



Application fee: **\$100.00**

Receipt No. _____

Date _____

Staff _____

APPLICATION FOR CONCEPT PLAN REVIEW

Applies to land divisions, including a cluster development, major subdivision, certified survey map, minor land division, replat, or revision of an existing land division, prior to any submittal of any preliminary plat or certified survey map information, as well as Town Center Overlay District applications. (Does not apply to a correction instrument, except that if the affidavit in the correction instrument would change the areas dedicated to the public or restricted for the public benefit, then the Town Board must approve such change). For land divisions, land divider and/or the land divider's designee shall attend the meeting and present the proposed land division, preliminary plat or map documents and concept plan to the Town Plan Commission for its consideration. This application is also used for general concept reviews before the Plan Commission for initial feedback.

Applicant:

Name: _____

Address: _____

Phone No. (____) _____ Fax No. (____) _____

Email: _____

Business Name (if applicable): _____

Site Address: _____

Landowner of Record: _____

Address: _____

Phone No. (____) _____ Fax No. (____) _____

Email: _____

Architect (if applicable):

Name: _____

Phone No. (____) _____ Fax No. (____) _____

Email: _____

Engineer or Contractor (if applicable):

Name: _____

Address: _____

Phone No. (____) _____ Fax No. (____) _____

Email: _____

Lot Size _____ acres

Location ____ 1/4 Sec. _____

Lot street frontage width _____

Current Zoning _____ Proposed Zoning _____

Lot dimensions _____

Does current zoning permit the intended use? Y / N

If the concept review is for a project other than a land division, please indicate the review type below:

Concept Review sought (rezone, text amendment, other): _____

Describe briefly the application associated with the concept plan. Attach extra pages as needed such as in the instance of a site plan or business plan of operation description. Will the use be in existing or new buildings?

THE CONCEPT PLAN PROCESS & REQUIREMENTS ARE AS FOLLOWS:

- ✓ Materials **must** be submitted **four weeks** before the desired meeting date to allow for review of completeness; see the meeting schedule on the Town Website for submittal deadlines.
- ✓ Incomplete applications will not be accepted and/or processed. The \$100 fee AND all other related/requested materials must be submitted at the same time to avoid delays.
- ✓ Reimbursement agreement must be submitted at the time of application.

If the applicant wishes to move beyond the Concept Plan stage, the next step would be the applicant completing and submitting applicable application(s) for their next process(es) for which they are seeking approval.

REQUIRED MATERIALS:

Submit three full-sized hard copies of all applicable documents with the application, fee, and reimbursement agreement. Electronic copies of all documents should be emailed to Asst. Administrator/Clerk Sara Jacoby: sjacoby@townofcedarburgwi.gov.

Suggested Submittal Materials (electronic copies of those listed below are required)

- 3 copies of the land division or site plan showing the location, dimensions, uses and size of the subject site, existing and proposed structures, easements, parking, streets, loading areas, and uses of abutting land.
- 3 copies of a detailed write-up if a business plan of operation/intended use of property.
- 3 copies of applicable full-color renderings and elevations.
- 3 copies of applicable landscape plan.
- 3 copies of applicable signage.

NOTES:

- ✓ If a newly drafted plat of survey is used for the Concept Plan, it is recommended it be prepared by a registered land surveyor so that we can verify that your project meets the required setbacks.
- ✓ The Concept Plan process can take several months, depending upon direction sought from the applicant to gather the direction, and input received from the Plan Commission (there may be various iterations).
- ✓ The Town Board may be involved in the Concept Plan process.
- ✓ Consultants are utilized by the Town as needed, with fees for professional services billed back to the applicant per Town Code Sec. 21-16. Efforts are made to minimize these costs.

This application is meant to be used as a starting point for various Town applications for feedback from the Plan Commission before a formal submittal. It is also the recommended first step for land division applications.

Applicant Signature

Date

Property Owner Signature (if different than the applicant)

Date

10/2026



**REIMBURSEMENT NOTICE &
PROFESSIONAL SERVICES REIMBURSEMENT AGREEMENT**

Pursuant to section 21-16 of the Town Code, the undersigned acknowledges receipt of this Notice and agrees to reimburse the Town of Cedarburg for costs, expenses and fees charged the Town of Cedarburg for legal, engineering, planning, and other required professional consultants as well as Town staff, and which services relate to the following project or matter (regardless of outcome):

PROJECT NAME: _____

PROJECT ADDRESS: _____

SEND ALL INVOICES TO: _____
(NAME & ADDRESS)

TAX KEY #(s): _____

I represent and warrant to the Town of Cedarburg that I am authorized to execute this Agreement on behalf of the Applicant and/or Property Owner, and in those cases where the Applicant and/or Property Owner is a corporation, limited liability company, partnership or other business entity (herein collectively "Business Entity"), I represent and warrant that the Business Entity is authorized to do business in the State of Wisconsin, is a Business Entity in good standing, and that I have been authorized to execute and bind the Business Entity to the terms and conditions of this Agreement.

RESPONSIBLE PARTIES OR PARTY NAME, MAILING ADDRESS, SIGNATURE & DATE:

Printed Name	Signature <i>(Required)</i>	Date
<hr/>		
Mailing Address	City	State & Zip
<hr/>		
Phone/Fax	E-mail	

PROPERTY OWNER NAME, MAILING ADDRESS, SIGNATURE & DATE (If different than that of the Applicant):

Printed Name	Signature <i>(Required)</i>	Date
<hr/>		
Mailing Address	City	State & Zip
<hr/>		
Phone	Fax	E-mail