

**Applicant
information:**

Person's Name(s): _____

Firm Name (if any): _____

Relationship (check one): ☐ Current Owner ☐ Prospective Owner ☐ Tenant ☐ Representing: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Office/Home Phone #: _____ Mobile Phone #: _____

Email Address: _____

**Property owner
information:**

Person's Name(s): _____

Ownership (check one): ☐ Individual ☐ Trust ☐ Partnership ☐ Corporation/LLC ☐ Other: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Office/Home Phone #: _____ Mobile Phone #: _____

Email Address: _____

**Subject property
identification:**

Street Address: _____

Parcel Number: _____

**Zoning or land
division
approval(s)
requested (check
all that apply)**

- ☐ **Rezoning** to _____ district. Submit all materials on page 3 of this application form packet.
- ☐ **Planned unit development (PUD) plans.** See Zoning Administrator for requirements.
- ☐ **Conditional Use Permit (CUP).** Submit \$350 application fee plus all materials on pages 4 and 5 of this packet.
- ☐ **Variance** (to zoning ordinance requirement): Submit \$100 application fee plus all materials on pages 6 and 7 of this packet.
- ☐ **Appeal** (of zoning decision or determination). Submit \$100 application fee plus all applicable materials on page 8 of this packet.
- ☐ **Certified Survey Map (CSM).** Submit \$100 application fee plus all applicable materials on page 8 of this packet.
- ☐ **Sign permit.** Submit \$75 application fee plus all applicable materials on page 8.
- ☐ **Other** (please indicate): _____

**Describe project
in greater detail,
including any
timing or phasing
issues, unique
limitations,
optional
elements, and
neighbor
interactions**

Parcel Address or ID #: _____

Reimbursement for Development Review Services

Village consultants may expend time in the administration, investigation, and processing of development review applications, at the Zoning Administrator's discretion. This signed application serves as an agreement to reimburse the Village for its professional consulting service costs associated with this application. The applicant shall pay such costs upon receipt of invoice from the Village, following the execution of consultant services associated with this application. If the applicant fails to pay such costs, the responsibility shall pass to the property owner, if different. Any unpaid costs may be imposed by the Village as a special charge on the affected property.

Acknowledgements and Signatures

By signing and dating below, I/We:

1. Reviewed and understand the Village of Maple Bluff zoning ordinance and its standards of approval related to this application;
2. Read, understand, and accept my/our responsibilities under the reimbursement section;
3. Submitted an application that is true, correct, and complete;
4. Acknowledge that Village officials and/or employees may, in the performance of their functions, enter the subject property to gather information to process this application;
5. Understand that all meeting dates are tentative and may be postponed by the Village for the reason of incomplete submittals or other administrative reasons;
6. If this application is approved, agree to abide by this application, approved plans, and required conditions associated with plan approval; and
7. Understand that the Village's zoning ordinance and/or the conditions of development approval may specify timeframes within which I/we must take certain actions related to the development of the subject property, or risk having the approval being nullified.

Signature of Applicant

Date

Signature of Property Owner (if different)

Date

Parcel Address or ID #: _____

Submittal Requirements for REZONINGS ONLY

Please include with your application PDF copies of the following:

- ☐ A map with a graphic scale and a north arrow showing the entire subject property included in the proposed map amendment including lot boundaries and dimensions of the subject property, and all other lands within 300 feet of the boundaries of the subject property.
- ☐ Unless provided by the Zoning Administrator or Village Clerk, names and addresses of the owners of all property within 300 feet of the subject property as they appear on the current tax records.

Please describe below how your application:

- (1) Is consistent with the Village's Comprehensive Plan.

- (2) Is consistent with the purposes of the zoning ordinance and the article(s) and section(s) to which the request relates.

- (3) Will maintain or advance compatibility of allowable land uses and zoning districts.

- (4) Accomplishes at least one of the following:

- (a) Corrects a technical mapping error.
- (b) Addresses an inconsistency between the zoning designation and the existing land use, provided that such inconsistency was unintended.
- (c) Responds to changed factors such as the availability of new data or trends; changed growth patterns or rates; the presence of new roads, other infrastructure changes, additional development, or other zoning changes in the vicinity.
- (d) If rezoning to the PUD zoning district, meets associated criteria in § 225-2-3 E. and § 225-8-3 F of the zoning ordinance.

Parcel Address or ID #: _____

Submittal Requirements for CONDITIONAL USE PERMITS (CUPs) ONLY**Please include with your application PDF copies of the following:**

- ☐ A map with a graphic scale and a north arrow showing the entire subject property including lot and parcel boundaries and dimensions, and all other lands within 300 feet of the boundaries of the subject property. If the conditional use permit is proposed for only a portion of a lot or parcel, said map or another map shall clearly indicate the portion of the lot or parcel to which the conditional use permit would apply.
- ☐ Unless provided by the Zoning Administrator or Village Clerk, names and addresses of the owners of all property within 300 feet of the subject property per current tax records.
- ☐ A dated written description of the proposed conditional use describing the type, duration, and density of activities, buildings, and structures proposed for the subject property and their general locations (indoors and out); expected number and type of employees and patrons; expected hours of operation; expected traffic volumes including trucking (including vehicle weights/sizes); any likely noise, odors, or vibrations that may be experienced outside the subject property; whether and where any hazardous materials would be kept on site (requirements of Chapter 149, Article III of Village ordinances must be met); proposed timing and phasing for the conditional use; and other unique operational characteristics.
- ☐ If site and/or exterior building alterations are proposed or required, site and building plans, drawn to scale, with all alterations clearly marked and labeled. (If proposed or required alterations reach the threshold for requiring design and site plan approval under § 225-8-5 of the zoning ordinance, then also or subsequently file a separate design and site plan approval application for the project).

Please describe WHETHER and HOW your application meets the following required criteria:

- (a) Proposed use is consistent with the Village's Comprehensive Plan and zoning ordinance.

- (b) Proposed use will not result in a substantial or undue adverse impact on neighboring principal buildings, neighborhood character, the natural environment, or other matters affecting the public health, safety, or general welfare.

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- (c) Proposed use maintains compatibility among land uses, land use intensities, and land use impacts as related to parcels with neighboring principal buildings.

- (d) Adequate measures have been or will be taken to minimize traffic congestion and excess parking in the public streets.

- (e) Proposed use will be adequately served by, and will not impose an undue burden on, any improvements, facilities, utilities, or services provided by public agencies.

- (f) Proposed use will not impede the normal and orderly development and improvement of the parcels with neighboring principal buildings as anticipated under the Village's Comprehensive Plan.

- (g) Potential public benefits of the proposed use outweigh its potential adverse impacts.

Parcel Address or ID #: _____

Submittal Requirements for VARIANCES ONLY

Please include with your application PDF copies of the following:

- ☐ A map with a graphic scale and a north arrow showing the entire subject property including lot boundaries and dimensions of the subject property, and all other parcels within 300 feet of the boundaries of the subject property.
- ☐ Unless provided by the Zoning Administrator or Village Clerk, names and addresses of the owners of all property within 300 feet of the subject property per current tax records.
- ☐ A written, titled, and dated description that describes:
 - ☐ The current zoning district designation, land use(s), buildings, and other improvements on the subject property, as well as its parcel area and dimensions.
 - ☐ The specific requirement(s) and section number(s) of the zoning ordinance for which variance is proposed for the subject property, and the extent of the proposed variance relative to that requirement(s).
 - ☐ All known existing uses, existing property conditions, and existing building conditions that do not conform with the current requirements of the zoning ordinance (non-conformities).
 - ☐ The nature and decisions for any prior variances, appeals, conditional use permits, or design and site plan approvals on the subject property.
- ☐ Site and/or building plans of the subject property, including a date and identifying information and the following features accurately represented as to scale and location:
 - ☐ Existing parcel lines, 2-foot contour lines, floodplain and wetland boundaries, and ordinary high water mark.
 - ☐ Existing public roads and utilities, and associated rights-of-way and easements.
 - ☐ Applicable minimum building setbacks, heights, or other dimensional requirements of the Village's zoning ordinance.
 - ☐ Existing and proposed buildings, other structures, and hard surfaces, with distances to parcel lines and any subject to a prior approved variance specifically indicated.
 - ☐ Proposed vegetation removal, grading and/or filling, and erosion control and stormwater management measures.
 - ☐ Any other proposed site or building changes related to the variance request.

Please describe WHETHER and HOW your application meets all the following required criteria:

Parcel Address or ID #: _____

- (a) Literal enforcement of the zoning ordinance provision(s) for which a variance is sought would result in “practical difficulty” or “unnecessary hardship”, so that the spirit of the zoning ordinance shall be observed, public safety and welfare secured, and substantial justice done. [For Maple Bluff, “unnecessary hardship” and “practical difficulty” are synonymous, and defined as “the circumstance where special conditions affecting a particular property, which were not self-created, have made strict conformity with restrictions governing areas, setbacks, frontage, height, or density unnecessarily burdensome or unreasonable in light of the purposes of” the zoning ordinance.]

- (b) If you are seeking an “area variance” (e.g., to setbacks or other dimensional requirement), strict compliance with the zoning ordinance provision(s) would unreasonably prevent use of your property for a permitted purpose or would render conformity with the zoning ordinance provision(s) unnecessarily burdensome.

- (c) If you are seeking a “use variance” (e.g., land use is not normally allowed in zoning district), strict compliance with the zoning ordinance would leave you as the property owner with no reasonable use of your property in the absence of a variance. [A “use variance” is much rarer than an “area variance” so the response below will typically be “N/A”.]

- (d) The “unnecessary hardship” is based on conditions unique to the property, rather than considerations personal to the property owner, and was not created by the owner.

Parcel Address or ID #: _____

Submittal Requirements for APPEALS ONLY

Please include with your application PDF copies of the following:

- ☐ Written, dated justification for the requested appeal consisting of the reasons why the applicant believes the proposed appeal is appropriate and the associated action was made in error.
- ☐ All records at the applicant's disposal related to the action appealed.

Submittal Requirements for CERTIFIED SURVEY MAPS (CSMs) ONLY

Please include with your application a PDF copy of a CSM that:

- ☐ Includes all required contents for CSMs under Chapter 236, Wisconsin Statutes.
- ☐ Includes all the certificates required by § 236.21, Wis. Stats., and certification that the CSM fully complies with all of the provisions of the Village's zoning ordinance related to CSMs.
- ☐ Indicates locations of all existing property lines, buildings, fences, other structures, drives, paths, streams and watercourses, dry runs, lakes, ponds, wetlands, floodplains (by type), shoreland zoning areas and setbacks, rock outcrops, mature trees; environmental corridors, and other similar significant features within the land being divided or adjusted.
- ☐ Shows any easements, unique building setback lines, buildable areas, "build-to" lines, or similar areas.
- ☐ If the CSM contains private road(s), adds the following note: "Notice of Possible Limitation of Public Services: This CSM contains private roads. As a result, certain public services including but not limited to road maintenance, snow plowing, and garbage collection may be limited."

Submittal Requirements for SIGN PERMITS ONLY

Please include with your application PDF copies of the following:

- ☐ The name and address of the permit applicant, sign designer, & property and business owner.
- ☐ A scaled and dimensioned plan showing, at a minimum, the location of the proposed sign on the subject property; the location of all existing signs on the subject site; all property lines and buildings in the subject site; and parking areas, driveways, public roads, and buildings within 100 feet of the proposed sign.
- ☐ A diagram of the proposed sign, drawn to a recognized scale, and listing and depicting the type, height, width, total square footage of the sign, square footage of each sign component, method of attachment, structural support including footings, method of illumination, and sign materials, colors, and message.
- ☐ Subject property's zoning designation and lineal footage on each abutting public street.

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- ☐ Summary of existing signage, including quantity, location, type, and area of all signs on the subject property, both before and after the installation of the proposed sign(s).
 - ☐ Evidence that the structural requirements of § 225-5-6 of the zoning ordinance will be met.