to starting any of the work covered by the plans approved above, written authorization to start

the work shall be obtained from the City Engineer upon receipt of all necessary permits and in accordance with the construction methods of this Chapter. Building permits shall not be issued until all improvements required by this Chapter are satisfactorily completed, and the developer has furnished lien waivers for all contractors.

- (2) During the course of construction, the City Engineer shall make such inspections as he or the Common Council deems necessary to insure compliance with the plans and specifications as approved. The City shall have full-time inspections during construction phases. The owner shall pay the actual cost incurred by the City for such inspections. This fee shall be the actual cost to the City of inspectors, engineers and other parties necessary to insure satisfactory work. The engineering costs will be per the engineering agreement.
- (d) **Subdivider to Reimburse the City for Costs Sustained.** The subdivider of land divisions within the City shall reimburse the City for its actual cost of design, inspection, testing, construction and associated legal and real estate fees for the required public improvements for the land division. The City's costs shall be determined as follows:
- (1) The cost of City employees' time engaged in any way with the required public improvements based on the hourly rate paid to the employee multiplied by a factor determined by the City Clerk to represent the City's cost for expenses, benefits, insurance, sick leave, holidays, vacation and similar benefits.
  - (2) The cost of City equipment employed.
  - (3) The cost of mileage reimbursed to City employees which is attributed to the land division.
  - (4) The actual costs of City materials incorporated into the work, including transportation costs plus a restocking and/or handling fee not to exceed ten percent (10%) of the cost of the materials.
  - (5) All consultant fees associated with the public improvements at the invoiced amount plus administrative costs. Unless the amount totals less than Fifty Dollars (\$50.00), the City shall bill the subdivider monthly for expenses incurred by the City. Statements outstanding for more than thirty (30) days shall accrue interest at the rate of one and one-half percent (1-½%) per month. Bills outstanding for more than ninety (90) days shall be forwarded to the subdivider's surety agency for payment. Amounts less than Fifty Dollars (\$50.00) shall be held for billing by the City until amounts total more than Fifty Dollars (\$50.00) or until the conclusion of project activities.
- (e) **Record Plans.** After completion of all public improvements and prior to final acceptance of said improvements, the subdivider shall make or cause to be made one (1) Mylar and three (3) blue line plan sets showing the actual recorded location of all valves, manholes, stubs, sewers and water mains and such other facilities as the City Engineer shall require. These plans shall be prepared on the original mylars of the construction plans and shall bear the signature and seal of a professional engineer registered in Wisconsin. The presentation of the record plans shall be a condition of final acceptance of the improvements and release of the surety bond assuring their completion.

#### Sec. 14-1-67 - Site Grading.

The subdivider shall be required to grade the full land division in accordance with the requirements of Section 14-1-76.