

TOWN OF HUDSON
COMMERCIAL, INDUSTRIAL, COMMERCIAL/LIGHT INDUSTRIAL
DEVELOPMENT REVIEW PROCESS

The Town of Hudson Plan Commission and Town Board generally review development plans as 1) a concept/preliminary plan and 2) a final plan. Additional reviews will be required if insufficient data is presented and/or other concerns are not addressed.

The Plan Commission meets the third Monday of each month, and the Town Board meets the first Tuesday of each month. Plans are to be submitted at least fifteen (15) days prior to the respective meeting. All meetings are subject to change, and it is the responsibility of the applicant/owner to verify meeting dates. A representative is to be present at the Plan Commission and Town Board meetings.

The following are to be submitted to the town clerk (Town Hall, 980 County Road A):

- The application form and application fee of \$200.00
- Professional Fees deposit of \$1500.00
- At least three (3) 24" by 36" copies of the plan and nine (9) 11" by 17" copies of the plan and all supporting documents for the Plan Commission
- At least three (3) 24" by 36" copies of the plan and six (6) 11" by 17" copies of the plan and all supporting documents for the Town Board
- An electronic version of the plan and all supporting documents

The applicant/owner is responsible for obtaining the applicable section(s) of Chapter 105 of the Town of Hudson Zoning Code and any other requirements to use as a checklist to be able to submit a complete project packet. They are available on the town's website at <https://townofhudsonwi.com>, town hall, 980 County Road A, 715-386-4263 or by e-mail (clerk@townofhudsonwi.com).

The plan may be subject to review by the town's engineering firm (Short, Elliott Hendrickson Inc.) and/or St. Croix County, including but not limited to, the Land Use & Water Conservation Department for storm water review and the Highway Department for road access. Review costs will be the responsibility of the applicant/owner.

The application form is the minimum information required and is provided to serve as a guideline for the applicant/owner and for review by the Plan Commission and Town Board. All items submitted are to be dated. Placement on an agenda will occur upon verification that all required information has been submitted.

Additional development and permit information is available on the town's building inspector's website at www.brianwert.com.

TOWN OF HUDSON
COMMERCIAL, INDUSTRIAL, COMMERCIAL/LIGHT INDUSTRIAL
DEVELOPMENT APPLICATION

Date Received: _____

Type of Development: _____ Commercial _____ Industrial _____ Commercial/Light Industrial

Existing Zoning: _____ Zoning Code Permitted Use Reference: _____

Proposed Use(s) _____

Applicant: _____

Mailing Address: _____

Contact Information: _____ Office _____ Cell _____ Fax

E-mail Address: _____

Owner(s): _____

Mailing Address: _____

Contact Information: _____ Office _____ Cell _____ Fax

E-mail Address: _____

Project Name: _____

Project Address/Location: _____

The following information is to be included in the plans submitted and is only a summary of the proposal.
Proposed building material/colors (provide a description and/or a sample of the materials and treatment/
colors to be used): _____

Facades: _____

Dock facilities, awnings, canopies, accent details or other distinguishing details: _____

Attach color elevations, perspectives, illustrations or photos that may assist in explaining building materials proposed.

Project plans may be subject to review by the town engineer and town attorney charges, and the applicant/owner agrees to reimburse the town of Hudson for professional fees and expenses incurred. The town may require a deposit. Placement on an agenda will occur upon verification that all required information has been submitted

Applicant's Signature Date

Owner's Signature Date

Application Fee Paid: _____
Date

Plan Commission reviewed/approved: _____

Town Board reviewed/approved: _____