**Village of Belleville Zoning Application**

**BOX 1 - CONTACT INFORMATION**

<table>
<thead>
<tr>
<th>Name</th>
<th>Company Name (if Applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>City / State / Zip</td>
</tr>
<tr>
<td>Work Phone</td>
<td>Home or Cell Phone</td>
</tr>
<tr>
<td>Email</td>
<td>Fax</td>
</tr>
</tbody>
</table>

Best way to reach me is:  
[ ] Phone  [ ] Email  
[ ] Owner  [ ] Tenant  [ ] Representative  

**BOX 2 - PROCEDURE**

- Pick up application. Read through expectations.  
- Meet with Village officials (zoning inspector) to discuss planned use and necessary submittals.  
- Complete application, submittals and pay fees 6 weeks before Plan Commission meeting.  
- Attend Plan Commission meeting at which application will be considered.  
- Plan Commission public hearing held. Date:  

**BOX 3 - REFERENCE MATERIALS** - [www.bellevillewi.org](http://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:  
- Proposed Zoning:  
- Current Conditional Use Permit in Place?  
- Will Conditional Use Permit be Needed?  
- If Residential: No. of Dwelling Units  
- Non-Residential: No. of Employees  
- No. of Parking Stalls  
- Handicapped  

**BOX 5 - SUBMITTALS**

Submit eight copies of these items to the Plan Commission Secretary:

- **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  

- **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.  

- **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.  

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**BOX 5 - SUBMITTALS (CONT')**

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**

<table>
<thead>
<tr>
<th>Date Received:</th>
<th>By:</th>
<th>Parcel #</th>
</tr>
</thead>
</table>

**Referred to:**

**Notify Property Owners within 200 feet**

**Sent on:**

**By:**

**Publish / Post Hearing Notice**

**Sent on:**

**By:**

**Zoning Application reviewed by:**

**Plan Commission:**

**Planner:**

**Sent on:**

**By:**

**Done**

**BOX 9 - OFFICE USE ONLY - MATERIALS SENT TO:**

<table>
<thead>
<tr>
<th>Date Sent:</th>
<th>Return By:</th>
<th>Response:</th>
</tr>
</thead>
</table>

**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: