

Town of Spring Prairie
N6097 State Road 120
Burlington, Wisconsin 53105
Phone: 262-642-7477 • Fax: 262-642-3552

Request for Plan Commission Action

Name:

Address:

Phone:

Email:

Property Tax ID #

- A. Certified Survey Map Review: Fee: \$250.00 Date:
Please submit one (1) digital file or 14 paper copies of the CSM to be reviewed with this form. If there are unique circumstances, please attach a letter of explanation.

Tax Key Number from which the CSM is being created:

Driveway Plans if not already established:

What is the property currently zoned?

Is a rezone of the property necessary? Yes No

How many lots are being created? 1 2 3 4

Are there buildings on the property at this time? Yes No

- B. Conditional Use Permit Request: Fee: \$250.00 (First meeting; \$25 each subsequent meeting) Date:
Please attach a letter describing the intended use(s) or plans for the property, as well as a one (1) digital file or 14 paper copies of the survey of the property.

Tax Key Number of property:

What is the property currently zoned?

Please explain why you are requesting the Conditional Use Permit: (May be included in above letter.)

Attach additional sheet(s) if necessary.

Do you own the property for which you are requesting the Conditional Use Permit?

Yes No

C. Variance Request: Fee: \$250.00 Date
Please submit one (1) digital file or 14 paper copies of the Plat of Survey showing the building/structure and setback distance(s) in question.
What is the property currently zoned?
Please explain why you are requesting the Variance:

Attach additional sheet(s) if necessary.

Do you own the property for which you are requesting the Variance? Yes No
If an application has already been made to Walworth County, please attach a copy.

D. Preliminary Plat for Subdivision: Fee: \$250.00 (First Review); \$200 each
Subsequent review Date
Please submit 14 copies of the preliminary plat.
Tax Key Number of property to be divided:
What is the property currently zoned?
Is a rezone of the property necessary for the land division? Yes No
Please attach a letter detailing your specific plans for the property to be divided, including primary road access, timeline of development, subdivision covenants, and any other information you feel is pertinent to the town's ability to make an informed decision regarding this request.

E: Any Other Matter of Consideration: Fee: \$ 250.00 Date:
Please submit a letter with general information regarding your request.
Are you a property owner in the Town of Spring Prairie? Yes No

F. **Signature of Property Owner/Applicant** _____
Phone Number: _____

Plan Commission meetings are generally held on the third Thursday of the month at 7:00 p.m. The Plan Commission will not meet if no items are received for the agenda Please check with the Town Clerk as to the exact date of the meeting.

Applications and/or Requests for Information need to be received by the Town Clerk by the first day of the month in which you wish the matter to be heard to allow for adequate preparation by the Town for the meeting. Please submit one (1) digital file or 14 copies of Certified Survey Maps (CSMs) and Plats of Survey with your application. Your cooperation with this deadline will be greatly appreciated.