# TOWN OF LAFAYETTE

County of Walworth State of Wisconsin

## REZONE, CONDITIONAL USE, ETC. APPLICANT INFORMATIONAL HANDOUT

**APPLICATION FEES**

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| ❖ Rezone, Conditional Use, Variance, *each* | $ 350 |
| ❖ Certified Survey Maps | $ 150 |
| ❖ Comprehensive Map Plan Amendment | $ 1,200 |

***NOTE:** The Walworth County application is also used for the Town, obtain it at **https://www.co.walworth.wi.us/547/Zoning.**

(if the property is in the Elkhorn City ETZ, use their application; Elkhorn replaces Walworth County below.)

**EXAMPLE OF APPLICATION PROCESS**

*The months shown below are used to help demonstrate the timeframe and process for your application. Your months may be different than shown below. Detailed instructions on are the back of this sheet.*

**January:** ***(any time BEFORE meeting with Town of LaFayette Clerk)***

- ☐ Applicant meets with Walworth County Land Use staff ("County") and files the County application, supporting materials, and pays any fees required by the County.
- ☐ Application is stamped by County as received and shows fee paid to the County.

**February:** ***(by the first Tuesday of the month, 1:00 p.m.)***

- ☐ An appointment is made with the Town Clerk to provide:
  - Ten (10) copies of the application submitted to the County.
  - An email of the documents is emailed to the clerk at clerk@lafayettewcwi.gov.
  - The appropriate fee is paid to the Town (see above).
  - The Clerk gives applicant a sign to display on property (see display instructions below).

**March:** ***(the first Wednesday of the month, 7pm at Town Hall)***

- ☐ Public Input on the application is received at the Plan Commission meeting. ***Applicant attends this meeting to answer any questions.***
- ☐ The Plan Commission may meet with Walworth County staff to discuss the application and address any questions the Town may have.

**April:** ***(the first Wednesday of the month, 7pm at Town Hall)***

- ☐ The item is on the Plan Commission agenda for consideration and a possible recommendation to the Town Board. Recommendation is then forwarded to the Town Board.

**April:** ***(the second Wednesday of the month, 6pm at Town Hall)***

- ☐ The Plan Commission's recommendation is considered by the Town Board and a possible motion is made. This motion is then conveyed to Walworth County staff.

*TO AVOID POSTPONING OF YOUR APPLICATION:*

- Post sign in a ***HIGHLY VISIBLE LOCATION*** where it can be seen by the public from the road.
- Post sign a minimum of ***14 DAYS BEFORE THE PUBLIC INPUT MEETING***.
- ***RETURN THE SIGN AT THE TOWN BOARD MEETING***. If the sign is not returned, there will be a *replacement cost assessed, approximately $150.*

Town Clerk-Treasurer Office
LaFayette Municipal Buildings
N5573 Bowers Road
Elkhorn, WI 53121-4165

To set up an appointment, call or email:
262.723.4321 or clerk@lafayettewcwi.gov

Website: lafayettewcwi.gov

**OFFICE USE ONLY BELOW**

Amount Received: $_____ CK#_____

Received by: _____ DATE: _____ ☐ Sign Given

**Your Public Hearing is scheduled for: _____.**

**COMPLETE PROCESS AND PROCEDURES FOR REZONES, ET AL**
**Read all these instructions, failure to follow these instructions may delay your application.**

**APPLICATION:**

- ☐ The complete application(s) must be submitted to the Clerk before the first Tuesday of the month at 1:00 p.m., to be heard at the following month's Public Hearing.
  - A complete application(s) includes 10 copies (including all supporting documents) and shall also be sent via email (pdf) to the clerk at clerk@lafayettewcwi.gov. Walworth County applications are located at https://www.co.walworth.wi.us/547/Zoning. (Properties in the Elkhorn ETZ (extra-territorial zoning) should obtain applications from the department directly.)
  - **Application(s) shall be submitted to Walworth County Land Use or the City of Elkhorn Zoning Department prior to submitting to the Town and shall be stamped RECEIVED by same.**
- ☐ The fee will be paid at time application is filed with the Clerk.
- ☐ Applicant will receive:
  - Date of Plan Commission Public Hearing at which time applicant can make a presentation and/or be present to answer questions.
  - Sign for posting at the property (must be posted in a spot visible to the public at least 14 days prior to the Public Hearing).

**BEFORE PUBLIC INPUT MEETING:**

- ☐ The application item is distributed to the Plan Commission members and Town Board members.

**PUBLIC INPUT:** (*Check front side of this handout for exact date.)*

- ☐ Chair reads the application.
- ☐ Allow statement by applicant and/or representative(s).
- ☐ Allow questions by the Plan Commission.
- ☐ Allow statements by the public.
- ☐ Report on related correspondence.
- ☐ Allow final statement and/or response by applicant and/or representative(s).
- ☐ If needed, Chairman appoints no more than two (2) members of the Plan Commission to contact Walworth County Land Use and Resource Management Department office for verification of information presented. (Property located in the Elkhorn ETZ will contact the City of Elkhorn Zoning Administrator.)

**PLAN COMMISSION DECISION MEETING:** (*Decision is made at next month's regular PC meeting.)*

- ☐ State the date Public Input was received.
- ☐ Appointed commission members present findings from Walworth County LURM (or Elkhorn Zoning Administrator).
- ☐ Review pertinent facts and allow discussion.
- ☐ Determine whether application contains information necessary to make decisions. Determine whether legal standards are met (agree on any permit conditions).
- ☐ Vote on motion with any conditions; motion is a recommendation to the Town Board.

**TOWN BOARD MEETING:** (*Decision on application is made at the next regular monthly Town Board meeting.)*

- ☐ Town Board considers Plan Commission recommendation. Allow discussion by the Town Board only.
- ☐ Vote on any motion(s) made.
- ☐ Report on any motion(s) and vote to Walworth County Land Use and Resource Management Department (or Elkhorn Zoning Administrator.)

Updated 08/2026