

BOX 5 - SUBMITTALS (CON'T)

Letter of Intent: Required

Letter of Intent should describe, in detail, what the property will be used for. Include the purpose for the request, construction schedules, names of people involved (applicant, owner, contractor, architect, landscaper, business manager). Give a detailed description of the type of business proposed, the hours of operation, number of employees, access and parking on property. If residential, describe how many dwelling units and expected number of residents, as well as access and parking on property.

Include physical information on the size and layout of the site, as well as any features of the property such as wetlands, floodplain, woodlands or other environmental features.

The Plan Commission is required to base its decision on whether the applicant demonstrates that the proposed conditional use will meet the standards of the zoning code. Include any additional information that you wish to submit in support of the requested action.

BOX 6 - OWNER'S SIGNATURE

I, the applicant, understand that if any of the above required information is not submitted and an acceptable explanation is not given in the Letter of Intent as to why the required information is not submitted, the application and plans will be returned to me for resubmittal. The applicant or applicant's agent is required to be present at the review meeting. Applicant agrees to pay all reasonable costs and fees incurred by the Village for any and all reviews, approval requests and document preparation by the Village Engineer, Village Attorney or other Village Consultants relating to this application. If such fees are not paid, the Village may stop work at the site.

Applicant's Signature: _____

Date _____

BOX 7 - RETURN THIS FORM TO:

Mail: PO Box 79, Belleville, WI 53508

Fax: 608-424-3423

Email: info@villageofbelleville.com

Drop Box: Village Hall at 24 West Main Street

Questions: 608-424-3341

BOX 8 - OFFICE USE ONLY

Date Received:	By:	Parcel #	
Referred to:		Fee: \$250 + \$500 deposit	Check # <input type="checkbox"/> Paid
Notify Property Owners within 100 feet		Sent on:	By:
Publish / Post Hearing Notice		Sent on:	By:
Conditional Use Permit reviewed by:		Plan Commission: <input type="checkbox"/>	Attorney: <input type="checkbox"/>
Conditional Use Permit Recorded at County		Sent on:	By: <input type="checkbox"/> Returned

BOX 9 - OFFICE USE ONLY - MATERIALS SENT TO:

	Date Sent:	Return By:	Response:
Zoning/Building Inspector	_____	_____	_____
Public Works	_____	_____	_____
Police Department	_____	_____	_____
Fire Inspector	_____	_____	_____
EMS	_____	_____	_____
PC Consultant	_____	_____	_____
Village Administrator	_____	_____	_____
Lawyer (as needed)	_____	_____	_____
Engineer (as needed)	_____	_____	_____

BOX 10 - APPROVALS

Plan Commission meeting date: _____

Your request has been: Approved Not Approved Approved with these Conditions: