

Town of Geneva

Grading and Drainage Plan Review Standard Procedures

The following information shall be provided for review by the Town Engineer:

1. Name, address and phone number of owner / developer.
2. Name, address and phone number of individual who prepared the Site Plan.
3. A legal survey showing existing property boundary and right of way information including:
 - Lot lines with dimensions
 - Right-of-way
 - Easements
 - Lot and block numbers
4. All existing topographic and utility information (on USGS datum if possible*) on the site and adjacent lands or road right of way shall be shown on the drawing including:
 - Local permanent elevation reference/benchmark.
 - Existing structures.
 - Existing contours
 - Existing roadside ditch and side yard swale flow line locations and elevations.
 - Elevation of 100-year floodplain (if applicable).
 - Power poles or underground utility pedestals.
 - Roadway edge of pavement and centerline elevations: Show shoulder if applicable.
5. All proposed improvements including:
 - Buildings footprint including proposed Top of Foundation elevation and any steps in foundation or look-out/walk-out elevations.
 - Garage footprint and Garage Floor Elevation.
 - Driveway location.
 - Drive culvert location, size (minimum 15") and pipe material.
 - Driveway elevation at right-of-way line and/or at the low point at top of culvert.
Driveway apron shall slope downward from roadway edge of pavement to low point over driveway culvert at slope approximating 2% (1/4" per foot).
 - Driveway slope from culvert to Garage. Slope shall not exceed 10%.
 - Retaining wall locations, top of wall and bottom of wall elevations (if applicable).
 - Proposed contours
 - Drainage direction arrows
 - Swales and ditches
6. Building elevations/floor plan (to confirm foundation fit/reduced size plan OK)
7. Town building permit application form

* Town Engineer can provide USGS benchmark information on sanitary manholes.

TOWN OF GENEVA
COST RECOVERY AGREEMENT
FOR RESIDENTIAL CONSTRUCTION

Notice to Applicant: This document is an Official Town of Geneva Document. All submittals must be Official Town of Geneva Documents.

The undersigned Applicant hereby acknowledges and agrees the Town may retain the services of professional consultants (including planners, engineers, architects, attorneys, environmental specialists, recreation specialists, and other experts) to assist in the Town's review of an application for residential building permit. The submittal of an application by an Applicant shall be construed as an agreement to pay for such professional review services applicable to the proposal including any finance charges that may accrue. The Town may apply the charges for these services to the Applicant. The Town may delay acceptance of the application or petition as complete, or may delay final approval of the proposal, until the Applicant pays such fees. Review fees which are applied to an Applicant and which are not paid, may be assigned by the Town as a special assessment to the subject property. Applicant hereby expressly waives any notice and hearing requirements provided in Wis. Stats. § 66.0701 or any additions or amendments to this section. Petitioner further authorizes the Town Treasurer or Town Clerk to levy and collect review fees and additional fees upon the affidavit of the Building Inspector stating that such fees are reasonable and that payment is overdue. The Applicant shall be required to provide the Town with an executed copy of the following form as a prerequisite to the processing of the building permit application:

Purpose of Application _____

Project Name _____

Physical Address _____

Tax Key # _____ Phone # _____

Contact Name (if different from applicant) _____

Mailing Address _____

City _____ State _____ Zip _____

Billing address (if different) _____

City _____ State _____ Zip _____

Dated this _____ day of _____, 20____

APPLICANT: _____
(Printed Name)

(Signature)

Original: Town Records

Copy: Applicant

Copy: Town Attorney

Project #: _____

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