

**Form No.**



## **Application for Commercial Design Guidelines**

**To the Town Board and Plan Commission of the Town of St. Croix Falls, Polk County, Wisconsin**

Owner: \_\_\_\_\_  
(Signature)

Agent: \_\_\_\_\_  
(Signature)

Name: \_\_\_\_\_

Name: \_\_\_\_\_

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

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

\_\_\_\_\_  
(City, Town) (State) (Zip)

\_\_\_\_\_  
(City, Town) (State) (Zip)

Telephone No.: (Home) \_\_\_\_\_

Telephone No.: (Work) \_\_\_\_\_

(Work) \_\_\_\_\_ (Mobile) \_\_\_\_\_

(Mobile) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

\_\_\_\_\_  
Previous Owner's Name

\_\_\_\_\_  
Date Purchased

Adjoining Property Owner's Name: \_\_\_\_\_

Adjoining Property Owner's Name: \_\_\_\_\_

\_\_\_\_\_  
Property Address (if not the same as owner's address)

I the undersigned, being owner/owner's agent of all the area herein described, hereby petition the Town Board of the Town Board of the Town of St. Croix Falls for review of the Commercial Design Guidelines.

I declare that this application (including any accompanying schedule) has been examined by me and to the best of my knowledge and belief it is true, correct, and complete..

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**For Town Use Only:**

Date Filed: \_\_\_\_\_

Received By: \_\_\_\_\_

Comments: \_\_\_\_\_

Approved on: \_\_\_\_\_ Denied on \_\_\_\_\_

Parcel Number: \_\_\_\_\_

Parcel Size: \_\_\_\_\_

Proposed uses: \_\_\_\_\_

Proposed number of structures and size of structures: \_\_\_\_\_

\_\_\_\_\_

The Town Commercial Design Guidelines include 12 specific elements that are listed below. These 12 elements should be incorporated into the Site Plan. Applications must include detailed descriptions of how each of the elements are addressed in the Site Plan, or discuss why it is not applicable. The Site Plan shall be a professionally drawn plan, to scale, and shall be attached and labeled along with any additional maps, drawings, etc. Applications that are incomplete, do not fully address each element, or lack important details will not be forwarded to the Plan Commission or Town Board for review.

1. Site Design (See element 1 of the Commercial Design Guidelines).  
a. Preservation of natural features (Describe here and show on site plan) \_\_\_\_\_

\_\_\_\_\_

b. Landscaping Describe here and show on site plan) \_\_\_\_\_

\_\_\_\_\_

2. Parking Lots and Access – Describe and show on site plan (See element 2 of the Commercial Design Guidelines).

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Pedestrian Circulation (See Element 3 of the Commercial Design Guidelines)

- a. Are sidewalks at least five (5) feet wide? Yes / No
- b. Are front of building sidewalks at least ten (10) feet wide? Yes / No
- c. Are there handicap parking stalls? Yes / No How Many? \_\_\_\_\_  
Is there bicycle parking? Yes / No

Is there motorcycle parking? Yes / No  
Please show the above items on site plan.

4. Materials and Colors – Please describe and show all exterior building material and colors and how the colors and material comply with Element 4 of the Commercial Design Guidelines.

a. Exterior colors and material: \_\_\_\_\_

b. Façade colors and materials: \_\_\_\_\_

c. Trim color and material: \_\_\_\_\_

5. Facades and Exterior Walls – Describe the following and how they comply with element 5.

a. Façade depths, heights and uninterrupted length: \_\_\_\_\_

b. Describe façade features (See Commercial Design Element 5b) \_\_\_\_\_

6. Customer Entrances - Describe and show on the site plan customer entrances (See element 6 of the Commercial Design Guidelines).

7. Roofs – Describe roof features (See element 7 of the Commercial Design Guidelines)

8. Central Features and Community space.  
Does your development cover more than 50,000 square feet of gross floor area? Yes / No  
If No, this section is inapplicable.  
If Yes, Describe and show how the requirements of element 8 of the Commercial Design Guidelines have been met: \_\_\_\_\_

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9. Outdoor Storage  
a. Describe how you comply with element 9 (a) of the Commercial Design Guidelines: \_\_\_\_\_

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b. Describe how you comply with element 9 (b) of the Commercial Design Guidelines: \_\_\_\_\_

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c. Describe how you comply with element 9 (c) of the Commercial Design Guidelines: \_\_\_\_\_

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10. Stormwater Detention Ponds  
a. Provide copies of the Storm Water Runoff Plan approved by Polk County or Department of Natural Resources.

b. Describe detention pond landscaping: \_\_\_\_\_

c. Describe any features: \_\_\_\_\_

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11. Park and Recreation Dedication  
For Clerk / Zoning Administrator to Determine: \_\_\_\_\_ Required \_\_\_\_\_ Not Required

## 12. Developer's Agreement

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### d. Developer's Agreement (See Form)

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