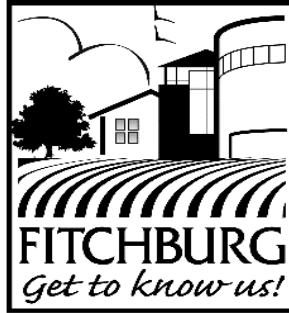


Guide to Fitchburg Business & Development Services



Prepared by the
**FITCHBURG COMMUNITY &
ECONOMIC DEVELOPMENT AUTHORITY**



ACKNOWLEDGMENTS

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SERVICES
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WELCOME TO THE CITY OF FITCHBURG

Mark Vivian
Mayor



Tony Roach
City Administrator

Fitchburg City Hall
5520 Lacy Rd.
Fitchburg, WI 53711
Phone: (608) 270-4200
Fax: (608) 270-4212

Hours: 7:30 a.m. - 5:00 p.m.

This "*Guide to Fitchburg Business & Development Services*" is meant to be a user-friendly resource, which describes and explains procedures frequently embarked upon by citizens, contractors, and developers.

This guide has been produced by the Community and Economic Development Authority to direct interested persons to the appropriate staff and departments, explain why a permit or approval is needed, what steps to follow, the approximate decision time line, and what one can expect from city staff as one works through the process.

There is a reference list by subject and staff in this guide to help you contact the right person to answer any of your questions. This will enable you to get a quick response on any city regulations and procedures that might be confusing.

We hope this guide is of assistance to you. Please keep it on your bookshelf for future reference. If you have any suggestions on how we can improve this guide or serve you better, please call our **Economic Development Coordinator at (608) 270-4245.**

City Departments

CALL US TODAY FOR ASSISTANCE (Phone 270-4200 unless otherwise indicated)

ADMINISTRATION	Tony Roach	270-4209
ASSESSING	Mike Procknow	270-4236
BUILDING INSPECTION	John Crook	270-4240
CLERK	Karen Peters	270-4210
COMMUNITY CENTER	Theresa Rupp	270-4285
ECONOMIC DEVELOPMENT	Michael Zimmerman	270-4245
F.A.C.T./CABLE TV	Connie Darling	270-4226
FINANCE/TREASURER	Nancy Solberg	270-4252
FIRE DEPARTMENT	David Fulmer	278-2980
PARKS	Jim Christoph	270-4288
PLANNING/ZONING	Tom Hovel	270-4255
	Patricia Delker	270-4256
POLICE DEPARTMENT	Tom Blatter	270-4351
SENIOR CENTER	Sue Sheets	270-4291
SIGNAGE	Patricia Delker	270-4256
PUBLIC WORKS	Paul Woodard	270-4261
ENGINEERING	Rick Olsen	270-4264
STORMWATER/RECYCLING	Mike Rupiper	270-4262
UTILITY	Pat Peterson	270-4271
HIGHWAY	David Jones	278-7860

Government Commission and Committee Monthly Meeting Schedule

Commission	Date	Time	Location
Committee of the Whole	3rd Wednesday	7:30 PM	Fitchburg City Hall
Common Council	2nd and 4th Tuesday	7:30 PM	Fitchburg City Hall
Ag and Rural Affairs	2nd Thursday	8:00 PM	Fitchburg City Hall
Board of Public Works	1st and 3rd Monday	6:00 PM	Fitchburg City Hall
Cable Commission	4th Wednesday	7:30 PM	Fitchburg City Hall
Commission on Aging	2nd Thursday	2:00 PM	Fitchburg City Hall
Community & Econ. Development Authority	4th Thursday	5:30 PM	Fitchburg City Hall
Finance	2nd and 4th Thursday	6:30 PM	Fitchburg City Hall
Landmarks Preservation Commission	2nd Monday	5:30 PM	Fitchburg City Hall
Park Commission	1st Thursday	7:30 PM	Fitchburg City Hall
Personnel Committee	3rd Wednesday	6:30 PM	Fitchburg City Hall
Plan Commission	1st & 3rd Tuesday	7:30 PM	Fitchburg City Hall
Police and Fire Commission	2nd Tuesday	5:15 PM	Fitchburg City Hall
Public Safety and Human Services	2nd and 4th Tuesday	6:30 PM	Fitchburg City Hall
Recycling	3rd Monday	6:30 PM	Fitchburg City Hall

BUILDING PERMIT

Commercial, Industrial, & Multi-family

WHEN:

A building permit is required for all new buildings, additions, and alterations.

WHY:

To help insure compliance with local and state regulations and to provide a safer structure for the intended activity.

HOW:

Building permits are obtained from the Building Inspection Department (270- 4200). This department works with the Zoning Department on the issuance of the zoning permit.

The Building Permit Process is:

(Assumes proper Zoning & Plan Commission approvals - see pages 19 to 22.)

* The applicant submits three sets of complete plans with the following approvals

- State (Plan Entry, 261-8491) approved (two sets of plans)
- Fire Department approved

and a completed uniform permit application and zoning permit application.

Evidence of suitability for non-public sewer buildings may also be required.

* The Building & Zoning Departments review the plans and issue conditional permit.

* The applicant submits a required fee and picks up one copy of the approved plans, permit and other sheets explaining the inspection process.

* A permit to start construction is available for **\$100.00** from the Zoning Department, when the green sheet from the State for footing and foundation work and a site plan are submitted; this assumes zoning is proper and all Plan Commission approvals have been received.

The building permit process is outlined in the flow chart. **The process usually takes 1-2 weeks.**

BUILDING PERMIT

Single Family & Two Family Residences

WHEN:

A building permit is required for all new buildings and additions and alterations. Small accessory structures (less than 200 square feet) and decks no more than 2 feet above ground may not require a permit. Applicants should check with the Building Inspection Department to determine whether or not a permit is required.

WHY:

To help insure compliance with local and state codes and a safe living environment.

HOW:

Two sets of plans, with developer/architectural approval where required, should be submitted to the Building Inspection Department, along with energy calculations and completed copies of the uniform and zoning permit application forms. A permit to start construction for footings and foundation is available from the Zoning Department for **\$25.00** upon review of the site plan.

The Zoning & Building Departments will issue a conditional permit. The applicant pays the fees and picks up the permit and other sheets explaining erosion control, required inspection and other local requirements.

This process normally takes 2-3 days from when the proper plans, completed forms and energy calculations are submitted.

FIRE PERMITS

WHO:

Burning permits issued to residential occupants. (DNR prohibits commercial and industrial burning unless DNR restrictions are met.)

WHEN:

Prior approval is needed before any outdoor burning can take place.

WHERE:

Burning is not allowed within in the Urban Service Area. Fire permits must be obtained to burn outside of the fire hydrant corridors in the rural areas.

WHY:

To protect life and property by preventing fires. Safeguard the general economy and welfare of the community.

HOW:

Call 278-2980 or meet with a Fitchburg Fire Department representative to be issued a permit.

FIRE PROTECTION BUILDING CONSTRUCTION IMPACT FEE

WHEN:

Fees are determined and collected at the time a building permit is issued.

WHY:

As development continues, the impact on public services, including fire protection, increases. The Fitchburg City Council, in April of 1991, adopted an ordinance, which provides for building construction impact fees. These fees are designated for the fire protection needs of our expanding city. These fees reduce the impact of development on the overall property tax roll.

HOW:

Dwelling Units: \$400.00 per unit.

Commercial units: \$400.00 per unit or per 5,000 square feet, whichever is greater.

Manufacturing units: \$400.00 per unit or per 4,000 square feet, whichever is greater.

Public Assembly: \$400.00 per unit or per 2,500 square feet, whichever is greater.

WAIVER:

The payment of impact fees is waived when, at the time of construction, an approved AUTOMATIC FIRE SPRINKLER SYSTEM is installed throughout the structure.

For more information: Contact the Fire Department at 278-2980.

ARCHITECTURAL & DESIGN REVIEW

WHEN:

You wish to construct a new commercial /industrial building, multi-family dwelling or make site improvements. Review is also required when you wish to make changes to the exterior of an existing commercial/industrial or multi-family building.

WHY:

To make sure construction meets minimum standards for appearance and will not be contrary to the neighborhood.

HOW:

Please discuss your site and building plans with the Building Inspection Department (270-4200), Fire Department (278-2980), and Planning/Zoning Department (270-4200) before you submit plans for architectural & design review approval.

Plans must be submitted to the Planning/Zoning Department at least 3 weeks prior to regular Plan Commission meeting, which you may wish to attend. The Commission meets monthly on the 1st & 3rd Tuesday. Planning/Zoning staff will review submitted materials, write a staff report and make recommendations to the Plan Commission.

You need to submit:

- * Four sets of plans at scale.
- * One set of plans reduced to 11" x 17".

Plans shall include:

- * Site plan with setbacks.
- * Floor plans.
- * Building elevations.
- * Landscape plan, identifying existing and proposed plantings by type and size.

The Plan Commission will review the submitted materials at a regularly scheduled meeting, and may decide to approve the plans as submitted, approve with conditions or modifications, or deny approval of the plans.

When the Plan Commission grants architectural & design review approval, with or without conditions or modifications and no appeal is forthcoming, the applicant may proceed by obtaining other necessary approvals from the city which may include the following: building permit, zoning permit, Fire Department approval, erosion control, street opening and any other permits pertinent to the project.

APPEAL PROCESS

Any action of the Plan Commission in regard to Architectural & Design Review approval may be appealed to the Common Council by either the applicant or other aggrieved persons.

BLASTING

WHEN:

Whenever you plan to do blasting within the City of Fitchburg.

WHY:

To safeguard neighboring property owners against noise and property damage.

HOW:

The Fitchburg Blasting Ordinance for quarry or mineral extraction operations has more restrictive limits for blasting than the Wisconsin Administrative Code ILHR 7. Any persons conducting blasting within the City of Fitchburg shall notify the local fire department and police departments of the time and location of the blast. Each event shall be monitored, employing a seismograph, and a log of maximum peak particle velocities, frequencies, 1/4 wave displacements, and acceleration shall be measured, recorded and reported to the Fitchburg City Clerk within 15 days of blasting occurrence. Failure to comply with the Fitchburg Blasting Ordinance can result in penalty and fines.

For any blast, whether for a quarry or other purpose, the blaster or owner should contact the fire department for regulations or permits.

CONDITIONAL USE PERMIT PROCESS

WHEN:

A conditional use is a use of property that is not permitted outright in a zoning district but would be allowed if certain standards are met. For example, churches are a conditional use in a single-family residential district.

WHY:

To assure you and your neighbors that use of adjacent properties will be compatible with property use established for your neighborhood.

HOW:

Please call or meet with Planning/Zoning staff (270-4200) prior to submitting an application for a conditional use permit. ***This process typically takes 4 - 6 weeks.***

File your application with the Planning/Zoning Department. The following items are required:

- * Application form.
- * Filing fee
- * Plans for your project, i.e. site plan showing vehicular access points, location of all existing and proposed structures, and parking areas.

Depending on the issues and complexity of the request, the following items may be required:

- * Building plans and elevations.
- * Landscape plan.
- * Specific planning, engineering, or transportation information.

After all submissions have been made and fees paid, the Planning/Zoning staff schedules a public hearing and publishes the official notice of the hearing in the city's official newspaper. Staff mails notices of the public hearing to property owners within 300 feet, (or a minimum of the three closest property owners), and to other parties of interest. Staff also sends a copy of request to various city departments for review and comment. Staff submits a report and recommendations to the Plan Commission prior to the public hearing.

At the public hearing, before the Plan Commission, applicants present their request and members of the public may state their support, opposition, or concerns about the proposed project. The Plan Commission considers the comments of the reviewing city departments, recommendations of Planning/Zoning staff, presented testimony and information. The Commission also takes into account the need for the proposed use at that particular location.

(Continued on next page)

CONDITIONAL USE PERMIT PROCESS (Continued)

Following the public hearing, the Plan Commission determines if the conditional use standards can be met and then grants or denies the request. The Commission will most likely attach certain conditions or restrictions to the conditional use to further assure its compatibility with the neighborhood and city requirements. Once the conditional use is approved and no appeal of the decision is forthcoming, the applicant may proceed by obtaining building, zoning and any other required permits or approvals. **Failure to act on the approved conditional use permit within one year from the date of approval renders the approval void.**

The decision of the Plan Commission is open to appeal within 10 days of the decision.

The appeal is made to the Common Council by you or any aggrieved individual. Common Council reviews the action of the Plan Commission, and may choose to hold another public hearing. The Council makes the final decision regarding appealed conditional use permit requests and may choose to affirm, modify or reverse the Plan Commission decision.

REZONING REQUEST

WHEN:

You want to use your property in a way that is not permitted by its current zoning.

WHY:

The zoning ordinance divides all lands into zones for various land uses, such as residential, commercial and industrial, and sets regulations for the use of land and buildings and their spatial relationships (size of yards and open space, etc.). This is done to protect owners and citizens from uses that may detract from their enjoyment of their property and to ensure basic standards for health and safety.

HOW:

Meet with Planning/Zoning Department staff (270-4200) to discuss your proposal prior to submitting an application. It may be suggested that you meet with neighboring property owners.

To change the zoning of a property, an ordinance must be passed by the Common Council, signed by the mayor, and published in the City's official newspaper. **This process typically takes 6 - 8 weeks.**

After discussing your proposal, submit your application for rezoning to the Planning/Zoning Department.

Your application should include:

- * Application form.
- * Site plan, showing proposed vehicular access points, location of all existing and proposed structures and parking areas.
- * Any other information pertinent to understanding your request, or required by staff, (i.e. engineering, transportation, or utilities).
- * Application fee.

(Continued on next page)

REZONING REQUEST (Continued)

PROCEDURE:

The Planning/Zoning staff schedules a public hearing before the Plan Commission, and publishes the official notice of the hearing in the City's official newspaper. Staff mails notices of the public hearing to property owners and to other parties of interest. Alder persons representing the district in which the request is made are notified. Staff also sends a copy of request to various city departments for review and comment.

Staff submits a report and recommendations to the Plan Commission prior to the public hearing.

At the public hearing, applicants present their request and members of the public may state their support, opposition or concerns about the proposed project. The Plan Commission considers the comments of the reviewing city departments, recommendations of Planning/Zoning staff, the testimony of the applicant, and that of interested parties.

If the Commission recommends approval of the rezoning, it may attach conditions to the request. An ordinance (in case approval is recommended) and/or a resolution (in case denial is recommended) are prepared by Planning/Zoning staff.

The Plan Commission's recommendation is generally considered by the Council at the next regularly scheduled Council meeting, but may be at a later meeting depending on the complexity of the issue and ordinance or resolution preparations required.

The Council may choose to approve or deny the rezoning request. If the rezoning is approved, you may proceed by obtaining other required approvals.

ZONING VARIANCE OR ADMINISTRATIVE APPEAL

WHEN:

A **variance** is needed when your project cannot meet requirements of the zoning code or sign code. An **administrative appeal** is needed if you disagree with an interpretation of a zoning, sign, or fire code that has been made by an administrative official.

WHY:

To make certain that a project is consistent with neighboring developments, that a development does not infringe on the enjoyment of property belonging to neighboring owners, does not detract from surrounding buildings or lots, is not out of character with the neighborhood, and that a project meets necessary public health and safety standards.

HOW:

It is recommended that you meet with Zoning staff before submitting your application. Staff will review the standards for variance with you prior to your filling out the application. This process usually takes 4 - 6 weeks.

To obtain a variance you must establish that due to some peculiarity of the lot's shape, size, or topography, etc. it would be a hardship or practical difficulty to meet zoning code requirements. These circumstances are not to be self-imposed or self-created.

In the case of a variance from the sign code, you must establish that unusual circumstances render it impossible for you to meet requirements of the sign code; and that such circumstances are not self-imposed or self-created.

In the case of an administrative appeal, you must establish that the administrative official's interpretation and application of the ordinance is not in accord with the terms of the ordinance and state law.

Submit your application for a variance or administrative appeal to the staff in the Planning/Zoning Department.

You will need to submit the following:

- * A complete application form.
- * A copy of a site plan showing the present and proposed development on the lot, or in case of a sign code variance request, the size, design and location of the current and proposed signage.
- * Any additional maps, exhibits, etc. that you feel are pertinent to your request.
- * The non-refundable fee.

(Continued on next page)

ZONING VARIANCE OR ADMINISTRATIVE APPEAL (Continued)

The Board of Appeals Secretary (a Planning/Zoning staff member), in consultation with the Board Chairperson, will schedule a public hearing before the Board of Appeals. Notice of the hearing is sent to the applicant, owners of property within 300 feet or a minimum of the three closest property owners. The hearing notice is also published in the City's official newspaper.

The Board of Appeals is a quasi-judicial body and is required to make its determination on the basis of facts presented at the public hearing. Speakers will be sworn in prior to their testimony, and members may cross-examine or recall speakers. The Board may also subpoena witnesses; you, the applicant have an opportunity to be represented by counsel.

Following the public hearing, the Board will generally deliberate immediately and make a decision on the case. The Board may impose conditions and restrictions to protect the interests of both you, other citizens and the city.

If the request is approved, you may then continue to obtain any other required approvals (i.e. building permit, sign permit, etc.).

Any action of the Board of Appeals maybe appealed to a circuit court in Dane County by filing a petition within 30 days of the filing of the Board's decision. Parties interested in appealing the Board's decision should contact an attorney.

LAND DIVISION

WHEN:

You want to split land into smaller plot(s) for purposes of development or sale.

WHY:

To insure that all impacts of development are considered, that proper urban services are available and the integrity of exclusive agricultural land is maintained, as well as to insure the orderly development of the City.

HOW:

Please speak with Planning/Zoning staff (270-4200) before proceeding with any plat or certified survey. Planning/Zoning staff may suggest additional pre-submittal discussion with other City departments.

An applicant for land division should include:

For CSM's - (Certified Survey Maps)

- * 12 copies of certified survey map prepared by a registered surveyor.
- * The review fee.
- * Other information as may be required.

For Preliminary Plats-

- * 12 copies of proposed plat prepared by a professional engineer or registered land surveyor.
- * 1 copy of proposed plat reduced to 11" x 17".
- * The review fee.
- * Other information as may be required.

For Final Plat-

- * 12 copies of proposed plat prepared by a professional engineer or registered land surveyor.
- * 1 copy of proposed plat reduced to 11" x 17".
- * The review fee.
- * Other information as may be required.

(Continued on next page)

LAND DIVISION (Continued)

Planning/Zoning staff submits copies of CSM, preliminary plat and/or final plat to various City departments for review and comment. Staff prepares a report and makes recommendations to the Planning Commission. The Commission reviews the land division proposal and staff comments, and makes a recommendation, often with conditions, to the Common Council.

The Common Council makes the final determination to approve or deny a land division request. In the case of a CSM, *if the Council approves the proposal, the applicant shall pay final fees and may record the CSM at the Dane County Register of Deeds within 90 days of approval.*

In the case of a preliminary plat approval, the applicant may proceed by preparing and submitting the final plat, taking into consideration those conditions which may have been attached to the preliminary plat approval. **The final plat must be submitted within 6 months of the preliminary plat approval.**

If the final plat conforms substantially to the preliminary plat as approved, including any conditions of approval, and with applicable City plans and ordinances, the final plat shall be entitled to approval.

During the review period for the final plat, the City's legal staff will begin work on the development contract, which requires approval by the Common Council, and signed by the City and applicant prior to recording the final plat.

Once all approvals have been received and documents signed, the applicant may record the final plat with the Dane County Register of Deeds (266-4141). **State Statute requires that the final plat shall be recorded within 30 days of approval.**

** Note to applicant: Please see land division ordinance for specific requirements of Certified Survey Maps, preliminary plats and final plats. Applicants are responsible for all legal and engineering costs incurred by the city and may be required to fund special studies or to submit specific plan and engineering data as may be required by the City.*

SPECIAL DISTRICTS

Planned Development Districts

WHEN:

You wish to propose an innovative and environmentally sound development, that is within the confines of the Land Use Plan, but which is not addressed within the normal regulatory framework.

HOW:

If you are interested in establishing a Planned Development District, you are encouraged to discuss your plans with the Planning/Zoning staff (270-4200) before beginning the process. They will provide you with specific guidelines and assistance in preparing your request.

The Zoning/Planning staff will suggest an initial discussion and review of your proposal with the Plan Commission, the outcome of which is not binding.

The procedure for rezoning a Planned Development District shall be the same as required for any other district change, but will require submission of additional information including a "general implementation plan" (see page 19, Rezoning Process). Details on what needs to be included in these plans are provided in the Zoning Ordinance.

After the suggested review of your proposal by the Plan Commission, you may choose to submit your rezoning application, general implementation plan and applicable fee to the Planning/Zoning Department.

Staff will schedule the public hearing, which will be for the purpose of obtaining input on both the rezoning request and the general implementation plan.

The Plan Commission holds the public hearing after which they make a recommendation to the Council. The Council makes the final decision on the request.

If your request is approved and the appropriate ordinance is passed, the property will be designated as PD-GIP (see Rezoning Process, pages 19 - 22). The City files this zoning designation with the Dane County Register of Deeds (266-4141) and you, the applicant, are responsible for paying the recording fee.

Following this initial approval, you may then submit a specific implementation plan, which Planning/Zoning staff will review and make a report with recommendations to the Plan Commission.

The Plan Commission reviews all submitted materials and makes a recommendation to the Common Council. The Council again makes the final decision regarding this phase of the PD rezoning process.

If the Common Council grants approval to the Specific Implementation Plan, the City will file this designation at the Dane County Register of Deeds and you pay the filing fees. You may then proceed by obtaining building permits and any other required approvals.

SPECIAL DISTRICTS

Wetland & Floodplain Zoning Districts

WHEN:

You want to undertake development in ecologically sensitive areas.

WHY:

Fitchburg wants to protect the habitats of the area's wild and aquatic life, preserve its natural beauty, and control water pollution. The City gives these areas a special zoning designation to ensure that any development will not harm them.

HOW:

In general, the City of Fitchburg discourages development in wetland and floodplain areas, but does make provisions to allow conditional uses in wetland or floodplain districts. Contact the Planning/Zoning (270-4200) staff for the location of wetland designations in the City, and to discuss any proposed development within wetlands.

SIGN PERMIT

WHEN:

You wish to install new signs, change signs, or add to the signs for your business or property.

WHY:

To provide standards to safeguard life, health and property, eliminate hazards to motorists and pedestrians and to enhance the appearance of the City.

HOW:

Prior to ordering, purchasing or installing any sign, you should discuss your sign proposal with the **Planning/Zoning staff (270-4200)** Staff will explain sign ordinance restrictions and requirements.

Submit a sign permit application to the Planning/Zoning staff with a scale drawing of the proposed sign indicating dimension, color and wording, plus a site plan/map indicating where the sign is located, and surrounding buildings and setbacks.

Staff will review the submitted material, and if the proposed sign meets the code requirements, staff will calculate permit fees and issue the sign permit. Usually, this process is completed within one office visit if you have provided all the necessary application information.

Once the proposal is approved and fees are paid, you may proceed to install the sign(s).

REFUSE & RECYCLING

WHEN:

Whenever garbage and waste need to be disposed of.

WHY:

To protect the environment, the health and safety of the community.

HOW:

Recycling is mandatory under city, state and county law. Owners of businesses and multi-family dwellings in Fitchburg are required by City law to provide separate containers for the collection of recyclables, and regular collection of those materials. Apartment owners must also provide educational information for their tenants.

The City provides collection of refuse and recyclables from single family homes, duplexes, and three and four unit buildings. Because the City does not collect refuse and recyclables from businesses and larger multi-family dwellings, owners must contract privately for waste disposal and recycling service.

The City contracts with a private waste hauler for refuse and recycling collection for all single-family homes. Collection is paid for through a special charge on the property tax bill. Garbage and recyclables should be out no later than 6:00 am on the day of pick up, and no earlier than sundown on the day before.

Recycling is mandatory for all homes. To get started, you purchase at least two stacking bins from the City; owners of new (i.e. previously unoccupied) homes have paid for bins through their Building Permit. You separate your recyclable materials into the bins and set them on the curb on your scheduled collection day. Materials recycled as of 1999 include newspaper, mixed paper, corrugated cardboard, glass bottles & jars, aluminum, steel & tin cans, all plastic containers with the recycling symbol and polystyrene foam.

Yard waste, including grass clippings and leaves, is collected four times per year, in April, May, October, and November. Grass clippings can be composted or brought to local drop off sites. Brush, including tree branches and other woody materials up to 6" in diameter, is collected monthly between April and November.

For more information contact: Fitchburg's Public Works Department at 270-4262.

ROAD/STREET PAVEMENT OPENINGS, CURB CUTS, REPAIRS OR CULVERT INSTALLATION

WHEN:

Approval is needed prior to open cutting of street pavement or placing culverts on city roadways or county roads.

WHY:

In order to ensure proper purpose and technique for roadway disturbance or changes.

HOW:

Call or meet with the City Engineer to review the project for approval, 270-4260.

UTILITIES

General Information

WHAT:

Fitchburg Utility District No. 1 is responsible for municipal water and sanitary sewer service to Fitchburg area residents who do not utilize either a private well or septic system. There is a charge for this service. All rates and charges for municipal water service have the prior approval of the State of Wisconsin Public Service Commission. The Fitchburg Common Council approves all rates and charges for municipal sewerage service.

The Utility office is located at 5520 Lacy Rd., Fitchburg, WI 53711. Their business phone number is 270-4270 (7:30 a.m. thru 4:00 p.m., Monday thru Friday). For emergency service call: 270-4279.

HOW:

Water Service Charge - Charges are based on the quantity of water used as determined from water meter readings, and on the size of the water meter. Rates and charges are set by the Public Service Commission of Wisconsin.

Sanitary Sewer Service Charges - Charges are based on the quantity of water used as determined from water meter readings and on the size of the water meter serving the user. Rates are set by the City of Fitchburg, and are indexed to charges paid to Madison Metropolitan Sewerage District for treatment.

Charges for Water Wasted Due to Leaks - Water losses that occur on the premises, which are registered by the water meter, shall be the responsibility of the customer. It is the sole responsibility of the customer to prevent leakage in all piping fixtures on the premises at and beyond the metering point. Any leaks or other losses of water, registered by the meter, will be billed at the scheduled rates.

Private Fire Protection - These are unmetered water service connections for automatic sprinkler systems, stand pipes and private fire hydrants. Charges for these connections are set by the Public Service Commission of Wisconsin.

Installation of meters - Meters are furnished and owned by the Utility and installed by the consumer's plumber. Meters are not to be disconnected or tampered with by the consumer. All meters shall be located in a place protected from obstruction and to permit ready access for meter reading and maintenance. All inspection, servicing and location of meters is to be designated or approved by the Utility. All water service piping to the building and within the building must be supplied and installed by the consumer. Where additional meters are desired, the consumer is responsible for all charges as set forth in approved water service rates and charges.

(Continued on next page)

UTILITIES GENERAL INFORMATION (Continued)

Late Payment Charge - The Wisconsin Public Service Commission (PSC) has given approval to the utility to charge interest each month on the unpaid balance of bills not paid within 20 days of issuance. This late charge will be added to the utility bill, if payment is not received in our office on or before the due date (does not apply to postmark on the mailed envelope). The utility makes great efforts to provide everyone with an accurate bill for services rendered. The PSC has responded to complaints of utility bills not being delivered to customers in the following manner: Once the bills are presented to the U.S. Post Office for delivery to customers, the responsibility of delivery has been relinquished to the Post Office. Late charges can and will be applied to these accounts.

UTILITIES

Petition For Services

WHAT:

Property owners who are not currently connected to municipal water and/or sewer, but wish to have municipal water and/or sewer service must petition for services. The flow chart on the following pages explains the process. *Please call Fitchburg Utility District # 1 at 270-4270 for further information.*

PROPERTY ASSESSMENT

WHEN:

You have a question or concern about the assessed value of your property.

WHY:

The City of Fitchburg relies on property taxes to provide funds with which to carry out the functions of government. The City wishes to have the tax burden shared equitably by all property owners.

HOW:

If you feel your assessment is unfair, contact the assessor's office and discuss it with the assessor. The assessor will explain the procedure used in arriving at the assessment. If you are still dissatisfied and wish to object to the assessment, immediately contact the Assessor's office (270-4235) or City Clerk to file a formal form of an objection (for real estate and personal property). The City Clerk will arrange a meeting with the Board of Review.

The Department of Revenue has a booklet available which explains the general property tax system in Wisconsin. If you would like a copy of this booklet, "**A Guide for Property Owners,**" please contact the Department of Revenue, Bureau of Property Tax, Box 8933, Madison, WI 53708, (266-1611).

The Board of Review operates similar to a court. Its function is not one of valuation, but of deciding the validity of the facts presented orally before them. You or your representative may provide testimony to the board on an objection to your assessment. You must be able to prove that your property is inequitably assessed when compared to the general level of assessment within your taxation district.

If your appeal with the Board of Review is decided and the assessment remains unchanged, you may then proceed by having your appeal heard in Circuit Court, or by filing an appeal with the State Department of Revenue according to Administrative Code 70.85.

PARK SHELTER AND PARK RESERVATION PROCEDURES

WHAT:

Fitchburg offers five park shelters and thirteen softball diamonds for Fitchburg resident and business use.

HOW:

The city has 5 shelters available for reservation from mid-May to the end of September located in the following parks:

McGaw Park: 65 acres, includes a shelter, 5 softball diamonds, 2 tennis courts, 4 volleyball courts, and playground equipment

McKee Farms Park: 59 acres including a large shelter with indoor facilities for large groups, 2 softball diamonds, 6 tennis courts, 2 sand volleyball courts, and playground equipment

Greenfield Park: 12 acres with a large shelter, 1 softball diamond, 1 baseball diamond, 1 volleyball court, horseshoe pits, and playground equipment

Tower Hill Park: 4 acres with a shelter, 1 softball diamond, 1 soccer field, 1 grass volleyball court, and playground equipment

Quarry Ridge Recreation Area: 51 acres adjacent to Military Ridge Bike Trail with a shelter.

Call for reservations at the Fitchburg Community Center at 270-4285. *The required fee must be received at the Fitchburg City Hall, 5520 Lacy Road, Fitchburg, WI 53711, within five working days of your call before a reservation is confirmed.*

Shelter Fees are:
0- 49 people: \$25
50- 149 people: \$50
150- 499 people: \$75
500 & over: \$150

McKee Farms Indoor Facility:
\$50 + \$35 key deposit

Upon receipt of the fee, a confirmation slip will be mailed to you. In case of cancellation, half the fee will be returned if the Community Center is notified of the cancellation **48 hours** before the reserved date.

If a softball diamond is desired with a shelter reservation, it must be requested separately.

BALL DIAMONDS

Fitchburg has thirteen softball diamonds available on a reservation basis. There is no charge for reserving a ball diamond. Reservations may be made over the phone and a reservation slip will be mailed to you.

(Continued on next page)

PARK SHELTER AND PARK RESERVATION PROCEDURES (Continued)

EQUIPMENT:

Volleyball nets are permanently erected at the parks. Bases for softball diamonds are available in boxes located in back of each softball backstop. Please return them to the boxes when finished. All other equipment such as volleyballs, softballs, bats, and horseshoes must be provided by each park user.

GENERAL RULES: (This is a summary, further restrictions may apply.)

- 1) All groups must vacate the shelter at the time specified on the permit. All reservation privileges end at 9:30 p.m. ***All parks are closed from 10:00 p.m. until sunrise.***
- 2) Moving park equipment is NOT permitted.
- 3) No sale of alcohol is allowed unless a Class B Picnic Beer License has been obtained; see City Clerk at least 30 days prior to the City Council meeting and 45 days prior to the event to consider application. Only non-profit groups are eligible to obtain a Class B liquor permit. Other alcohol restrictions may apply.
- 4) Tents, portable toilets, and other paraphernalia may not be placed in park areas without approval of the Parks Director.
- 5) Sound permits are required for amplified sound use. This permit can be applied for at the Fitchburg City Clerks Office a minimum of 45 days prior to the event.
- 6) Persons reserving picnic areas are responsible for clean-up prior to the completion of the reserved time.
- 7) Private parties are prohibited from using parks for a profit making purpose. Non-profit Fitchburg organizations are permitted use of facilities for fund-raising with City Council approval.

PARKS & RECREATION

WHAT:

The City offers a park system, recreation programs, community center and an executive par 3 golf course.

HOW:

As part of a system with 60 parks, play fields, conservation areas, green ways, a golf course, and a cemetery, Fitchburg offers 5 City parks with shelters and restrooms that can be rented for company picnics.

The Fitchburg Recreation Program offers recreational programs such as adult softball, which may interest Fitchburg Businesses and their employees.

The Fitchburg Community Center provides space which can be used for business meetings and training seminars. **Call 270-4285 for Recreation and Community Center information.**

The Nine Springs Golf Course is owned by the City and its operation leased to a PGA Pro. This course is an interesting challenge course, which can be used for company outings. **Call 271-5877 for tee times and information about leagues.**

The County E-Way System, UW Arboretum, Capital City Bike Trail, Department of Natural Resources Lands, and Federal Lands located in Fitchburg also provide large acreage of environmentally significant land for active and passive recreation.

COMMUNITY CENTER ROOM AND GROUNDS USE

WHAT:

The Fitchburg Community Center is a building designed to provide facilities for government meetings, civic meetings and social events. Policies have been written to assure fair usage.

WHEN:

Space is requested for meetings, parties, receptions, dances, social or cultural activities, and certain fund-raising activities. Certain uses identified below may be allowed, following the recommendation of Parks and Recreations Commission and approval of the City Council.

Further restrictions apply to groups using the facility; contact the Community Center Office for complete details (270-4285).

HOW: Users are classified as follows:

Class A Users - 1st priority.

City of Fitchburg governmental meetings and activities.

Class B Users - 2nd priority.

Groups which have a total membership of 50% or more City residents and have been approved as a sanctioned group by the City Council.

Class C Users - 3rd priority.

Groups in which less than 50% of the members are Fitchburg residents. Class C users will be allowed use on a for fee basis.

Class D Users - 4th priority.

This includes groups, organizations and individuals other than Class A users who wish to use the facility on weekends (Friday through Sunday).

RESERVATIONS:

All reservations shall be made through the Fitchburg Community Center Director. Call: 270-4285 Monday through Friday 7:30 a.m. to 4:00 p.m.. Please leave a phone message if there is no answer.

FEES:

Class B Users: Groups that benefit the community are allowed two (2) non-fund-raising events per year, Friday through Sunday, in which no deposits or fees will be charged. After they have used their 2 non-fund-raising events per year, Friday through Sunday, they will be required to pay a maintenance fee of \$50.00 for the use of the building during Friday through Sunday (peak market time). In the case of a fund-raising event scheduled Friday through Sunday, the rental charge will be 10% of profits (minimum of \$50.00 for the maintenance fee or normal use fee, whichever is lower). Class B groups do not pay fees Monday through Thursday, although a deposit may be required.

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COMMUNITY CENTER ROOM AND GROUND USE (Continued)

Class C Users: Special rate arrangements may be considered for ongoing or serial use. See Parks Department (270-4288) for rate structure.

Class D Users: (Prices subject to change)

<u>Room</u>	<u>Fee/Resident</u>	<u>Fee/Non-resident</u>	<u>Key/Room Deposit</u>
Oak Hall (Occupancy - 250)	\$175.00	\$300.00	\$150.00
Stoner Prairie Dining Room (Occupancy - 150)	\$175.00	\$300.00	\$150.00
Both Oak Hall and Stoner Prairie	\$275.00	\$500.00	\$150.00
Fitchburg Room	\$75.00	\$100.00	N/A
Greenfield Rm.	\$45.00	\$65.00	N/A
Swan Creek Craft Rm.	\$45.00	\$65.00	N/A
Grounds	\$25.00	\$35.00	N/A
Kitchen	\$50.00	\$50.00	N/A
Caterer Fee	10% Fee	10% Fee	

Fees are based on a six (6) hour time limit. Any reservations over the six (6) hour time limit will cost an additional \$30.00 per hour. There will be an additional \$100.00 charge applied to room reservations on the following holidays; Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve and New Year's Day.

General Rules:

Curfew: Building must be vacated by 12:45 A.M.

Noise: Subject to Fitchburg ordinances.

Smoking: There is **NO SMOKING** permitted in the building.

Fitchburg Ordinance 92-0-20, Section 1 14.10(3)(J).

Kitchen Use: The kitchen may be used by lessee and caterers. The facility is solely a warming kitchen and cannot be used for major meal preparations.

Clean up Policies: Facilities must be left in same condition as when group/individual took responsibility for the premises. Lessee will be responsible for all damages to building, furniture and any extra cleaning. Garbage bags and other supplies must be furnished by the lessee.

Alcohol Consumption: Allowed in Stoner Prairie Dining Room and Oak Hall Meeting Room. No sale of alcohol is allowed unless a Class B Picnic Beer License has been obtained; see City Clerk at least **30 days prior** to the City Council meeting (2nd & 4th Tuesdays of the Month - 270-4200) to consider application. Only non-profit groups are eligible to obtain a Class B liquor permit. Other alcohol restrictions may apply.

LOCAL HISTORIC LANDMARK DESIGNATION PROCESS

WHEN:

The City of Fitchburg's Landmarks Preservation Commission may undertake review of a site for local historic designation at the request of the property owner or after a majority vote of the Commission members.

HOW:

The procedure for the designation requires that a public hearing be scheduled before the commission. At least ten (10) days prior to such hearing, property owners within 300 ft. of the proposed site shall be notified. The commission also notifies various City departments.

Within 10 days of the public hearing, the Commission shall make a recommendation regarding the designation to the City Council. The council shall act to approve or disapprove a designation within 60 days.

CERTIFICATE OF APPROPRIATENESS FOR LOCALLY DESIGNATED HISTORIC SITES

WHEN:

No owner or person in charge of a designated historic site or structure shall undertake alteration, construction, removal, or demolition upon such designated property unless a "Certificate of Appropriateness" has been granted. Any proposal for such work shall be submitted to the Commission, and no other city permits may be issued until the Landmarks Commission has granted a Certificate of Appropriateness. If a project is undertaken without receiving a Certificate of Appropriateness, the commission may require the work to be removed and the structure or site returned to its appearance before alteration.

HOW:

The Historic Preservation Ordinance (Chapter 29) provides standards and criteria for receiving the required Certificate of Appropriateness.

The Commission shall make a determination as to whether to grant or deny a request within 30 days of the date of application. If the standards and criteria set forth in the ordinance are met, the Commission will grant approval. Upon such approval, any other necessary City permits may be issued.

A denial of a Certificate of Appropriateness shall be accompanied by a statement of the reasons for denial. The applicant may submit an amended application which incorporates the Commission's concerns of suggestions.

The Commission's action to approve or deny an application for a Certificate of Appropriateness may be appealed to the Board Of Appeals.