# TOWN OF DELAFIELD

**APPLICATION FOR PLAN COMMISSION AGENDA**

1. **Owner**
   - **Applicant or Owner’s Agent**
     - Name
     - Address
     - Telephone:
     - Fax
     - E-mail address:

2. **Type of Proposal**: (check all that apply)
   - Site Plan
   - Site Grading Plan
   - Lighting Plan
   - Landscaping Plan
   - Signage
   - Lot Allocation
   - Preliminary Plat
   - Final Plat
   - Certified Survey Map
   - Developer’s Agreement
   - Home Occupation
   - Land Split
   - Zoning Amendment
   - Conditional Use
   - Lot Grading
   - Plan of Operation
   - Planned Unit of Development
   - Other (explain below)

3. **Nature of Development Proposal**: (Attach additional sheets as necessary.)
   - Tax Key No:
   - Location of Development
   - Present Zoning
   - Proposed Zoning
   - Present Use
   - Proposed Use
   - Description of Proposal:

4. **Action Requested**:
   - Approval of items marked
   - 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 that are land splits)

6. **Submittal information:**

- One (1) copy of this application
- One (1) electronic copy of all supporting materials, i.e., drawings, plans and written documentation (via e-mail to mary.elsner@townofdelafieldd.org).
- Two (2) full size hard copies of all supporting materials, i.e., drawings, plans and written documentation.

I understand that this form shall be on file in the office of the Town Clerk by 4:30 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FAILURE TO PROVIDE ALL REQUIRED MATERIALS AND INFORMATION CAN RESULT IN THIS APPLICATION BEING WITHDRAWN FOR CONSIDERATION BY THE PLAN COMMISSION.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

(Office Use Only)

Fee Received  Date  Amount  Received By

Date Application Received  Amount  Received By

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: ________________________