

Village of Belleville Zoning Application



BOX 1 - CONTACT INFORMATION	
Name	Company Name (if Applicable)
Address	City / State / Zip
Work Phone	Home or Cell Phone
Email	Fax
Best way to reach me is: <input type="checkbox"/> Phone <input type="checkbox"/> Email	I am the: <input type="checkbox"/> Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Representative
BOX 2 - PROCEDURE	
Pick up application. Read through expectations.	<input type="checkbox"/>
Meet with Village officials (zoning inspector) to discuss planned use and necessary submittals.	<input type="checkbox"/>
Complete application, submittals and pay fees 6 weeks before Plan Commission meeting.	<input type="checkbox"/>
Attend Plan Commission meeting at which application will be considered.	<input type="checkbox"/>
Plan Commission public hearing held. Date: _____	<input type="checkbox"/>
BOX 3 - REFERENCE MATERIALS - www.bellevillewi.org	
Village Ordinance Article XIII, 615	Ordinance 615 - Zoning
Zoning Tables	Zoning Table-Residential Uses Zoning Table - Non Residential Uses
Downtown Design Standards	Downtown Design Standards
Village-Wide Design Standards	Village-Wide Design Guidelines
BOX 4 - PROPERTY INFO	
Property Address: _____	
Current Use of Property: _____	
Proposed Use of Property: _____	
Current Zoning: _____	Current Conditional Use Permit in Place? _____
Proposed Zoning: _____	Will Conditional Use Permit be Needed? _____
If Residential: No. of Dwelling Units _____	No. of Parking Stalls _____
Non-Residential: No. of Employees _____	No. of Parking Stalls _____ Handicapped _____
BOX 5 - SUBMITTALS	
Submit eight copies of these items to the Plan Commission Secretary:	
<u>Required?</u>	<u>Submitted:</u>
<input type="checkbox"/> YES Certified Survey Map, Plat or Drawing showing the following: Lots involved, location, size and shape and proposed use Existing structures involved and proposed use of each	<input type="checkbox"/>
<input type="checkbox"/> YES Petitions for change shall describe the premises to be rezoned: Specify the proposed use and attach the following: A plot plan drawn to a scale of one inch equals 100 feet, showing the area proposed to be rezoned, its location, its dimensions, the location and classification of adjacent zoning districts and the location and existing use of all properties within 200 feet of the area proposed to be rezoned.	<input type="checkbox"/>
<input type="checkbox"/> YES Letter of Intent: Describe in detail, how the property will be used. Include the purpose for the request, construction schedules, names of people involved (applicant, owner, contractors, 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 to property and parking on property.	<input type="checkbox"/>

BOX 5 - SUBMITTALS (CON'T)

The Plan Commission is required to base its decision on whether the applicant demonstrates that the proposed zoning 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 200 feet	Sent on: _____	By: _____
Publish / Post Hearing Notice	Sent on: _____	By: _____
Zoning Application reviewed by: _____	Plan Commission: <input type="checkbox"/>	Planner <input type="checkbox"/>
Referred for map updates: _____	Sent on: _____	By: _____ <input type="checkbox"/> Done

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:

Village Board meeting date: _____

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