

Village of Palmyra
LAND USE APPLICATION – LAND DIVISION

FEES (CSM \$125 + \$20/lot; Preliminary Plat \$150 + \$20/lot; Final Plat \$200 + \$20/lot)

In order to meet noticing requirements for certain Plan Commission applications a 45 day application & review process has been established.

APPLICANT _____
Name telephone

Name telephone

PROPERTY INTEREST OF APPLICANT _____
Owner Agent for Owner Other

Owner's name (if not the applicant) telephone

Owner's address city state/zip

PROPERTY LOCATION _____
Street address or parcel (tax key) number acreage or lot area

legal description

ZONING DISTRICT _____
Present proposed

PROPOSED LAND USE(s) _____
Description

SUPPORTING DOCUMENTS _____
Certified Survey Map (refer to Section 17.16(6) Palmyra Zoning Code)
Subdivision Plan (refer to Section 17.16(2) Palmyra Zoning Code)
Condominium Plat (refer to Section 17.16(3) Palmyra Zoning Code)
A pdf file emailed to the Village Clerk of the supporting documents

The applicant certifies, by his or her signature below, familiarity with State of Wisconsin and Village of Palmyra regulations and procedures pertaining to this application for Land Use approval. The undersigned further certifies that the information contained in this application and all accompanying attachments and exhibits are true and correct to the best of his or her knowledge.

For all requests, professional service fees from the Village Engineer, Zoning Administrator and Attorney are the costs of the applicants / property owner per Section 17.17(6)(b) of the Village of Palmyra Zoning & Development Code.

Signature of applicant Date of application

Signature of property owner (other than applicant) Date of application

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FEE RECEIVED \$ _____ **DATE:** _____ **BY:** _____

DO NOT WRITE BELOW THIS LINE – OFFICE USE ONLY

Date Received: ____/____/____

Application Received

By: _____

Plan Commission Date and Time YOU MUST BE PRESENT:

Date: ____/____/____ Time: ____:____ PM

**Approved for processing by the Village of Palmyra Plan Commission
Chairman:**

Signature: _____

() Approved () Conditionally Approved

Approved by the Village Board of the Village of Palmyra

Date: _____ Signature: _____

NOTICE

PLEASE BE ADVISED that pursuant to Village of Palmyra Ordinance No. 06-17, the Village of Palmyra Village Board has determined that the Village Treasurer shall charge the property owner for costs incurred by the Village whenever the services of the Village Attorney, Village Engineer, Village Planner, or any other professional results in a charge to the Village for professional time and services if such service is not a service supplied to the Village as a whole,. Also be advised that pursuant to the Village of Palmyra Ordinances certain other fees, costs and charges are the responsibility of the property owner making application to the Village.

I, the undersigned, hereby acknowledge that I have been advised that, pursuant to the Village of Palmyra Ordinance No. 06-17, if the Village Attorney, Village Engineer, Village Planner, or any other professional provides services to the Village as a result of my activities, whether at my request or at the request of the Village, I shall be responsible for the fees incurred by the Village and, in the event I fail to timely pay such charges, the Village will assess them against my property as a special charge together with any accrued interest. Also I have been advised that pursuant to the Village of Palmyra code certain other fees, costs and charges are my responsibility.

Dated this ____ day of _____ 20____

Signature of the Property Owner: _____

Please Print Name of Property Owner: _____

Address of Property: _____

Tax Key No. of Property: _____

- ☐ Original kept on file with Village Clerk.
- ☐ Copy provided to Property Owner.