

Petition for
Comprehensive Plan Amendment
 Town of Williamstown
 Dodge County, Wisconsin

<u>TOWN use only</u>	
Hearing date: _____	
Applicant notified: _____	
Plan Commission Recommendation:	
__ Approved	
__ Approved with conditions: _____	
__ Denied _____	
>> Return to Clerk <<	
Town Board Decision: _____	Clerk Initials: _____

Please see the back for Filing Instructions

Provide the following information:

- Names, addresses and phone numbers of the **owner** of the proposed change and owners of all properties lying within two hundred (200) feet of the proposed change. Property owner names can be found by doing a Dodge County Land Records search:
<http://dr1.co.dodge.wi.us/lrst/default.asp>

	Name	Address	Phone or Email
Owner:			
Within 200 ft.			
Within 200 ft.			
Within 200 ft.			
Within 200 ft.			
Within 200 ft.			

- List current land use _____ and proposed land use _____ from the Comprehensive Plan Land Use Map which can be found at <http://williamstown-wi.com> > Zoning.
- Parcel (Pin) #: _____
- Attach a **certified survey map**, drawing the exact location of the change. Write site address (if available) & legal description here:

- Attach a **Plot Plan** using a plat map drawn to a scale that allows all numerical measurements and lettering to be readable. Show the Town area around the proposed change, its dimensions, the location and classification of adjacent land use, and the location and existing use of all properties within two hundred (200) feet of the proposed change.
- Additional information may be required by the Town Planning Commission or the Town Board.

Petitioner Signature: _____ Date: _____

Petitioner Name, Printed: _____

Filing Instructions:

1. Petitions for Comprehensive Plan amendments must be made using this form and required maps
2. The petition must be accompanied by the current fee **payable to the Town of Williamstown**. Please refer to <http://williamstown-wi.com/fees> > Zoning for the amount.
3. Make 9 copies of the original petition and attachments
4. File the original and copies along with the fee with the Town Clerk for the Town of Williamstown (**Clerk, W3275 Hwy TW, Mayville, WI 53050**).
5. The Clerk will forward the Petition to the Town Planning Commission.
6. The Plan Commission will review and make a recommendation for the Board to act on.
7. Copies of the following may be obtained from the Town Clerk or by visiting <http://williamstown-wi.com> > Zoning.
 - a. Comprehensive Plan amendments are controlled by the Town of Williamstown Smart Growth Comprehensive Plan

Completion of application:

Failure to provide all relevant information shall be grounds for denial of the request. The petitioner is under a continuing duty to reasonably supplement the petition with new information. **If additional space is needed, attach sheets to this application.**

Checklist:

- Certified Survey Map attached
- Plot Plan attached
- 10 copies of packet (application and all attachments)
- Fee enclosed (see <http://williamstown-wi.com/fees> under Zoning for amount)
Check or Money Order **payable to the Town of Williamstown**
- Deliver/mail to **Clerk, W3275 Hwy TW, Mayville, WI 53050**
- To prepare for the Planning Commission review, **pound a stake at each corner of any proposed building**