

ZONING PERMIT APPLICATION

Village of Spring Green

Emailed to Ed Lilla Zoning Administrator _____

Total Fee Due \$ _____
Amount Paid \$ _____
Receipt No. _____

Date _____
Received by _____

The following information is required for ALL conditional use applications, planned unit development applications, rezoning applications, demolition permits, new buildings and additions, and building projects which change the exterior dimensions of an existing building, and any new construction, remodeling, or demolition in the Downtown Design District.

1. **Address of Site:** _____

Proposed Land Use(s): _____

2. **The following material is required for all applications:**

- a. A **Letter of Intent** describing this application in detail, including construction schedules, names of people involved (contractor, architect, landscaper, etc.), types of businesses, hours of operation, square footage or acreage of the site, number of dwelling units, number of bedrooms, number of employees, gross square footage of building, number of parking stalls, etc.

- b. A floor plan, a **site plan** showing the lot lines, building elevations, building location, building additions or changes, new utility locations, location of any new signs, parking areas, driveways, sidewalks, and landscaping. This plan must be drawn to scale and include all dimensions. Plans must also include the elevation (shown in feet above sea level) for the top of the foundation wall or slab.

- c. A complete zoning text for Planned Unit Development applications only.

3. Submit one copy of this application form. This is an application for (check at least one):

- Rezoning from _____ to _____
- Conditional Use
- Planned Unit Development
- Demolition Permit
- Construction or Remodeling in Downtown or Highway Design District
- New Construction
- Construction that Changes the Exterior Dimensions of an Existing Structure
- Signs
- Exterior Renovation
- Other (Describe): _____

4. Please include or attach legal description – metes and bounds or recorded certified survey map or plat, lot, and block number, by surveyor, engineer, title company, etc. (Note: A “Plat of Survey” is NOT a legal description). Any extra cost to the Village because of legal description problems are to be paid by the applicant. (Any rezoning application without a complete legal description will NOT be processed).

5. Describe in detail the intended use or purpose:

6. Is there a building on this site? _____
What is the present zoning of this site? _____
What are the present uses of this site? _____

7. Do you intend to use the existing building?

8. What exterior changes are proposed (existing building)?

9. What interior changes are proposed (existing building)?

10. Will the proposal require a new building or addition? _____
When do you wish to occupy this site or building? _____

11. Does this proposal involve any development in the public right-of-way? (Public right-of-way includes all public alleys and property within 33 feet from the center of public streets, and development includes items such as driveway access and tree removal.)
No ___ Yes ___ Explain _____

12. Please print (or type) name and mailing address of owner: (Please include all owners involved in partnerships).

Phone: _____ Email: _____

Please print (or type) name and mailing address of contact person (the person that can answer any questions regarding application, plans, and if necessary will appear at public meetings and hearings).

Phone: _____ Email: _____

Applicant Signature Relationship to Owner Date

Please print (or type) name and mailing address of above applicant:

Phone: _____ Email: _____

(If offer to purchase or contract owner, please indicate below (check one). Architect's, real estate agent's, contractor's signature is NOT adequate.)

Owner Offer to Purchase Other (Explain) _____

Note: A building permit will be needed for construction. Valid building permits must be issued AFTER the zoning permit is approved. Building permits are issued by the Village of Spring Green within the corporate limits, and by the Town of Spring Green in the extraterritorial area.

COMPLETE ADDITIONAL INFORMATION ONLY IF APPLYING FOR A CONDITIONAL USE OR REZONING

For Conditional Use Application, the Zoning Ordinance states:

4.04 REVIEW AND APPROVAL

The Plan Commission shall use the following standards when reviewing application for conditional use: That the establishment, maintenance, or operation of the conditional use will not create a nuisance for neighboring uses or reduce the values of other property. That adequate utilities, access roads, parking drainage, landscaping, and other necessary site improvements are being provided. That the conditional use conforms to all applicable regulations of the district in which it is located. That the conditional use conforms to the purpose and intent of the Village and extraterritorial land use plans.

Conditions such as landscaping, architectural design, type of construction, construction commencement and completion dates, sureties, lighting, fencing, planting screens, operational control, hours of operation, improved traffic circulation, deed restrictions, highway access restrictions, increased yards, or parking requirements, may be required by the Plan Commission upon its finding that these are necessary to fulfill the purpose and intent of this Ordinance.

Compliance with all other provisions of this Ordinance, such as lot width and area, yards, height, parking, loading, traffic, and highway access shall be required of all conditional uses. Variances shall only be granted as provided in Section 9.0.

The undersigned applicant or authorized agent of the applicant hereby certifies that he or she has read all of the information contained in this application and that the same is true and correct.

The undersigned further understands and agrees that any review approval, recommendation or permit, based upon any statement, drawings, plans, evidence or information furnished by the applicant or any agent of the applicant to the Plan Commission or Village Board with respect to the project which is the subject of this application and which at the time made is misleading, inaccurate, untrue or incorrect in any material respect, shall be declared null and void by the Commission issuing written notice thereof to the applicant or its designated agent without public hearing.

No public hearings for a zoning change request or conditional use permit will be scheduled by the Plan Commission until it has been determined that an application is correctly complete and all necessary documents, drawings and maps have been provided and fees paid.

Applicant Signature Relationship to Owner Date

Please print (or type) name and mailing address of above applicant:

Phone: _____ Email: _____