

**Print**

**Subdivision/Land Split Application/Certified Survey - Submission #1182**

**Date Submitted: 12/10/2024**

**City of Whitewater**

312 W Whitewater Street  
PO Box 178  
Whitewater, WI 53190  
262-473-0560  
[www.whitewater-wi.gov](http://www.whitewater-wi.gov)

**Neighborhood Services**

Subdivision/Land Split Application/Certified Survey

**Subdivision/Land Split Application Checklist (please read)****Applicant**

1. Fill out Planning Request Form, Subdivision Form, and Plan of Operation Form. Twelve (12) copies  
11 x 17, a digital copy of all submittal material:
  - a. Any other materials
2. Application shall include the following Plan requirements:
  - a. All plans shall be drawn to scale and show all sides of the proposed building
  - b. All plans will exhibit property exterior building materials and colors to be used
  - c. All plans will exhibit proposed/existing off-street parking stalls and driveway/loading docks
  - d. Building elevations must include the lot on which the structure is to be built and the street(s) adjacent to the lot
3. Submit fee to the City of Whitewater

**City Building Inspector/Zoning Administrator**

1. Review application for accuracy and all required information
2. Staff will review information for conformance to Ordinances
3. Engineer will review Stormwater and Erosion Control Plans
4. Landscape Plan will be reviewed by Urban Forestry
5. When application is complete and approved by all Staff it will then be forwarded to Plan Commission

**Process**

1. Plan Commission considers applicant's review is presented by Zoning Administrator, at the first initial appearance. If Plan Commission recommends changes and/or revisions, then the applicant must revise site plan, otherwise the matter is forwarded as is for the second appearance for approval/denial of the final site plan

**NOTE:** Plan Commission normally meets the second Monday of each month at 6:00 p.m. If a public hearing is required it will be scheduled at the beginning of the Plan Commission meeting.

Taylor Zeinert, Economic Director

262-473-0148

[tzeinert@whitewater-wi.gov](mailto:tzeinert@whitewater-wi.gov)

Llana Dostie, Neighborhood Services Administrative Assistant

262-473-0144

[ldostie@whitewater-wi.gov](mailto:ldostie@whitewater-wi.gov)

Allison Schwark, Municipal Code Enforcement

262-249-6701

[mcodeenforcement@gmail.com](mailto:mcodeenforcement@gmail.com)

**Planning Request**

**General Project Information:**

**Project Tax Key #\***

DW 900010

**Project Address\***

W8597 Willis Ray Road, Whitewater, WI 53190

**Project Title (if any)**

**Applicant, Agent & Property Owner Information**

**Applicant's Name\***

Douglas Olson

**Applicant's Company\***

Olson Land Surveying, LLC

**Address\***

45 South Wisconsin Street \* P.O. Box 322

**City\***

Elkhorn

**State\***

WI

**Zip Code\***

53121

**Phone Number\***

262-723-3434

**Email Address\***

doug@olsonsurveying.com

**Agent Name**

**Agent Company**

**Address**

**City**

**State**

**Zip Code**

**Phone Number**

**Email Address**

**Owner, if different from applicant**

Valerie Heth

**Address**

731 South 2nd Street

**City**

**State**

**Zip Code**

Delavan

WI

53115

**Phone Number**

262-374-9679

**Fax Number**

**Email Address**

valerieheth@gmail.com

**3. Planning Request (Check all that apply)\***

- Site Plan and Architectural Review \$150.00 plus \$0.05 per sq. ft (Floor Area)
- Conditional Use Permit \$275.00
- Rezone/Land Use Amendment \$400.00
- Preliminary Plat \$175.00
- Final Plat \$225.00
- Certified Survey Map \$200.00 plus \$10.00 per lot
- Project Concept Review \$150.00
- Joint Conditional Use & Certified Survey Map \$500.00 plus \$10.00 per lot
- Joint Rezoning & Certified Survey Map \$500.00 plus \$10.00 per lot
- Joint Site Plan & Conditional Use \$350.00 plus \$0.05 per sq. ft (Floor Area)
- Board of Zoning Appeals \$300.00

**Subdivision/Land Split Application & Certified Survey Application**

**1. General Project Information**

**Project Tax Parcel #:\***

DW 900010

**Project Address\***

W8597 Willis Ray Road, Whitewater, WI 53190

**Project Title (if any)**

**Application Type (Choose ONE)\***

- Preliminary Subdivision Plat
- Final Subdivision Plat
- Land Division/Certified Survey Map

**If a Plat, Proposed Subdivision Name**

**3. Specific Project Information:**

**Current Zoning District(s)\***

A-1

**Proposed Zoning District(s)\***

A-1

**Current Land Use\***

Single Family Residence / Farm Land

**Proposed Land Use\***

Single Family Residence / Farm Land

**Gross Site Area\***

39.88

**Current Number of Lots\***

1

**Proposed Number of Lots\***

2

**Zoning #**

**Plan of Operations**

**Property Information**

**Property Tax Key #\***

DW 900010

**Tenant Information**

**Previous Business Name\***

NA

**Property Address\***

W8597 Willis Ray Road, Whitewater, WI 53190

**Years in Operation\***

NA

**Property Owner\***

Valerie Heth

**New Business Name\***

NA

**Owner Mailing Address\***

731 South 2nd Street

**Name of Operator\***

NA

**Owner City, State and Zip Code\***

Delavan, WI 53115

**Operator's Mailing Address\***

NA

**Owner's Phone Number\***

262-374-9679

**Operator's City, State and Zip Code\***

NA

**Owner's Email\***

valerieheth@gmail.com

**Operator's Phone and Email\***

NA

**New Business Use/Operation Information**

**Description of Business Use or Operation\***

Single Family Residence

**Previous Use of Space\***

NA

**Hours of Operations (Weekdays)\***

NA

**Hours of Operations (Weekends)\***

NA

**Total Area of Space (SQF)\***

NA

**# Toilet Fixtures\***

NA

**# Full Time Employees\***

NA

**# Part Time Employees\***

NA

**Customer Seating\***

- Yes
- No

**Seating Capacity\***

NA

**Total Employee Hours Per Year (include yourself if self-employed)\***

NA

**Sprinkler System\***

- Yes
- No

**Hazardous/Flammable Chemicals used/stored\***

- Yes (must attach MSDS sheets)
- No

**Specified Use of Property and Building(s)**

**Building A\***

Single Family Residence

**Building B**

**Building C**

**Will there be any problems resulting from this operation such as \***

- Odors
- Smoke
- Noise
- Light
- Vibrations
- None

**Parking**

**Dimension of Parking Lot\***

NA

**Number of Spaces available\***

NA

**Parking Lot Construction\***

- Asphalt
- Concrete

**Type of Screening\***

- Fencing
- Plantings

**Is employee parking included in "number of spaces available"??\***

- Yes
- No

**Signage (Sign Permit Application Needed)**

**Type\***

- Free Standing
- Monument
- Projecting
- Awning/Canopy
- Electronic Message
- Pylon
- Arm/Post
- Window
- Mobile/Portable or Banner
- Other
- None

**If other what kind**

NA

**Location of Signs\***

NA

**Entertainment**

**Is there any type of music in this proposal?\***

- Yes (Separate License from Clerk's Office Required)
- No

**Live\***

- Yes
- No

**When will this be offered to customers\***

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday
- None

**What time(s) will this be offered\***

NA

**Outdoor Lighting**

Type\*

NA

Location\*

NA

Utilities

**Will you be connected to City\***

Water

Sewer

**Is there a private well on-site\***

Yes

No

**Types of Refuse Disposal\***

Municipal

Private

Approval Date by the Department of Natural Resources of the well for proposed use

NA

Approval Date by the County Health Department for existing septic system

NA

What types of sanitary facilities are to be installed for the proposed operation

NA

Surface water drainage facilities (describe or include in site plan)

NA

Licenses/Permits

**Is a highway access permit needed from the State, County or local Municipality?\***

Yes

No

**Is a cigarett license required? (Separate license from Clerk's office)\***

Yes

No

**Is a liquor license required? (Separate license from Clerk's office)\***

Yes

No

**Did Wisconsin Department of Safety and Professional Services Division of Industry Services approve building plans?\***

Yes

No

**Permitted Property Uses (Please check all that apply)\***

- Single Family Dwelling
- Two Family Dwelling
- Modular Home
- Manufactured Home
- Second or greater wireless telecommunication facility
- Home occupations/professional home office for nonretail goods and services no customer access
- Multi-Family Dwellings
- Art, Music and School Supply stores and galleries
- Antique, collectible and hobby craft stores
- Automotive and related parts stores, without servicing
- Hotel and motels
- Small appliance repair stores, computer or software sales and service
- Banks and other financial institutions without drive-thru facilities
- Camera and photographic supply stores
- Caterers
- Clothing, shoe stores and repair shops
- Clinics medical and dental
- Department stores
- Drug stores
- Florist shops
- Food and convenience stores without gasoline pumps
- Furniture stores
- Hardware stores
- Insurance agencies
- Barbershops/Beauty Parlors
- Liquor stores without drive-thru facilities
- Resale Shops
- Professional and Business offices
- Self-service laundries and dry-cleaning establishments
- Stationery stores, retail office supply stores
- Movie theaters
- Tourist homes and bed and breakfasts
- Bakeries or candy stores with products for sale on premise only
- Appliance repair stores, including computer sales and service
- Coffee Shops
- Cultural arts centers and museums
- Post Offices
- Ice cream shops and cafes
- Toy stores
- Agricultural services
- Lumberyards, building supply stores and green houses
- Manufacturing, fabrication, packing packaging and assembly of products from furs, glass, leather, metals, paper, plaster, plastic, textiles, clay, woods and similar material

- Research facilities, development and testing laboratories, including testing facilities and equipment
- Retail sales and services linked to manufacturing or warehousing
- Production, or processing, cleaning, servicing, testing or remailer of materials, goods or products limited to the following uses, products components, or circumstances:
  - a. Electronic and electrical products instruments, such as transistors, semiconductors, small computers, scanners, monitors and compact communication devices
  - b. High technology products related to the fields of physics, oceanography, astrophysics, metallurgy, chemistry, biology or other scientific field offered for study by University of Whitewater
  - c. Laser technology, radiology, x-ray and ultrasound products, manufacturing and assembly
  - d. Medical and dental supplies
  - e. Optical, fiber optical and photographic products and equipment
  - f. Orthopedic and medical appliances such as artificial limbs, brace supports and stretchers
  - g. Products related to process design, process stimulation, computer hardware and software development, safety engineering
  - h. Scientific and precision instruments and components, including robotics
- Jewelry stores
- Meat markets
- Paint, wallpaper, interior decorating and floor covering stores
- Restaurants without drive-thru facilities
- Sporting goods stores
- Variety stores
- Charitable or nonprofit institution and facilities
- Light assembly uses including electronics, pottery, printing, contractor shops (heating, electrical, plumbing, general contracting) provided that there are no significant environmental emissions (odor or waste)
- Catalog and e-commerce sales outlets
- Day Spas
- Gift Shops
- Public parking lots
- Tourist information and hospitality centers
- Dance Studio
- College and Universitites
- Private recreation facilities
- Freight terminals, trucking servicing and parking, warehousing and inside storage
- More than one principal structure on a lot when the additional building is a material and direct part of the primary business
- Pilot plants and other facilities for testing manufacturing, processing or fabrication methods or for the testing of products or materials
- Telecommunication centers (not including wireless telecommunications facilities)

**Permitted Conditional Uses (Please check all that apply)\***

- Planned Residential Development
- First Wireless telecommunication facility located on alternative structure only
- Attached townhouse dwellings up to four units per building
- Public and semi public uses
- Multifamily dwellings and attached dwellings, over four units (new construction only)
- Any building over forty feet
- Conversion of existing structures resulting in more dwelling units
- Dwelling units with occupancy of six or more unrelated persons
- Home Occupations/Profession Home offices requiring customer access
- Bed and Breakfast establishments
- Conversion of existing single-family dwellings to two-family attached dwellings
- Profession business offices in a building where principal use is residential
- Fraternity or sorority houses and group lodging facilities
- Planned Development
- Conversion of existing units with less than five bedrooms to five or more bedrooms
- Entertainment establishments, including clubs but excluding adult entertainment
- All uses with drive-in and drive-thru facilities
- Automobile repair and service
- Taverns and other places selling alcoholic beverages by the drink
- Daycare centers, adult, child and doggie
- Large Retail and Commercial Service Developments
- Motor Freight Transportation
- Light manufacturing and retail uses
- Automobile and small engine vehicle sales and rental facilities
- Car washes
- Gasoline service stations, including incidental repair and service
- Funeral homes and crematory services
- Liquor or tobacco stores
- Wholesale trade of durable and nondurable goods
- Salvage yards

**Signatures**

By signing below, I certify that the above information is true and accurate account of the information requested for my business site and its operation and use. Should an inspection be required, I agree to all the Inspector(s) reasonable access to the space to verify compliance with the Municipality's Ordinance. In addition, I fully understand that completion of this or its approval does not preclude me from complying with all applicable State Statutes or Municipal Ordinances regarding my business and its lawful operations.

**Applicant's Signature\***

**Date\***

Douglas Olson

12-10-2024

**Inspector's Signature**

**Date**

**Cost Recovery Certificate and Agreement**

Pursuant to Ordinance 19.74.010 and 16.04.270 of the City of Whitewater Municipal Code

The undersigned applicant hereby acknowledges and agrees to be bound by Ordinances 19.74.010 and 16.04.270 of he City of Whitewater Municipal Code, providing for city recovery of all city costs and disbursements incurred directly or indirectly related to the Applicant's request. All costs incurred by the city in the consideration of any requests by the Applicant related to the Applicant's request shall be recoverable, including by not limited to, all professional and technical consultant services and fees retained by the city and rendered in review of any application, including the engineer, planner, attorney, or any other professional or expert hired by the village for purposes of review of the application or pre-submission request. The Applicant agrees to reimburse the City for all costs recoverable pursuant to the terms of the above numbered ordinance within the time period set forth by the City of Whitewater Municipal Code. At no time shall any cost recoverable fees be waived, except through the process of a written request by the Applicant and the Common Council, review and evaluation by the Common Council, and official action taken by the Common Council.

**PROJECT INFORMATION**

**PROJECT NAME\***

**PROJECT LOCATION\***

**APPLICANT INFORMATION**

**NAME\***

**MAILING (BILLING) ADDRESS\***

**PHONE\***

**EMAIL ADDRESS\***

**ATTORNEY INFORMATION**

**NAME**

**PHONE**

**EMAIL ADDRESS**

**SIGNATURE OF APPLICANT\***

**DATE\***

**Note to Applicant: The City Engineer, Attorney and other City professionals and staff, if requested by the City to review your request, will be billed for their time at an hourly rate which is adjusted from time to time by agreement with the City. Please inquire as to the current hourly rate you can expect from this work. In addition to these rates, you will be asked to reimburse the City for those additional costs set forth in 19.74.10 and 16.04.270 of the Municipal Code.**

**RATES**

City Administration Hourly Rate Shall Not Exceed

Director of Economic Development: Taylor Zeinert \$56.55

Director of Public Works: Brad Marquardt \$72.33

Director of Finance: Rachelle Blich \$65.94

Clerk: Heather Boehm \$43.33

Deputy Clerk: Tiffany Albright \$29.20

NS Administrative Assistant Llana Dostie \$36.63

Building Inspection Services

Building Inspector Commercial: Joe Mesler \$80.00

Building Inspector Residential: Jon Mesler \$80.00

City Attorney

Harrison, Williams & McDonell, LLP

Attorney Jonathan McDonell \$255.00

City Engineer

Strand and Associates \$247.63

Primary Contact: Mark Fischer

City Planners and Zoning Administrator

Primary Contact: Allison Schwark \$49.00

**City Use Only Below Line**

**Building Inspector Date Received**

**Reviewed by**

**Zoning Administrator Date Received**

**Reviewed By**

**Occupancy Classification**

**Occupancy Classification Surrounding Units**

**Zoning of Property**

**Use Permitted**

- By Right
- By CUP
- PC Approval Required

**Approval**

- Approved
- Denied

**Date**

**Approval**

- Approved
- Denied

**Date**

**Public Works Approval**

- Approved
- Denied

**Date**

**City Engineer Approval**

- Approved
- Denied

**Date**

**Police Department Approval**

- Approved
- Denied

**Date**

**Fire Department Approval**

- Approved
- Denied

**Date**