

14.076 - FINAL YARD GRADES, BUILDING ELEVATIONS AND PROPOSED CONTOURS. (Cr. Ord. #2-10)

As-built final yard grades (i.e., the final yard surface elevation including topsoil and turf/landscaping) and proposed contours on shall conform to within 0.25 feet of those final yard grades and contours proposed on the master grading plans previously accepted by the Village Engineering Department.

14.078 - ADJUSTMENTS TO FINAL YARD GRADES, BUILDING ELEVATIONS AND PROPOSED CONTOURS. (Cr. Ord. #2-10)

(a) **REQUESTS TO ADJUST FINAL YARD GRADES AND PROPOSED CONTOURS.** Requests to adjust final yard grades and proposed contours from those previously accepted by the Village on the master grading plans shall be made via written letter and submitted to the Village Engineer. Written requests shall include the following elements:

- (1) Narrative. The written request shall include a narrative describing the intent and the need for the final yard grade, building elevation and proposed contour adjustments.
- (2) Revised Grading Plan. The written request shall include a revised grading plan including existing topography contours, proposed final yard grade adjustments, proposed building elevation adjustments, proposed contour adjustments, final drainage patterns, septic system location (if applicable), and existing and proposed final yard grades and building elevations on neighboring lots. The plan shall be presented on a scaled plat of survey.
- (3) Fees. Fees shall be paid and submitted with the written request. For residential lots, the requestor shall submit a \$200.00 fee for each individual residential lot. For commercial, industrial, institutional and retail buildings, the requestor shall submit a \$200.00 fee for each individual building.
- (4) Acknowledgement of Notification of Designer. The requestor shall transmit a copy of the above-mentioned request letter, narrative and revised grading plan to the design engineer whose Wisconsin Professional Engineer seal is presented on the master grading plans, and the requestor shall acknowledge in writing that he has completed this task in his written request.

- (5) Acknowledgement of Notification of Neighboring Property Owners. The requestor shall transmit a copy of the above-mentioned request letter, narrative and revised grading plan to each neighboring property owner, and the requestor shall acknowledge in writing that he has completed this task in his written request.
- (6) Acknowledgement of Administrative Review Appeals Code and Statute. The requestor shall acknowledge in writing that he is familiar with Chapter 20 of the Municipal Code and §68.08, Wis. Stats., with respect to the administrative review appeal process. The requestor shall also acknowledge in writing that any activity performed by him during the 30 days allowed for appeal by persons aggrieved is performed solely at his own risk.

(b) **REVIEW OF REQUEST.** The Village Engineering Department shall screen for completeness of the above-listed requirements all requests for adjustments to final yard grades, building elevations and proposed contours. Once determined complete, the Village Engineer shall determine if the request should be reviewed by the Planning Commission or the Public Works and Highway Committee. If Commission or Committee review is, in the judgment of the Engineer, not needed, the Village Engineer shall either accept or deny the completed request within 10 working days from determination of completeness.