

**TOWN OF DELAFIELD**

**APPLICATION FOR PLAN COMMISSION AGENDA**

<p><b>1. <u>Owner</u></b></p> <p>Name _____</p> <p>Address _____  <small>(street)</small></p> <p>_____  <small>(city) (state) (zip code)</small></p> <p>Telephone: office _____  fax _____</p> <p>E-mail address: _____</p>	<p><b><u>Applicant or Owner's Agent</u></b></p> <p>Name _____</p> <p>Company _____</p> <p>Address _____  <small>(street)</small></p> <p>_____  <small>(city) (state) (zip code)</small></p> <p>Telephone: office _____  fax _____</p> <p>E- mail address: _____</p>
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**2. Type of Proposal: (check all that apply)**

- |                         |                             |                                   |
|-------------------------|-----------------------------|-----------------------------------|
| _____ Site Plan         | _____ Preliminary Plat      | _____ Zoning Amendment            |
| _____ Site Grading Plan | _____ Final Plat            | _____ Conditional Use             |
| _____ Lighting Plan     | _____ Certified Survey Map  | _____ Lot Grading                 |
| _____ Landscaping Plan  | _____ Developer's Agreement | _____ Plan of Operation           |
| _____ Signage           | _____ Home Occupation       | _____ Planned Unit of Development |
| _____ Lot Allocation    | _____ Land Split            | _____ Other (explain below)       |

**3. Nature of Development Proposal: (Attach additional sheets as necessary.)**

Tax Key No: \_\_\_\_\_

Location of Development \_\_\_\_\_

Present Zoning _____	Present Use _____
Proposed Zoning _____	Proposed Use _____

Description of Proposal: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- 4. Action Requested:** \_\_\_\_\_ Approval of items marked (action by the Plan Commission)
- \_\_\_\_\_ Discussion (no formal action by the Plan Commission)

5. **Required Forms Checklist:**

- \_\_\_\_\_ Legal Description (all applications)
- \_\_\_\_\_ Professional Staff/Fees Chargeback Acknowledgement (all applications)
- \_\_\_\_\_ Certification for Division of Land (Certified Survey Maps only)

6. Submit ten (10) copies of all supporting materials, i.e., drawings, plans and written documentation. A minimum of three plan sets shall be full size, others may be reduced to 11" x 17" or 8 1/2" x 11.

I understand that this form shall be on file in the office of the Town Clerk by 5:00 p.m. on the 21st day before the meeting on which I desire to be heard or as required in the Land Division or Zoning Ordinance, whichever is longer. Plan Commission meetings are held the first Tuesday of each month. Furthermore, I understand that any engineering or legal review fees associated with this project may be charged to me.

**FAILURE TO PROVIDE ALL REQUIRED MATERIALS AND INFORMATION CAN RESULT IN THIS APPLICATION BEING WITHDRAWN FOR CONSIDERATION BY THE PLAN COMMISSION.**

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name

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**(Office Use Only)**

Fee Received _____	Date _____	Amount _____	Received By _____
Date Application Received _____	_____	_____	_____
Plan Commission Meeting Date _____	_____	_____	_____
Public Hearing Date _____	_____	_____	_____
Plan Commission Action _____	Date _____	_____	_____
Town Board Action _____	Date _____	_____	_____
Zoning Amendment Publishing Date _____	_____	_____	_____

**TOWN OF DELAFIELD**

**PROFESSIONAL STAFF FEES CHARGEBACK ACKNOWLEDGEMENT**

**PLEASE BE ADVISED**

That pursuant to the Town of Delafield Code of Ordinances, the Town of Delafield Town Board has determined that whenever the services of the Town Attorney, Town Engineer or any of the other Town's professional staff results in a charge to the Town for that professional's time and services, and such service is not a service supplied to the Town as a whole, the Town Clerk shall charge that service and the fees incurred by the Town to the owner of the property. Also be advised that pursuant to the Town of Delafield Code of Ordinances certain other fees, costs and charges are the responsibility of the property owner.

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I, the undersigned, have been advised that, pursuant to the Town of Delafield Code of Ordinances, if the Town Attorney, Town Engineer or any other Town professional provides services to the Town as a result of my activities, whether at my request or at the request of the Town, I shall be responsible for the fees incurred by the Town. Also, I have been advised that pursuant to the Town of Delafield Code of Ordinances, certain other fees, costs and charges are my responsibility.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner's name (please print)

Form received by: \_\_\_\_\_

Date: \_\_\_\_\_