



## ADMINISTRATIVE PERMIT PROCESS

**City of New Richmond**  
156 East First Street ❖ New Richmond, WI 54017  
Phone: (715) 246-4268 ❖ Fax: (715) 246-7129

**Overview:** Administrative permit process applications will be reviewed by the Development Review Committee (DRC).

**Submission Requirements:** The attached application form must be completed and submitted with all requested materials. Failure to submit all application materials may delay the review process described below.

**Escrow Deposit:** Because these applications can involve a significant amount of research and analysis by staff and/or outside consultants, the applicant must deposit \$1,000 in escrow in addition to the application fee. Unused escrow funds will be returned to the applicant at the conclusion of the review process.

**Initial Review:** Applications will be reviewed for completeness by City staff, and a determination of completeness will be provided to the applicant either by phone call, email, or letter. We will notify you of the items that are needed in order to complete the application; once all of the outstanding application materials are received. Typically, the DRC meets the first and third Thursday of each month, on an as needed basis. Completed applications will be reviewed at the next scheduled meeting.

**Staff Report:** City staff will prepare a report summarizing the application, reviewing it against City ordinances and policies, and provide a recommendation for the Development Review Committee.





## ADMINISTRATIVE PERMIT APPLICATION

### City of New Richmond

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Phone: (715) 246-4268 ❖ Fax: (715) 246-7129

CITY ORDINANCE SECTION 117 & 121

[www.newrichmondwi.gov](http://www.newrichmondwi.gov)

**ADMINISTRATIVE PERMIT: \$100.00 ESCROW: \$1,000.00**

*Application fees should be made payable to City of New Richmond upon submittal of completed application. Escrow funds will be drawn to cover project-related costs. Additional funds may be required; surplus funds will be returned.*

Please complete the application by typing or printing in ink. Use additional paper if necessary.

### 1. Property Owner Information:

Company name: \_\_\_\_\_

Last name: \_\_\_\_\_ First name: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email address: \_\_\_\_\_

### 2. Applicant Information: (if different from above)

Company name: \_\_\_\_\_

Last name: \_\_\_\_\_ First name: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email address: \_\_\_\_\_

### 3. Address(es) of Property Involved: (if different from above)

\_\_\_\_\_

4. Zoning Designation: \_\_\_\_\_

5. Statement of Intent: Briefly describe what will be done on or with the property: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### 6. Additional Required Information:

a. **Legal Description and PIN:** Provide the Parcel Identification Number(s) and the complete legal description(s) of the property involved.

- b. Consultant Fees:** Whenever third party consultants are utilized in the preparation of application materials (e.g., a traffic study) or the City's review of an application (e.g., traffic study analysis), the applicant shall be responsible for paying the entirety of those costs.
- c. Other Information:** In addition to a full size site plan and an 11" x 17" copy, topographic survey, landscape plan, grading and drainage plan, exterior building elevation drawings, and other information may also be required if deemed necessary by City Staff. Please refer to Sec. 121-31 for further information on Site Plans.

**7. Signature(s):** By signing below, you attest that the information above and attached is true and correct to the best of your knowledge.

*Property Owner:* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Applicant:* \_\_\_\_\_ *Date:* \_\_\_\_\_

**Fee Paid:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Receipt #** \_\_\_\_\_

**Escrow Paid:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Receipt #** \_\_\_\_\_