

INSTRUCTIONS FOR FILING A
TOWN OF CROSS PLAINS
LAND USE CHANGE APPLICATION

By the 15th of the month, submit 15 copies of the following to the Plan Commission Chair or Town Clerk:

- The attached application form.
- One \$150 Application Fee (preferably delivered to the Town Clerk)
- A scaled map of the site and surrounding adjacent parcels. (Estimated driveway lengths should be included on the maps) *
- Information from Dane County maps about topography, soil type including hydric and erodible soils, streams, floodplains and other features of the site.*

If splits are requested, include

- A density study from Dane County to determine the number of splits used and currently available.

Notes on the process – Applications will be considered at a minimum of three town meetings.

What will happen?

Applications must be received by the 15th of the month to be included on the agenda and published notice for the meeting on the first Monday of the following month. The Plan Commission Chair will review applications for completeness.

(Example: Submit all papers by January 15 to Wayne Parrell, PC Chair: (798-4526) or Anne Herger, TCP Clerk (798-0189)

All completed applications are given initial consideration at the first available Commission meeting. Applicants are required to attend. The Commission will vote to place the application on the agenda of the next available Commission meeting for action, or will vote to table the application pending submission of additional information. Commission agenda items will be published in the local newspaper and on the Town's web site. Public requests for copies of the application and materials will be provided as quickly as possible.

(Example: First Consideration – 8 pm, 1st Monday in February at the Plan Commission meeting, TCP Community Center)

At the next Commission meeting, the application will be considered again. The applicant must attend and will be given an opportunity to speak. There will be ample opportunity for public comments prior to Commission action. The Commission may vote to recommend approval, disapproval, or approval with changes to the Board of Supervisors. Or it may table the request pending additional information or amendments to the application.

(Example: Second Consideration – 8 pm 1st Monday in March at the Plan Commission meeting, TCP Community Center)

The Board of Supervisors considers the recommendation of the Plan Commission at its next meeting. It either approves, denies, or approves with conditions, and sends its decision to the County.

(Example: Board Consideration – 7:30 pm 2nd Monday in March at the TCP Board meeting, TCP Community Center)

* Public Access to Dane County maps is available on the Internet at (<http://dcimap.co.dane.wi.us/dcimap/>) or from the Dane County Dept of Planning & Development, City-County Bldg., 210 Martin Luther King Jr. Blvd., Room 116 Madison, WI 53703 Phone: 608-266-4251

Town of Cross Plains Land Use Petition Application

OFFICIAL USE ONLY	
Dane County Application Petition #: _____	
Site Visit Date: _____	
Plan Commission Meeting Date: _____	
Town Board Meeting Date: _____ \$150.00 Received: _____	

Petitioner:

Petitioner's Name:		Date:	
Petitioner's Address:		Email Address:	
Home Phone	Work Phone	FAX	

Owner:

Owner's Name (if different from petitioner)	Home Phone
Full Address	
I, _____, authorize and agree to _____ (owner's name) (petitioner's name) submitting this petition pertaining to land I own in the Town of Cross Plains.	
Signature of owner	Date

Agent:

Agent's Name	Phone
Address	

Property information (separate copy for each parcel):

Section:	Parcel Number:	Acres in Parcel:	Acres to be rezoned:	Present zoning:	New zoning:
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Parcel address (if available):					
Intent or purpose (if a Map Amendment Petition, attach a page stating purpose and how it fits the goals and policies of the Plan):					
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Property information cont'd:

Is there a house or building on this parcel now?	YES	NO	
Have you previously submitted an application to rezone this parcel?	YES	NO	
Is this the original tract of land from December, 1981?	YES	NO	
Has the property been previously rezoned?	YES	NO	
If yes, how many times?			
Are there any deed restrictions on the property?	YES	NO	
How many acres do you own on the parcel you are requesting a split to be taken from?			
How many development rights (splits) have been used from this land since December, 1981, including those taken by previous owners?			
Explain land divisions, provide dates and attach documentation.			
If this is a petition for a Land Use Plan Map amendment, attach a legal description of the parcel.			
Attach a map of the parcel as it currently exists, showing public roads.			
Attach a preliminary map of the parcel(s) as they would exist under the proposed change.			
The division of this parcel will create how many lots, parcels or building sites? _____			
Have you made an application for this change with Dane County?	YES	NO	

Conditional Use Permit (CUP), Variance and/or Special Exemption

Are you requesting:	CUP	VARIANCE	OTHER
Is there presently a:	CUP	VARIANCE	OTHER

Please explain:

Intent or purpose:

Applicant's Statement:

If additional parcels are involved in this petition under ownership the same or different from the owners listed above, please provide the information requested above for each owner and the parcel(s) individually owned on a duplicate of this form.

I attest that all the information on this form is accurate.

Signature of applicant
Date

Please return ten copies of the completed application, together with ten copies of any required maps, to the Chair of the Comprehensive Planning Commission of the Town of Cross Plains.
Five additional sets of copies should be sent with a \$150.00 fee to the Clerk of the Town of Cross Plains.