

FORM 1: STANDARD APPLICATION

- The undersigned petition is to consider a request, as stated herein, for the specified parcel(s) of land and will be reviewed by the Board of Building and Zoning Appeals, and/or the Plan Commission and Village Board of the Village of Mukwonago.

Date Submitted	Tax Key (s)	Project Name	
Location of Project			
Request (check all that apply)	Form	Fee Schedule	Fee
<input type="checkbox"/> Annexation Review (up to 10 acres)	6	\$200.00	\$ _____
<input type="checkbox"/> Annexation Review (10.01 acres or more)	6	\$200.00 plus \$20.00/acre	\$ _____
<input type="checkbox"/> Attachment Review (up to 10 acres)	6	\$300.00	\$ _____
<input type="checkbox"/> Attachment Review (10.01 acres or more)	6	\$300.00 plus \$20.00/acre	\$ _____
<input type="checkbox"/> Certified Survey Map (Minor)	3	\$150.00	\$ _____
<input type="checkbox"/> Certified Survey Map (3-4 Lots)	3	\$250.00 plus \$16.00/lot	\$ _____
<input type="checkbox"/> Change of Zoning	1	\$300.00	\$ _____
<input type="checkbox"/> Conceptual Land Division Review	4	\$200.00 plus \$11.00/lot	\$ _____
<input type="checkbox"/> Conditional Use Permit Request	8	\$350.00	\$ _____
<input type="checkbox"/> Conditional Use Permit Request – Home Occupations	8	\$150.00	\$ _____
<input type="checkbox"/> Conditional Use Permit Request – Professional Home Offices	8	\$250.00	\$ _____
<input type="checkbox"/> Extraterritorial Review	1	\$200.00	\$ _____
<input type="checkbox"/> Final Plat Review	5	\$250.00 plus \$11.00/lot	\$ _____
<input type="checkbox"/> Planned Unit Development (PUD) Review	2	\$185.00 plus \$25.00/unit	\$ _____
<input type="checkbox"/> Preliminary Plat Review	4	\$250.00 plus \$16.00/lot	\$ _____
<input type="checkbox"/> Site Plan Review - Minor (Buildings less than 600 sq. ft.)	2	\$135.00 plus \$.02 per sq. ft.	\$ _____
<input type="checkbox"/> Site Plan/Architectural Review - Conceptual	2	\$200.00 plus \$.02 per sq. ft.	\$ _____
<input type="checkbox"/> Site Plan or Architectural Review	2	\$250.00 plus \$.02 per sq. ft.	\$ _____
<input type="checkbox"/> Unspecified Use Permit Request	8	\$350.00	\$ _____
<input type="checkbox"/> Variance Request	7	\$350.00	\$ _____
<input type="checkbox"/> Re-submittal of Any Plans		\$200.00	\$ _____
<input type="checkbox"/> Other _____			\$ _____
Fee Total			\$ _____

Change of Zoning Property Information		
Present Zoning	Requested Zoning	Anticipated Date of Construction
Present Use	Intended Use	
Extraterritorial Review Information		
Town Property is Located In		Zoning of Property
Town Official Contact Name		Town Official Contact Phone Number
Type of Review	<input type="checkbox"/> Certified Survey <input type="checkbox"/> Preliminary Plat <input type="checkbox"/> Final Plat <input type="checkbox"/> Other _____	
Purpose of Request		

Applicant

Name			
Company			
Address	City	State	Zip
Daytime Phone	Fax		
E-Mail			

Property Owner

(Note: If not the legal owner of the property, please state name, position, and title in relation to the lot of interest. An Offer to Purchase, with written acknowledgement of the current owner is required with this application.)

Name			
Company			
Address	City	State	Zip
Daytime Phone	Fax		
E-Mail			

Secondary Property Owner

Name			
Company			
Address	City	State	Zip
Daytime Phone	Fax		
E-Mail			

Agent

(Person representing applicant to be notified of meetings and given copies of reports)

Name			
Company			
Address	City	State	Zip
Daytime Phone	Fax		
E-Mail			

Instructions

- 1. Electronic Submittals:** The Village provides documents to the Village Board and Plan Commission in electronic format. If possible and *in lieu of the requested paper copies listed below*, please e-mail pdf versions to the Deputy Clerk (sbraatzjr@villageofmukwonago.com).
- 2. Submittal Deadline:** This application, the appropriate supplemental application and the appropriate number of plans must be submitted to the Village Clerk's Office **at least 30 days prior** to the Plan Commission or Board of Building and Zoning Appeals meeting at which the issue will appear. Plan Commission meets the second Tuesday of every month, at 7:00 pm. Board of Building and Zoning Appeals meets the Thursday after the fourth Tuesday of every month, at 6:30 pm.
- 3. Change of zoning:** Form 1 must be completed. A full legal description must be submitted. If possible, please e-mail a document version of the legal description to the Deputy Clerk (sbraatzjr@villageofmukwonago.com). A plat of survey of the property must also be submitted.
- 4. Extraterritorial Review:** Form 1 must be completed. The number of copies to submit varies on the development.
 - Certified Survey Map: Four (4) copies must be submitted.
 - Preliminary and Final Plats: Two (2) full-size folded and fifteen (16) reduced size plans must be submitted.
- 5. Architectural/Site Plan Reviews:** Forms 1 and 2 must be completed. Eleven (11) full-size folded and three (3) reduced size plans (11 X 17) must be submitted with the application.
- 6. Certified Survey Map Reviews:** Forms 1 and 3 must be completed. Four (4) copies must be submitted.
- 7. Preliminary Plat Reviews:** Forms 1 and 4 must be completed. The number of copies to submit varies on the development.
 - Fifteen (15) copies must be submitted for staff, Plan Commission, Village Board, SEWRPC and utility reviews.
 - Four (4) copies are required for each County Planning Commission.
 - Two (2) copies are required if shorelands or wetlands are involved.
 - One (1) copy is required for each school district.
- 8. Final Plat Reviews:** Forms 1 and 5 must be completed. The number of copies to submit varies on the development.
 - Thirteen (13) copies are required for staff, Plan Commission, Village Board and utility reviews.
 - Four (4) copies are required for each County Planning Commission.
 - Two (2) copies are required if shorelands or wetlands are involved.
 - One (1) copy is required for each school district.
- 9. Annexation Review:** Forms 1 and 6 and the Wisconsin Department of Administration Request for Annexation Review form must be completed. Two (2) originals of the annexation petition, legal description, and map of the property to be annexed must be submitted. One (1) original copy of the annexation petition, legal description, and map of the property to be annexed must be submitted to the Town Clerk of the Town that the property is being annexed from. If possible, please e-mail the legal to the Deputy Clerk (sbraatzjr@villageofmukwonago.com).
- 10. Attachment Review:** Forms 1 and 6 must be completed. Two (2) originals of the attachment/detachment petition, legal description, and map of the property to be attached/detached must be submitted. If possible, please e-mail the legal to the Deputy Clerk (sbraatzjr@villageofmukwonago.com). One (1) original copy of the attachment/detachment petition, legal description, and map of the property to be attached/detached must be submitted to the Town Clerk of the Town that the property is being annexed from.
- 11. Conditional Use/Unspecified Use/Home Occupations/Professional Home Offices Review:** Forms 1 and 8 must be completed. Four (4) full-size folded and three (3) reduced size (11 X 17) plans must be submitted with the application.
- 12. Variance Review:** Forms 1 and 7 must be completed. Two (2) full-size folded and three (3) reduced size (11 X 17) plans must be submitted with the application.
- 13. Other Reviews:** At least seventeen (17) copies of plans must be submitted.

Applicant hereby certifies that:

1. All of the above statements and other information submitted as part of this application are true and correct to the best of his or her knowledge.
2. Affirms that no Village of Mukwonago elected or appointed official or employee has a proprietary interest in the above referenced property for which this applications being filed (except as stated below under "Exceptions").
3. None of the above referenced individuals has been promised or given any contract for consultation, planning or construction in relation to this project (except as stated below under "Exceptions").
4. Applicant has read and understands all information in this packet.

Applicant further understands the policies of the Village regarding change of zonings and property development. Conditions of the resolution regarding all approvals are strictly followed. Certificates of Occupancy are not given until all conditions of approval have been met

By the execution of this application, applicant hereby authorizes the Village of Mukwonago or its agents to enter upon the property during the hours of 7:00 am to 7:00 pm daily for the purpose of inspection. Applicant grants this authorization to enter even if this land has been posted against trespassing pursuant to Section 943.13 WI Stats.

Signature of Applicant	Signature of Property Owner(s)
Exceptions	



FOR OFFICE USE ONLY			
Date Paid	Receipt #	Date(s) Notice Published	Date Notices Mailed
Public Hearing Date	Plan Commission Date(s)	Village Board Date(s)	Ordinance/Resolution Number
Plan Commission Disposition			
Village Board Disposition			
Board of Building and Zoning Appeals Disposition			

Agreement for Reimbursable Services Petitioner/Applicant/Property Owner

In accordance with Village Ordinance 70-15, the Village may retain the services of professional consultants (including planners, engineers, architects, attorneys, environmental specialists, recreation specialists, and other experts) to assist in its review of a proposal coming before the Plan Commission/Board of Building and Zoning Appeals. The Village reserves the right to apply the charges for these services as well as for staff time expended in the administration, investigation and processing of applications to the Applicant.

The Applicant is required to provide the Village with an executed copy of this agreement as a prerequisite to the processing of the development application. The submittal of a development proposal application or petition shall be construed as an agreement to pay for such professional review services applicable to the proposal. The Village may delay acceptance of the application or petition as complete, or may delay final approval of the proposal, until such fees are paid by the Applicant. The Property Owner acknowledges that review fees which are applied to an Applicant, but which are not paid by such Applicant, may be charged by the Village as an assessment against the subject property for current services provided the property.

Note: Consultant services (e.g. engineering, planning, surveying, legal, etc.) and Village administrative time may be charged in addition to the normal costs payable by the Applicant/Petitioner/Property Owner (e.g. application filing fees, permit fees, publication expenses, recording fees, impact fees, etc.)

(Project Name/Nature of Application)

(Property Tax Key Numbers Involved in Project)

(Print Name of Applicant/Petitioner)

(Signature of Applicant/Petitioner)

(Date)

(Print Name of Property Owner)

(Signature of Property Owner)

(Date)