



Clerk/Treasurer
Deputy Clerk/Treasurer
(920)234-0304

SUBMISSION DEADLINE: 4:00PM on Monday, 2 weeks prior to the next meeting. **You** must supply the Village with information regarding your application; which is listed below. The Plan Commission meets the 2nd Tuesday of the month, when needed and is subject to change at the Village's discretion. The above statement may not pertain to your specific case and the timeline can and will change accordingly.

A publication fee is charged to all applicants when a publication notice is required.

APPLICATION FOR VILLAGE OF HOWARDS GROVE

*****Required submittals shall include one (1) set original size drawings and original paperwork as well as an electronic copy of all submittals; such as 11" x 17" drawings and paperwork for the electronic packet.**

Owner _____ Daytime Phone Number ()- _____ - _____

Applicant _____ Daytime Phone Number ()- _____ - _____
(if different from owner)

Property Address _____

Mailing Address (if different) _____

Zoning Classification _____ Land Use Plan Designation _____

Legal Description _____

Certified Survey Map \$150

Conditional Use \$250

Plan of Operation \$150

Subdivision

Zoning Amendment \$250

Land Use Plan Amendment \$500

Variance \$500

Other: _____

DETAILS OF PROPOSAL: _____

I, the undersigned, have been advised that pursuant to the Village of Howards Grove Ordinance to utilize Section ss.66.0627, Wisconsin Statutes, if the Village of Howards Grove Attorney, Engineer, or any other Village Professional provides services to the Village as a result of my activities, whether at my request or at the request of the Village, I shall be responsible for the fees incurred by the Village. Also, I have been advised that prior to obtaining final approval, all costs incurred by the Village must be paid in full. If a dispute arises as to the amount of the fees incurred, said dispute shall be forwarded to the Village of Howards Grove Village Board of Trustees for resolution.

(Property Owner-Signature)

(Applicant-Signature)

(Property Owner-Print Name)

(Applicant-Print Name)

(Date)

(Village Representative Accepting Form)

ALL REQUESTS REQUIRE THE FOLLOWING INFORMATION TO BE PROVIDED BY THE APPLICANT:

- Site plan to include property lines and dimensions
- Topography map to include wetlands, steep slopes, flood zone, etc.
- Proposed Construction (if any)
- Identification of all right-of-ways and easements
- Photographs
- Any additional information that may be helpful to the Board when rendering a decision

If application does not provide adequate space for details, please use a separate sheet of paper.

VARIANCE:

To apply for a variance from the Village of Howards Grove Zoning Ordinance as provided by the Village of Howards Grove Zoning Ordinance (Title 13), this completed application, along with the appropriate fees, and other requested information and materials must be submitted to the Village Clerk at least 60 days prior to your hearing date.

Your completion of this application and appearance at a public hearing are necessary for the Board to act upon your request. Depending upon the information the Board receives at the hearing and its application of the law, your request for a variance may or may not be granted. Fees paid associated with this request are non-refundable.

The Board will use the five questions in this application to guide its inquiry into your case. Each is written with the legal wording. A variance cannot be granted merely as a convenience to the property owner.

1. What are the exceptional or extraordinary circumstances or unique property limitations that apply to your property? Circumstances and conditions that do not generally apply to other properties in the same zoning district as your property? _____

2. If you are not granted this variance, will others in your zoning district be able to enjoy substantial rights and privileges? _____

3. Will granting this variance be significantly detrimental to your adjacent neighbors and surrounding neighborhood? _____

4. Will granting this variance harm the intent and purpose of this ordinance? _____

5. Has the immediate practical difficulty been caused by anything the applicant has done? _____

<i>Village Use Only:</i>		
Date Filed _____	Class 1 Notice Published _____	Fee Paid _____
Hearing Date (PC) _____	Class 2 Notice Published _____	Individual Notices Mailed _____
Hearing Date (VB) _____	Board Agenda Date _____	Disposition _____