

# TOWN OF BRIGHAM

407 Business ID | Barneveld, WI 53507

Phone: (608) 924-1013 | Web: [www.town.brigham.iowa.wi.us](http://www.town.brigham.iowa.wi.us)

## APPLICATION FOR DRIVEWAY | BUILDING SITE | LAND DIVISION | ZONING CHANGE

### Property Owner Information

Property Owner(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

### Applicant/Agent Information (if different from Property Owner Information)

Applicant(s)/Agent(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

### Property Information

Existing Parcel Size (acres): \_\_\_\_\_

Township Section: \_\_\_\_\_

Tax Parcel(s): \_\_\_\_\_

I understand I will be charged per Ordinance Number 1.01 – Fee Schedule. Fees apply to applications submitted for review; site visits for driveway, building site, and field road access; meetings (Town, County, or otherwise); inspections; professional services (including, but not limited to: legal fees, soil testing, engineering services, building inspector, etc.); and any other costs incurred as a result of this application.

In the event the fee(s) is not paid, the amount due will be added to the property owner(s) tax bill as a special charge.

\_\_\_\_\_  
Signature of Property Owner(s)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant(s)/Agent(s)

\_\_\_\_\_  
Date

## Instructions:

Complete **ALL** section(s) for which approval is requested.

All required documents must be provided to the Town of Brigham Clerk a minimum of fourteen (14) days before the scheduled meeting. Incomplete applications may postpone the review of your request until all items are provided.

## DRIVEWAY

Seeking approval for (mark all that apply):

Driveway

Intended Use (mark one):

Residence

Agricultural Building

Other: \_\_\_\_\_

Property Access (Field Road)

Documents required for Plan Commission:

County Preliminary Development Review response (request from Iowa County Development Office)

Preliminary map with driveway marked

Proposed driveway marked on prime agricultural soils map (map available from Iowa County)

Is the driveway within 150 feet of property line (mark one)?  Yes  No

If yes, other property owners: \_\_\_\_\_

*Note: There must be at least 150 feet between driveways and property accesses that are located on the same side of the highway.*

Number of users on driveway (mark one):  1  2  3  4

If more than 1, list other users: \_\_\_\_\_

Is there an access easement (mark one)?  Yes  No

If yes, a copy of the easement must be attached.

Is the driveway accessed from a State or County Highway (mark one)?  Yes  No

If yes, list Highway: \_\_\_\_\_

Is the driveway accessed from Town Road (mark one)?  Yes  No

If yes, list Road: \_\_\_\_\_

Site Preparation for Plan Commission Visit:

Stake driveway location

## BUILDING SITE

Type(s) of Building(s): \_\_\_\_\_

### Documents required for Plan Commission:

- County Preliminary Development Review response (request from Iowa County Development Office)
- Preliminary map with building site and septic system marked
- Proposed building site marked on prime agricultural soils map (map available from Iowa County)

### Site Preparation for Plan Commission Visit:

- Stake building site location

## LAND DIVISION

### Documents required for Plan Commission:

- Concept Plan

A Concept Plan consists of the following:

1. Aerial photograph showing all of the contiguous acres owned by the Property Owner on the Concept Plan effective date
2. The identified Development Areas that can accommodate the potential number of Building Envelopes
3. Consideration of access for all Building Envelopes
4. Any proposals for Development Areas, Building Envelopes, and Lots, including driveway and utility access to them, and Shoreland Areas

Requested Number of Parcels: \_\_\_\_\_ Acreage of Parcels\*: \_\_\_\_\_

\*Note: AR-1 parcels of less than 5 acres require a Conditional Use Permit if animal units are being requested (see Zoning Change).

## ZONING CHANGE

Seeking approval for (mark all that apply):

- Rezone – from \_\_\_\_\_ to \_\_\_\_\_
- Conditional Use Permit

If a Conditional Use Permit is requested, for what? \_\_\_\_\_

### Documents required for Plan Commission:

- County Preliminary Development Review response (request from Iowa County Development Office)
- Map/aerial photo showing existing property, house, driveway, and septic system locations
- List of adjoining Property Owner(s):

\_\_\_\_\_  
\_\_\_\_\_

## Documents Required for Town Board

- Certified soil test (for septic system)
- Adjacent property owner agreement (required for driveway within 200 feet of property line)
- Multi-user driveway maintenance agreement
- Preliminary survey map showing house, driveway, and septic system locations
- Driveway construction plan and driveway and building erosion control plans

## Action Taken by Plan Commission

The Town of Brigham Plan Commission will do a site visit to observe the parcel, driveway location and staked area(s) at significant locations. They may photograph the parcel. Upon completion of the site visit (and any other site visits scheduled), they will return to the Barneveld-Brigham Municipal Building for discussion/decision/recommendation of the application request(s). The Town, or their representative, will revisit the site, as necessary.

1<sup>st</sup> Site Visit: \_\_\_\_\_

2<sup>nd</sup> Site Visit: \_\_\_\_\_

### Recommendation:

- Approve
- Deny
- Request for Additional Information:

\_\_\_\_\_  
\_\_\_\_\_

Comments regarding action:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Plan Commission Chair

\_\_\_\_\_  
Date

*Town Criteria 1 – 8 are mandatory.*

		Town of Brigham Residential Siting Criteria in Agricultural Zoning Districts
Complies	Does Not Comply	
<input type="checkbox"/>	<input type="checkbox"/>	<b>1. Minimum Lot Size</b> Minimum lot size in this category shall be 2 acres.
<input type="checkbox"/>	<input type="checkbox"/>	<b>2. Density Standard</b> One residence per 20 acres. This applies to existing residences being separated off larger parcels as well as new residences on new parcels.
<input type="checkbox"/>	<input type="checkbox"/>	<b>3. Driveway Standards</b> See Town of Brigham Driveway Ordinance.
<input type="checkbox"/>	<input type="checkbox"/>	<b>4. Compliance with Town Future Land Use Map in the Comprehensive Plan</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>5. Compliance with Town Ordinances</b> See Town of Brigham Ordinances.
<input type="checkbox"/>	<input type="checkbox"/>	<b>6. Zoning Compliance</b> Buildings are not allowed on C-1 Conservancy lots or in an AC-1 Conservancy Overlay District. Lots less than 40 acres must be rezoned out of A-1 Exclusive Agriculture.
<input type="checkbox"/>	<input type="checkbox"/>	<b>7. Prohibit Subdivisions</b> Not more than 4 splits in 5 years.
<input type="checkbox"/>	<input type="checkbox"/>	<b>8. Remaining Parcels</b> Confirm remaining parcels are either: <ul style="list-style-type: none"> <li>• Greater than 40 acres; or</li> <li>• Compliant with all requirements of the Land Division and Building Site Ordinance</li> </ul>

*Town Criteria 9 – 14 will be assessed on a case-by-case basis. Any items marked as “Does Not Comply” shall be described below, along with any mitigation techniques that are required.*

		Town of Brigham Residential Siting Criteria in Agricultural Zoning Districts
Complies	Does Not Comply	
<input type="checkbox"/>	<input type="checkbox"/>	<b>9. Lot Lines</b> Lot lines shall be located so as to minimize the breakup of contiguous tracts of agricultural or man-made boundaries, such as roads, fence rows, woods, waterways, streams, or similar boundaries. If lot lines must cross agricultural fields because other boundaries are not possible, it is desirable to locate them in such a way so as to maintain the maximum size agricultural fields in large contiguous parcels. Flagpole lots are not allowed.
<input type="checkbox"/>	<input type="checkbox"/>	<b>10. Lot Size</b> Lots/Building Envelopes shall be sized and shaped to minimize the breakup of contiguous tracts of agricultural lands.
<input type="checkbox"/>	<input type="checkbox"/>	<b>11. Driveways</b> Driveway location and length shall minimize impact on productive agricultural croplands. They shall utilize existing property lines or appropriate natural features, or be limited in length to remove a minimum amount of cropland from production. Driveways shall comply with all provisions of Ordinance 3.01.
<input type="checkbox"/>	<input type="checkbox"/>	<b>12. Strip developments</b> Strip development shall be avoided whenever possible. If several Building Envelope(s) must be located along the roadway, it is desirable to mitigate their impact by requiring screenings and/or varying the driveway lengths, lot sizes, and setbacks.
<input type="checkbox"/>	<input type="checkbox"/>	<b>13. Compatibility with Surrounding Legal Uses</b> All proposals will be evaluated for compatibility and to minimize impacts on surrounding legal uses.
<input type="checkbox"/>	<input type="checkbox"/>	<b>14. Farmland Preservation</b> The location and size of the proposed residential lot(s) should comply with all the following: <ul style="list-style-type: none"> <li>• Land Division should not convert prime farmland from agricultural use or convert land previously used as cropland or pasture, other than a woodlot, from agricultural use if on the farm there is a reasonable alternative location or size for a nonfarm residential lot.</li> <li>• Should not significantly impair or limit the current or future agricultural use of adjacent farmland.</li> <li>• Provide minimal encroachment into existing or potential cropland.</li> </ul>

## Action Taken by Town Board

Recommendation:

- Approve
- Deny
- Sent back to Plan Commission
- Request for Additional Information:

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Comments regarding action:

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Signature of Town Board Chair

Date

## Driveway Permit/Inspection

Date Driveway Permit Issued: \_\_\_\_\_

Driveways must comply with Town of Brigham Ordinance specifications. Driveway permits expire one (1) year after issuance and must be “stubbed in” before the expiration date.

Date of Initial Inspection: \_\_\_\_\_

- Driveway was constructed in accordance with approved plan and is in compliance with Town of Brigham Ordinances
- Driveway is not in compliance and is denied. Property Owner(s) has been asked to make the following changes:

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Signature of Town Board Chair

Date