

New Commercial, Industrial, Residential (3+ Units)

Village of Trempealeau Permitting Process

Schedule an Architectural and Site Plan preliminary review with the Village Administrator to discuss project and required documents. Once plans are provided to Administrator, a final review is scheduled through the Plan Commission. The applicant pays Village permit fees at the time all required documents are submitted. Upon approval from the Plan Commission, the applicant precedes obtaining State Approved Plans through the Department of Safety and Professional Services. Once state approved plans are obtained, provide the Village with a copy.

Permit	Authority	Notes	Fees
Architectural and Site Plan	Village	Plan Commission Review	\$500
State Plan Review	WI-DSPS		Set by State
Stormwater Mgmt. Plan	WI-DSPS		-
Erosion Control	Village/DNR	Over 1 Acre = WI DNR	\$100
Water Hook – Up	Village	Each lateral	\$450
Sewer Hook – Up	Village	Each lateral	\$400
Electrical Hook-Up	Village		Electric Rate
Zoning Permit	Village	Any new development	\$100
House #	Village	Per Unit	\$25
Street Excavation Permit	Village	New mains or laterals	\$100
Ground Disturbance Permit	WI – WHS	Required for work within recorded burial site	Set by State

Required Documents:

1. Architectural and Site Plan Packet

- Approval required by the Village Plan Commission prior to State Plan Review
- Include one set of plans 24 x 36 and seven 11 x 17 sets showing elements required in the Site Plan and Architectural Review (digital copies are preferred)

2. Zoning Permit

- Village Administrator reviews in conjunction with the Architectural and Site Plan

3. State Approved Plans

- Building code requirements for Commercial, Industrial, and Residential (3+ Units) are administered by the Wisconsin Department of Safety and Professional Services (DSPS). Contact DSPS to setup a Plan Review
- Provide the Village confirmation that the DSPS approved the development. Forward any questions related to state plan review to email address dspssbuildingtech@wisconsin.gov

4. Erosion Control Application for construction Site

- If you are disturbing less than one acre provide erosion control plan to the Village
- If you are disturbing more than one acre you will need to apply for a DNR permit.
 - i. Take the following link for an overview of the process
<https://dnr.wisconsin.gov/topic/Stormwater/construction/overview.html>
 - ii. **Recommended to apply as early in the process as possible to avoid delays**

5. Ground Disturbance Application: Required if ground disturbance within a recorded burial site per State Stat. §157.70

- Plan Ahead: Approval could take time and will most likely lead to archaeological work in advance and/or monitoring during construction.
- Contact: Compliance WHS compliance@wisconsinhistory.org

6. Electric Inspection Certificate

- Signed by electrical contractor and State electrical inspector prior to connection. The form shall be submitted to Village Electric Superintendent, Kim Ganz, kganz@trempealeauwi.com ; (608) 386-3731.

7. Electric Service Form

- Village keeps this form

Site Plan & Architectural Review



Establishment and Purpose; 520-124

The Village of Trempealeau hereby establishes site plan and architectural review standards to promote stability of property values; to promote compatible development; to encourage the use of lands in accordance with their character and adaptability; to protect certain public investments in the area; to foster the attractiveness and functional utility of the community as a place to live and work; to avoid the overcrowding of population; to lessen congestion on the public roads and streets; to reduce hazards of life and property; to preserve the character and quality of the built environment by maintaining the integrity of those areas which have a discernible character or are of special historic significance; to raise the level of community expectations for the quality of its environment; and to uphold the goals, strategies and guidelines of the Village's Comprehensive Plan.

Compliance

No use, development, structure, or sign shall hereafter be erected, moved, reconstructed, extended, enlarged, or changed until the Plan Commission has reviewed and approved site plans and architectural plans for the site, structures, or signs for all uses within any Public or Semipublic Zoning District, Multifamily Zoning District, Commercial/Business Zoning District, Light Industrial District, and Industrial Zoning District. The Plan Commission shall not approve any plans unless they find after viewing and study of the application that the use, site, structure, improvements, or sign, as planned will not violate the intent and purposes of this chapter. Only after the Plan Commission has approved of the submitted plan may the appropriate permit(s) be granted.

Name of Applicant	
Property Address	
Type of Development	

Please submit one 24 x 36 and seven 11 x 17 prints showing elements required in the Site Plan and Architectural Review

Site Plan Review Principles and Standards

To implement the purposes set forth in this section, the Plan Commission and staff shall review the site, existing and proposed structures, neighboring uses, utilization of landscaping and open space, parking areas, driveway locations, loading and unloading, highway access, traffic generation and circulation, drainage, sewage and water systems, and the proposed operation. The Plan Commission will approve said site plans only after determining that:

(1)	The proposed use(s) conforms to the uses permitted in the zoning district.	
(2)	No land shall be used or structure erected where the land is unsuitable for such use or structure by reason of flooding, concentrated runoff, inadequate drainage, adverse soil or rock formation, unfavorable topography, or low bearing strength of underlying soil, erosion susceptibility of underlying soil, or any other feature likely to be harmful to the health, safety, prosperity, aesthetics and general welfare of this community.	
(3)	All lots shall abut a fully dedicated and improved public street that has the full required width as required by that zoning district; no building permit shall be issued for a lot which does not abut a fully dedicated public street.	

(4)	Lots abutting more restrictive district boundaries shall provide side and rear yard setbacks not less than those required in the more restrictive abutting district.	
(5)	The dimensional arrangement of buildings and structures shall conform to the required area, yard, setback and height restrictions of the Village Zoning Ordinance.	
(6)	The proposed use conforms to all use and design provisions and requirements (if any) as found in this chapter or any other codes or laws for the specified uses.	
(7)	There is a proper relationship between the existing and proposed on-site buildings within the vicinity of the project in order to assure the safety and convenience of pedestrian and vehicular traffic.	
(8)	The proposed on-site buildings, structures, and entryways are situated and designed to minimize adverse effects upon owners and occupants of adjacent and surrounding properties by providing for adequate design of ingress/egress, interior/exterior traffic flow, stormwater drainage, erosion, grading, lighting, and parking as specified by the Zoning Ordinance or any other Village ordinances or laws.	
(9)	Natural features of the landscape are retained where they can enhance the development on the site, or where they furnish a barrier or buffer the project and adjoining properties used for dissimilar purposes or where they assist in preserving the general safety, health, welfare, and appearance of the neighborhood.	
(10)	The site plan must adhere to the Village's requirements for grading, drainage and landscaping.	
(11)	Adverse effects of the proposed development and activities upon adjoining residents or owners are minimized by appropriate screening, fencing, or landscaping as provided or required by the Plan Commission and the Zoning Ordinance.	
(12)	Dumpsters and other trash receptacles are screened from view from street rights-of-way and adjacent residential uses.	
(13)	Land, buildings and structures are readily accessible to emergency vehicles and the handicapped.	
(14)	The site plan is consistent with the goals, objectives, principals, standards, strategies and policies of the Village Comprehensive Plan and various components thereof.	
(15)	When a site plan modification or addition is reviewed, all existing nonconformities and outstanding code violations shall be identified, resolved and remedied.	
(16)	All uses shall provide adequate off-street parking and loading areas.	

Architectural Review Principles and Standards

To implement the purposes set forth in this section, the following architectural review principles, criteria and review guidelines are established:

(1)	Agricultural buildings shall be designed to be appropriately proportioned to the intended agricultural use.	
(2)	Appearance. No building shall be permitted the design or exterior appearance of which is of such unorthodox or abnormal appearance in relation to its surroundings as to be unsightly or offensive to generally accepted taste and community standards, as defined by the Plan Commission.	
(3)	Building facades. In Village commercial districts, all building exteriors shall be brick, decorative masonry, glass panel or other appropriate finished facade as may be approved by the Plan Commission. In Village industrial districts, all building exteriors facing a street shall be brick, decorative masonry, glass panel, or other appropriate finished facade as may be approved by the Plan Commission; such brick, masonry, glass, or other decorative facing shall extend for a distance of 20 feet along the sides of the structure. Public or semipublic structures shall have exteriors in brick, decorative masonry, glass panel, or other appropriate finished facade as may be approved by the Plan Commission. Multifamily structures shall be built with varying facades such as brick, aluminum siding, glass, wood, or any other material required by the Plan Commission. The Village Plan Commission may require additional building facade features to enhance a "theme" appearance such as in the Historic District.	
(4)	Building location. No building shall be permitted to be sited in a manner which would unnecessarily destroy or substantially damage the beauty of the area, particularly insofar as it would adversely affect values incident to ownership of land in the area; or which would unnecessarily have an adverse effect on the beauty and general enjoyment of existing structures or signs on adjoining properties.	
(5)	Building rooflines and roof shapes. The visual continuity of roofs and their contributing elements (parapet walls, coping, cornices, etc.) shall be maintained in building development or redevelopment.	
(6)	Building scale and mass. The relative proportion of a building to its neighboring existing buildings, to pedestrians or observers or to other existing buildings shall be maintained or enhanced when new buildings are built or when existing buildings are remodeled or altered.	
(7)	Colors. Since the selection of building colors has a significant aesthetic and visual impact upon the public and neighboring properties, color shall be selected in general harmony with the existing neighboring buildings.	
(8)	Heating, air conditioning and ventilating equipment. All shall be located in a manner to be unobtrusive and screened from view.	
(9)	Landscaping. All properties shall be landscaped according to a Plan Commission approved landscape plan.	

(10)	Light pollution. No lighting on the site shall be so bright or so obtrusive that it, in the opinion of the Plan Commission, deters from the quality of life for neighboring property owners. No lighting on the site shall be so unorthodox that it detracts from the appearance of the general area.	
(11)	Monotony. No building shall be permitted the design or exterior appearance of which is so identical with those adjoining as to create excessive monotony or drabness in the area.	
(12)	Overhead/dock doors. No overhead or dock door on any business or industrial building shall face a public street. The Plan Commission may permit overhead doors (not including docks) to face a public street when it has made a finding that there is no feasible alternative location for such doors.	
(13)	Other standards. The Plan Commission may implement other architectural standards upon a building or structure it deems appropriate to uphold the purpose of this chapter and the Village Comprehensive Plan.	

Penalty for unauthorized modification. No development, building, sign or structure may be moved, reconstructed, extended, enlarged, altered or changed until the Plan Commission has reviewed and approved such alteration. Any such violation of the provisions of this chapter by any person shall be unlawful and shall be prosecuted. A violator shall, upon conviction, forfeit to the municipality a penalty \$50 for the first offense, and \$200 per offense thereafter, together with the taxable costs of such action. Each day of continued violation shall constitute as a separate offense. Every violation of this chapter is a public nuisance, and the creation may be enjoined, and the maintenance may be abated by action at suit of the municipality, or any citizen thereof pursuant to Wisconsin State Law.

Appeals. Any person or persons aggrieved by any decisions of the Plan Commission regarding use, approval, site plan review or architectural review, may appeal the decision to the Zoning Board of Appeals. The written appeal shall be filed with the Village Clerk-Treasurer within 15 days following the decision of the Plan Commission.

_____ Approved

_____ Denied

_____ Conditionally approved

Village Administrator

Date

REQUEST FOR ELECTRIC SERVICE OR SERVICE UPGRADE



PLEASE TYPE OR PRINT LEGIBLY

Desired Date of Service _____

OWNER (TO BE BILLED) _____

Telephone _____ email _____

Contact Person _____ Phone _____

Contractor/Developer _____ Phone _____

Name of Addition _____

Lot Numbers to be Served _____

Street Address _____

1. **NEW** service or **UPGRADE** existing service (CIRCLE ONE)
2. Single or 3 Phase (CIRCLE ONE)
3. 2, 3 or 4 wire (CIRCLE ONE)
4. 120, 120/208, 120/240, 277/480 volts, 12.47/7.2KV primary (CIRCLE ONE)
5. Permanent service to be **OVERHEAD** or **UNDERGROUND** (CIRCLE ONE)
6. Requested Service Ampacity _____
7. Largest motor to be installed _____
8. Line or Soft Start or VFD (CIRCLE ONE)
9. Temporary Service Required? YES or NO (CIRCLE ONE)
10. Describe type of Temporary Service requested:

11. If Primary Service: Transformer Ownership – Utility or Customer (CIRCLE ONE)

AGREEMENT

The undersigned does hereby request the Trempealeau Municipal Utilities (TMU) to extend and render electric services to the above described property. If an easement does not already exist, this Applicant agrees that a signed easement with map will be provided prior to the installation. It is also acknowledged that all work and purchases of equipment will not take place until the required documents are submitted to TMU and whereas, this Applicant will be responsible for all expedited costs if formal advance notice of the project is not communicated in a timely manner to TMU. Furthermore, if underground service is requested; this effort may not take place until the final grade is completed. TMU requires all self contained meter sockets be equipped with a fully rated 200 amp lever bypass; and if served by underground facilities, a customer furnished expansion joint shall be provided in the service riser pipe. This includes new installations and service upgrades for residential service, general service and small power service. This Applicant represents that their facility will be designed and constructed according to the applicable state and national electrical codes and any rework required as a result of code violations are the full responsibility of this Applicant and not TMU. The undersigned also agrees to "hold harmless" TMU if damages result from a power outage.

Date _____

Owner's Signature _____



WISCONSIN

Electric Inspection Certificate

Date: _____

Owner/Builder: _____

Site Address: _____ City: _____

Phone Number: _____ Cell Phone: _____

Electric Contractor _____

Phone Number: _____ Cell Number: _____

General Contractor: _____

Phone Number: _____ Cell Number: _____

Check Appropriate Boxes:

- | | | |
|--------------------------------------|--|--|
| <input type="checkbox"/> Residential | <input type="checkbox"/> Temporary Service | <input type="checkbox"/> Overhead Service |
| <input type="checkbox"/> Farm | <input type="checkbox"/> Permanent Service | <input type="checkbox"/> Underground Service |
| <input type="checkbox"/> Commercial | <input type="checkbox"/> Rewire/Upgrade | |

NO. OF PHASES _____ VOLTAGE: _____ ENTRANCE SIZE: _____

Remarks _____

At the above described premise, the installation was done in compliance with the provision of all applicable codes, safety standards and Trempealeau Municipal Electric rules. The installation is now ready for connection.

For Proof of Compliance Type Inspections

Signature of Electrical Contractor: _____

License #: _____

Contractor Phone #: _____ Date: _____

FOR UDC & COMMERCIAL INSPECTIONS ONLY

***Uniform Dwelling Code (UDC) Inspection is a requirement for new construction 1 and 2 family dwellings.

Signature of Electrical Inspector: _____

Certified Inspection Number: _____

Date Approval: _____

***Before electricity can be furnished this form must be completely filled out, signed and returned to Trempealeau Municipal Utilities. Please make sure the document is legible.

FAX: 1-608-534-6280 OR MAIL: Trempealeau Municipal Utilities, PO Box 247, Trempealeau, WI 54661 Or Email: info@trempealeauwi.com



In the space below draw to scale the dimensions of the lot. Show present and proposed buildings. Show distances from buildings to lot lines. Distances to nearest street and alley rights of way. Show any additional information that may aid in review of the application. For driveways show width of the proposed driveway and distances from nearest intersections. All requests must comply with the Village of Trempealeau Code of Ordinances. In lieu of a sketch a parcel map with imagery may be obtained from the Trempealeau County web mapping service.

Signature of Applicant

Date

Signature of Building Official

Date



Applicant Information

Permit Information

Authorization

PERMIT #	FEE CHARGED	PERMIT TAKEN BY
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