
RESOLUTION 2006-05**ADOPTION OF APPLICATION AND APPLICATION FLOWCHARTS FOR ZONING CHANGES, LAND DIVISIONS, CONDITIONAL USE PERMITS AND VARIANCES**

State of Wisconsin, Town of Union, Rock County

Whereas, the Town of Union is adopting a new Zoning Ordinance and a new Land Division Ordinance; and

Whereas, the Town Board and the Plan Commission of the Town of Union, Rock County Wisconsin would like to identify the process for which a land owner would follow to apply for and have heard a request for Land Divisions, Conditional Use Permits, Variances, and Zoning Changes; and

Whereas, the Town Board and the Plan Commission of the Town of Union, Rock County, Wisconsin are interested in attaining useful information for making an informed decision; and

Whereas, the Plan Commission has reviewed and approved for recommendation the Application Flowcharts and the Application;

Therefore, the Town Board of the Town of Union, hereby adopts the following application form and Application Flowcharts to be used in conjunction with the implementation and enforcement of the Town of Union Zoning Ordinance and Town of Union Land Division Ordinance effective this date of October 5, 2006.

Item Adopted

Application

Minor Land Division Application Procedure

Subdivision Application Procedure

Conditional Use Permit Application Procedure

**Conditional Use Permit Land Division for A1, A2
and A3 Parcels Application Procedure**

Version

October 5, 2006

October 5, 2006

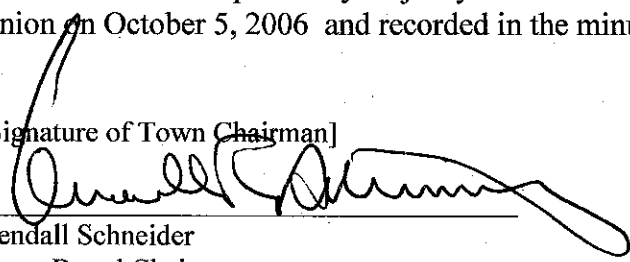
October 5, 2006

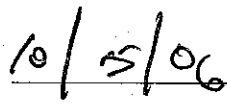
October 5, 2006

October 5, 2006

This resolution was passed by majority vote at the meeting of the Town Board of the Town of Union on October 5, 2006 and recorded in the minutes thereof.

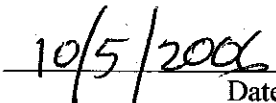
[Signature of Town Chairman]


Kendall Schneider
Town Board Chairman


Date

Attest: [Signature of town clerk]


Linda O'Leary
Town Board Clerk


Date

APPLICATION
TOWN OF UNION
ROCK COUNTY, WISCONSIN

The undersigned hereby applies for one of the following in accordance with the Town of Union Ordinances:

☐ Zoning Change ☐ Conditional Use Permit ☐ Land Division ☐ Variance ☐ Other

(PLEASE PRINT)

PROPERTY INFORMATION

Owner: _____

Owner's Address: _____ Zip Code: _____

Telephone: _____ Current Zoning: _____ Proposed Zoning: _____

Property Location: _____ ¼ _____ ¼ Section _____ Parcel #: 6-20-_____ Parcel Size (acres): _____

Description of Parcel Location: (including fire # and roads bordering property)

Current Land Use: _____

Have other changes been requested for this property? _____

If so, date of meeting and name of requestor: _____

☐ Attach copy of aerial photo of parcel and land within 1000 feet of its border or Global Information System Satellite image.

PROPOSED PLAN

Reason for Request & Statement of Intended Use: (for conditional use permits and variances include ordinance #s)

Have other changes been requested for this property? If so, date of meeting and name of requestor: _____

Projected # of Parcels/Lots/Outlots Created: _____ (including original)

Proposed Sizes: #1: _____ acres; #2: _____ acres; #3: _____ acres; #4: _____ acres; #5: _____ acres
(attach more pages if more than 5 parcels created)

Proposed Zoning of parcels: #1: _____; #2: _____; #3: _____; #4: _____; #5: _____
(attach more pages if more than 5 parcels created)

Estimated Timetable for Development: _____

Site Assessment Checklist:	<input type="checkbox"/> Attach copy of Site Assessment Checklist.	<input type="checkbox"/> Site Assessment Checklist not required at this time. May be required later.
Land Use Scoring Sheet:	<input type="checkbox"/> Attach copy of Land Use Scoring Sheet.	<input type="checkbox"/> Land Use Scoring Sheet not required at this time. May be required later.
Covenants:	<input type="checkbox"/> Attach copy of covenants.	<input type="checkbox"/> Covenants not required at this time. May be required later.
Property Owner's Association	<input type="checkbox"/> Attach draft copy of legal instruments and rules for proposed property owners association.	<input type="checkbox"/> No Property Owners Association proposed.
Traffic Impact Analysis	<input type="checkbox"/> Attach copy of traffic impact analysis.	<input type="checkbox"/> Traffic impact analysis not required at this time. May be required later.
ESCROW Fee	<input type="checkbox"/> ESCROW Fee Deposit Documentation	<input type="checkbox"/> No ESCROW Fees required at this time. May be required later.
Preliminary Subdivision Plat or Preliminary CSM	<input type="checkbox"/> Attach Preliminary Subdivision Plat for Statutory Subdivisions. <input type="checkbox"/> Attach Preliminary CSM. Plat Title/Name _____	<input type="checkbox"/> Preliminary Subdivision Plat not required at this time. May be required later.. <input type="checkbox"/> Preliminary CSM not required at this time. May be required later.
Sketch Map:	<input type="checkbox"/> Attach 14 copies (8 ½" x 11" or 8 ½ x 14") of proposed map (plot plan) drawn to a scale of 1 inch equals 200 feet or other appropriate scale showing the following items: <ul style="list-style-type: none"> <input type="checkbox"/> A north arrow, the date, the scale, and a reference to a section corner. <input type="checkbox"/> Lengths and angles of existing and proposed property lines. <input type="checkbox"/> Location of adjacent properties within 1,000 feet. <input type="checkbox"/> Zoning classification and other land use controls of adjacent properties within 1,000 feet <input type="checkbox"/> Owner names of adjacent properties within 1,000 feet. <input type="checkbox"/> The approximate dimensions and areas of the parcels, lots, outlots, and easements. <input type="checkbox"/> The location and type of existing and proposed buildings, fences, and structures and their uses, including any Cluster Development or Conservation Subdivision areas. <input type="checkbox"/> The location of all existing drainage ditches, water wells, sewerage systems, water courses, lakes, navigable waters, ponds, dry wells, drain fields, pipes, culverts, tile lines, and parks and other features pertinent to the land division. <input type="checkbox"/> The location and name of existing and proposed roads, highways, developments, navigable rivers, trails, and driveways and distances to the nearest adjoining highways, roads, or driveways on all sides of the proposed site. <input type="checkbox"/> The location of general land cover types, such as woodlands, wetlands, agricultural, etc. <input type="checkbox"/> The location of any slopes of 12% or greater. <input type="checkbox"/> The setback of building lines required by any approving agency. <input type="checkbox"/> The uses of the land adjacent to the property and any existing roads, easements and restrictions of record, public accesses to navigable water, dedicated areas and utilities on/or adjacent to the land. <input type="checkbox"/> Any floodplain limits <input type="checkbox"/> The entire area contiguous to the plat owned or controlled by the owner or land divider. <p>* More than one sheet may be used, but no sheet may be larger than 8 ½ x 14 inches. Label and number each page.</p>	

SURROUNDING PROPERTY INFORMATION

(Complete for all properties lying within 1,000 feet of area affected by this application
-- Provide electronic spreadsheet file *.qpw or *.xls if more than 8 properties--

Name: _____
Address: _____
City: _____ ST _____ Zip: _____

Name: _____
Address: _____
City: _____ ST _____ Zip: _____

Name: _____
Address: _____
City: _____ ST _____ Zip: _____

Name: _____
Address: _____
City: _____ ST _____ Zip: _____

Name: _____
Address: _____
City: _____ ST _____ Zip: _____

Name: _____
Address: _____
City: _____ ST _____ Zip: _____

Name: _____
Address: _____
City: _____ ST _____ Zip: _____

Name: _____
Address: _____
City: _____ ST _____ Zip: _____

CONTACTS

Agent

Name and Company: _____

Agent Address: _____

Telephone: _____ Fax #: _____ E:mail: _____

Surveyor

Name and Company: _____

Surveyor Address: _____

Telephone: _____ Fax #: _____ E:mail: _____

Engineer

Name and Company: _____

Engineer Address: _____

Telephone: _____ Fax #: _____ E:mail: _____

ACKNOWLEDGEMENT OF APPLICANT

I, _____, the owner of this property, fully understand that this application will be acted upon following the procedures and regulations documented by Town of Union Ordinances. I also understand that failure to accurately complete this application will result in the need to resubmit a corrected application and/or the need to conduct a new public hearing at my expense. I am also aware that I may be responsible for attorney, engineering, and other expenses as identified by Town of Union Ordinance incurred by the township for the evaluation and consideration of this request.

Property Owner Signature

Date

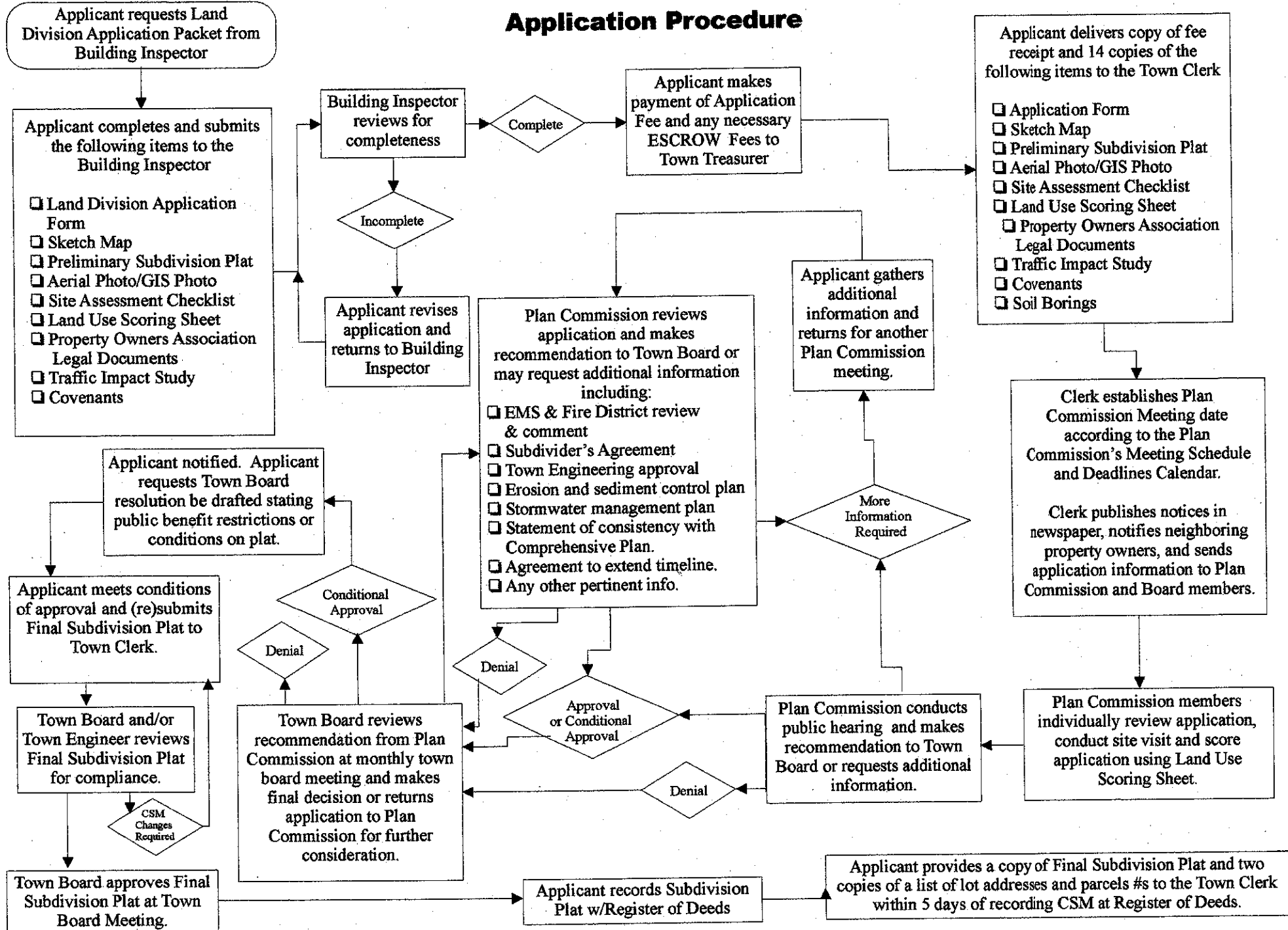
APPLICATION CHECKLIST (Town Use Only)	Date	Town Official Signature
Application Provided		
Building Inspector Application approval		
Application Fee Payment to Treasurer \$ _____		
ESCROW Payment to Treasurer		
Application to Clerk		
Plan Commission Public Hearing Date Set	___/___/___	
Notification of neighboring properties		
Plan Commission Recommendation Date(s)* <input type="checkbox"/> Approve conditionally <input type="checkbox"/> Approve <input type="checkbox"/> Reject		
Notification of Applicant		
- Covenant approval		
- Traffic Impact Analysis approval		
- Property Owners Association Document approval		
- EMS & Fire District review & comment		
- Soil Boring Review		
- Engineering approval		
- Subdivider's Agreement approval		
- Agreement to extend approval decision		
- Preliminary CSM/Subdivision Plat approval		
Plan Commission Recommendation Date * <input type="checkbox"/> Recommended for Approval <input type="checkbox"/> Recommended for Denial		
Town Board Meeting Date Set	___/___/___	
Town Board Decision <input type="checkbox"/> Conditional Approval - more info required or changes required <input type="checkbox"/> Preliminary Approval until final CSM./Subdivision Plat <input type="checkbox"/> Denied		
Applicant Notified		
Town Board Resolution stating public benefit restrictions or conditions on plat.		
Town Board Resolution accepting all lands in plat dedicated to the town including parkland.		
Town Engineer and/or Town Board or Plan Commission Review of compliance with Subdivider's Agreement, conditions and final map.		
Town Board Final CSM/Subdivision Plat Approval at Town Board Meeting		
Recording of CSM/Subdivision Plat at Register of Deeds CSM/Subdivision Plat # _____		
Copy of Final CSM/Subdivision Plat, & list of parcel #s filed with Town Clerk (within 5 days of recording)		

* Multiple Plan Commission and Town Board Meetings may be required.

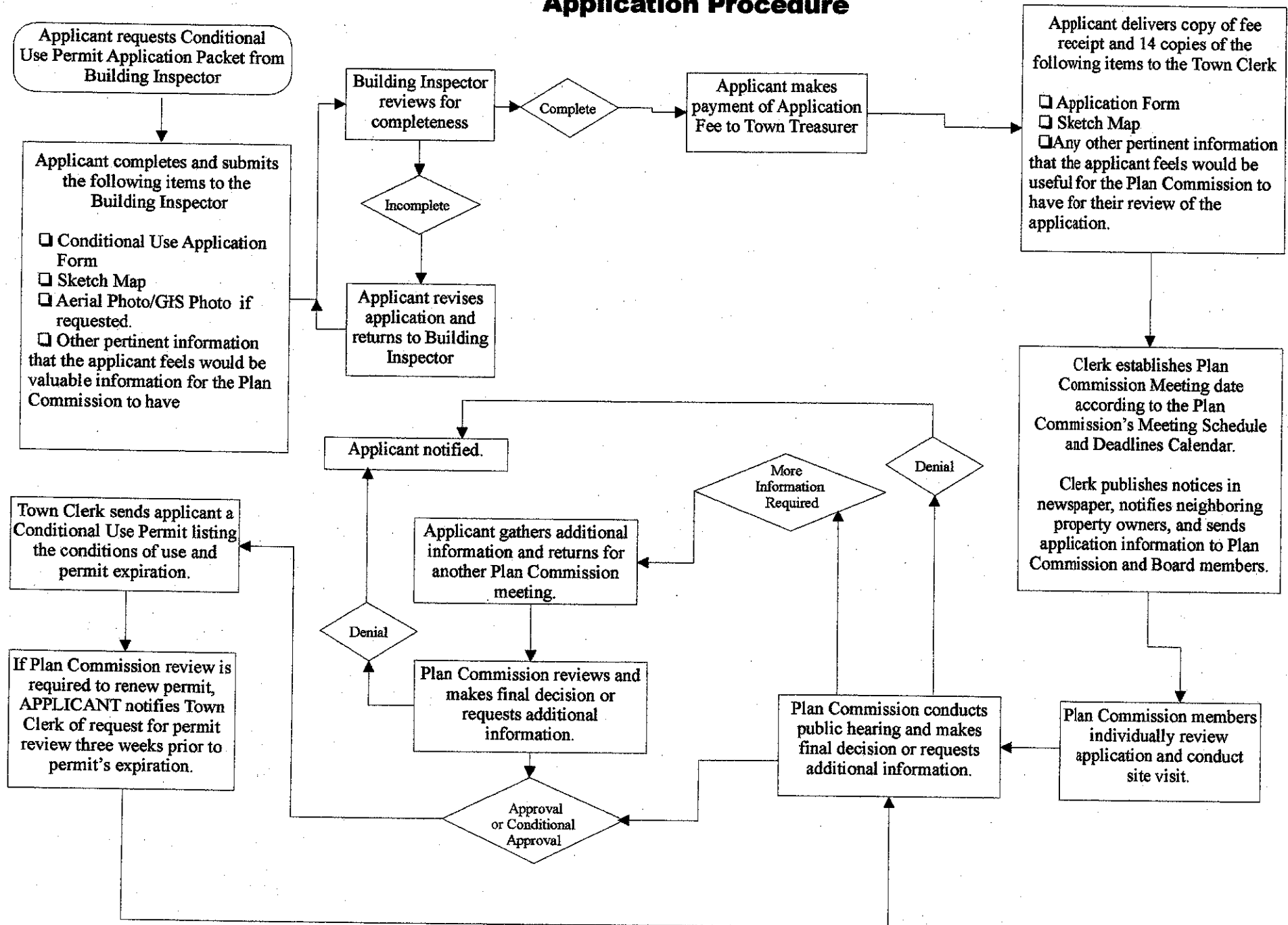
Applicant requests Land
Division Application Packet from
Building Inspector



Application Procedure



Conditional Use Permit Application Procedure



Conditional Use Permit Land Division for A1, A2 and A3 Parcels

Application Procedure

