

# City of Lodi General Development Application/Certificate of Zoning Compliance

◆ 130 South Main Street, Lodi, WI 53555 ◆ Phone (608) 592-3247 ◆ Fax (608) 592-3271 ◆ [www.cityoflodi.us](http://www.cityoflodi.us) ◆

Development is defined as the performance of any building or mining operation or the making of any material change in the use or appearance of any structure or land (§ 340-8, reprinted on the back of this application). Furthermore, § 340-110 provides that it shall be unlawful to use, occupy or permit the occupancy of any building or parcel, or part thereof hereafter developed until a certificate of zoning compliance shall have been issued therefor by the Zoning Administrator stating the proposed use conforms to the requirements of this chapter. The review process will not begin until an application is determined to be complete and the appropriate fee is paid to the City Clerk. This form must be submitted with the application fee (**\$100.00**), one hard copy, and one digital version of the items listed in the checklist below. Per § 340-109(D) the Zoning Administrator shall within 15 working days of the time the application is filed in full compliance with applicable requirements, shall either issue the permit, notify the applicant in writing of his refusal and reasons therefor, set a hearing date, if one is required, or refer the application to the Plan Commission or Zoning Board of Appeals as is appropriate for the type of action requested. If you have any questions about Development requirements, please contact Steve Tremlett, Zoning Administrator, at (608) 242-6621 or [stremlett@msa-ps.com](mailto:stremlett@msa-ps.com).

<b>Owner Name(s):</b>	
<b>Applicant Name (if different than above):</b>	
<b>Project Address:</b>	<b>Zoning:</b>
<b>Applicant Address (if different than above):</b>	
<b>Applicant Phone:</b>	<b>Applicant Email:</b>

Project Description: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
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<b>Development Submittal Checklist</b>	
Development Application (this page)	If any of the items below are not applicable to your project, please mark "n/a" in the checkbox and explain why the item does not apply to your project in the project description above.  Other information may be necessary for the enforcement of this chapter when requested by the Zoning Administrator.
<b>\$100.00 Fee</b>	
Legal Description	<b>If Applicable:</b>
Site Plan (drawn to scale with actual shape and dimensions of subject parcel)	<i>Landscape Plan</i>
Reference sketch of site location to two intersecting streets	<i>Sign Plan</i>
Exact location, nature, dimensions, and elevations of existing and proposed development	<i>Stormwater Management &amp; Erosion Control Plan</i>
Proposed occupancy (if applicable) with dimensioned and numbered parking spaces	<i>Grading and Drainage Plan</i>

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Owner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>For Staff Use Only</b>		
<b>Date Received:</b>	<b>To Appear before Plan Commission on:</b>	<b>Paid Yes No Date:</b>
<b>Application Approved by Zoning Administrator:</b>		<b>Date:</b>

### § 340-8. Development Defined

Except where the context otherwise requires, and in the absence of a more limiting provision in this chapter, "development" means the performance of any building or mining operation or the making of any material change in the use or appearance of any structure or land. The following activities or uses shall be taken to involve development unless expressly excluded by this chapter:

- A. A change in type of use of a structure or land, or a change from one use group to use in another group so designated in this chapter.
- B. A reconstruction, or alteration of the size, or material change in the external appearance, of a structure or land.
- C. A material increase in the intensity of use of land, such as an increase in the number of businesses, manufacturing establishments, offices, or dwelling units in a structure or on land.
- D. Commencement of mining or excavation on a parcel of land.
- E. Demolition or moving of a structure or removal of trees required by this chapter or by the subdivision regulations of the City (*Certificate of appropriateness; special rules for demolition* (§ 340-103)).
- F. Deposit of refuse, solid or liquid waste, junk, or fill on a parcel of land.
- G. In connection with the use of land, the making of any material change in noise levels, thermal conditions, emissions of waste material, or other objectionable element.
- H. Commencement or change in the location of street graphics or use of land, and the commencement or change in location of advertising on the external part of a structure.
- I. Alteration of a shore, bank, or floodplain of a stream, lake, pond, or artificial body of water.
- J. Reestablishment of a nonconforming or conditional use which has not been utilized for one year (*This follows the Conditional Use Permit application process*).
- K. Departure from the normal use for which development permission has been granted, or failure to comply with the conditions of this chapter granting the development permission under which the development was commenced or is continued.
- L. Earth fill or other filling activities for the purpose of raising the elevation of a lot or site for the purposes of future development.

### § 340-9. Exempt Activities

- A. The maintenance or improvement of a public road or railroad track not involving substantial engineering redesign if the work is carried out on land within the boundaries of the right-of-way.
- B. Work by any utility not involving substantial engineering redesign for the purpose of inspection, repair, renewal, or construction on established rights-of-way of any sewers, mains, pipes, cables, utility tunnels, power lines, towers, poles, tracks, or the like.
- C. Work for the maintenance, renewal, improvement, or alteration of any structure, if the work affects only the interior or the color of the structure or decoration of the exterior of the structure (but does not otherwise materially affect the external appearance of the structure).
- D. The use of any structure or land devoted to dwelling uses for any purposes customarily incidental to enjoyment of the dwelling.
- E. The use of any land for the purpose of growing plants, crops, trees, and other agricultural or forestry products or for other agricultural purposes except the growing or storage of livestock.
- F. A change in use of land or structure from a use within a use group specified in this chapter to another use in the same group.
- G. Official public information street graphics installed by or at the direction of the City, Columbia County, or the State of Wisconsin.

**\*Note:** Depending upon the nature of the project, erosion control/stormwater management plan may be required. Applicants seeking approval for signage should also submit a sign application (see separate application form for signage) that complies with Chapter 270 of Lodi Ordinances. The required development plans as described above must meet specific requirements found elsewhere in the ordinance:

- For landscaping: Article XV of Chapter 340.
- For parking and loading: Article XIV of Chapter 340.
- Erosion Control Permit: Article IX of Chapter 147 shall be done in conformance with Drainage: Article II of Chapter 162.
- All Land Division & Platting procedures: Article II and III of Chapter 300.

### § 340-110. Certificates of Zoning Compliance

A. Certificate of zoning compliance required. It shall be unlawful to use, occupy or permit the occupancy of any building or parcel, or both, or part thereof hereafter developed until a certificate of zoning compliance shall have been issued therefor by the Zoning Administrator stating the proposed use conforms to the requirements of this chapter. Any lawful conditions of occupancy shall be attached to or referred to on the certificate.

B. Application and records. A certificate of zoning compliance shall be applied for coincident with an application for a development permit from the Zoning Administrator. The Zoning Administrator shall issue the certificate after finding that the development is in full compliance with this chapter and after the Building Inspector determines that the development is in compliance with City building codes. The Zoning Administrator shall maintain records of all certificates of zoning compliance and a copy shall be furnished upon request to any person upon payment of a reasonable fee.

C. Temporary certificate. A temporary certificate may be issued for a period not to exceed six months during alterations or partial occupancy of a building, or pending its completion. Such temporary certificate shall not be construed as in any way altering the respective rights, duties, or obligations of the developer or the City.

## Keep with Applicant Records

### 340-109 Development Permit Process

	<p>Filing. An application shall be filed with the City Clerk.</p>
	<p>Plans with applications. Every application for a development permit shall be filed with the Zoning Administrator and be accompanied by a fee, a legal description, and by plans drawn to scale showing the actual shape and dimensions of the subject parcel; reference sketch of site location to two intersecting streets; the exact location, nature, dimensions, and elevations of the existing and proposed development; the proposed occupancy (if applicable), with dimensioned and numbered parking spaces; and such other information as may be necessary for the enforcement of this chapter when requested by the Zoning Administrator.</p> <p><b>(1)</b> For developments subject to the requirements of the Design Guideline Ordinance (§ <b>340-20</b> of this chapter), an Architectural Design Review Application for review of the designs for the building exterior design, lighting and landscaping shall be made to the Zoning Administrator, accompanied by plans (a minimum of one hard copy and electronic copy) showing that the development meets the requirements of the Design Guideline Ordinance.</p> <p><b>(2)</b> The design plans shall be accompanied by elevations, floor plans, and site plan including landscaping.</p> <p><b>(3)</b> The Zoning Administrator shall submit any such applications for review to the Plan Commission for its decision under § <b>340-20E</b>.</p>
	<p>Approved plan. One copy of such plans shall be returned to the developer when such plans shall have been approved, together with conditions of such approval, the signature of the Zoning Administrator, and any development permit as may be granted. One copy of the plans, similarly marked, shall be retained by the Zoning Administrator as a permanent record or until such time as the development no longer occupies the subject parcel.</p>
	<p>Zoning Administrator to act. Within 15 working days of the time the application is filed in full compliance with applicable requirements, the Zoning Administrator shall either issue the permit, notify the applicant in writing of his refusal and reasons therefor, set a hearing date, if one is required, or refer the application to the Plan Commission or Zoning Board of Appeals as is appropriate for the type of action requested.</p>
	<p>Issuance of permits. The Zoning Administrator may issue a development permit if he or she finds that the development for which the permit is sought constitutes a general development permitted by this chapter or a conditional use has been approved by the Common Council.</p>
	<p>Effect of permit. The issuance of a development permit authorizes the developer to commence development immediately upon the giving of notice by the City, but subject to any lawful conditions attached by the Common Council or Zoning Board of Appeals. A development permit does not authorize occupancy.</p>
	<p>Expiration of a permit. If the work described in any development permit has not begun within six months from the date of issuance, or if the work lies idle for a period of six months or more, or if the work has not been substantially completed in one year of the date of permit issuance there for, such permit shall expire; it shall be revoked by the Zoning Administrator and written notice thereof shall be given to the persons affected. Such notice shall indicate further work as described on the canceled permit shall not proceed unless a new permit is issued.</p>
	<p>Demolition. In such event that the work described in any development permit has begun but has not been substantially completed within one year of the date of issuance of a permit or if work has begun without a proper development permit, the Zoning Administrator may order demolition of partially completed work.</p>
	<p>Permits must conform to be valid. All officials and employees of the City vested with the duty or authority to issue permits or licenses shall comply with the provisions of this chapter and shall issue no permit or license for any use, building or purpose in conflict with the provisions of this chapter. Any permit or license issued in conflict with the provisions of this chapter shall be null and void and of no effect whatever.</p>
	<p>General development permits subject to conditions. The Zoning Administrator may attach to a general development permit conditions relating to:</p> <ol style="list-style-type: none"> <li>(1) Compliance with the plans and specifications submitted by the developer to the Zoning Administrator.</li> <li>(2) Time within which the development must be commenced or completed.</li> <li>(3) Protective measures that a developer must undertake for the benefit of neighboring property, such as the construction of fencing or establishment of buffer areas.</li> </ol>
	<p>Conditional use and PUD permit conditions. The City may attach to a conditional use and planned unit development permit conditions that may concern any matter subject to regulation under this chapter, including means for:</p> <ol style="list-style-type: none"> <li>(1) Minimizing any adverse impact of the development upon other land, including the hours of use and operation and the type and intensity of activities that may be conducted.</li> <li>(2) The sequence of development, including when it must be commenced and completed.</li> <li>(3) Controlling the duration of use of development and the time within which any structures must be removed.</li> <li>(4) Assuring that development is maintained properly in the future.</li> <li>(5) Designating the exact location and nature of development.</li> <li>(6) Establishing more detailed records by submission of drawings, maps, plats, or specifications.</li> </ol>