

Plan Commission Applications shall be submitted to Ms. Louise Huenink, Plan Commission Clerk, PO Box 469, Cedar Grove, WI 53013. A completed Plan Commission Application must be submitted to the Plan Commission Clerk in sufficient time to allow for publication of the public notice, if applicable, typically 3 weeks prior to the regular scheduled Plan Commission meeting. The Town Plan Commission meeting is held on the first Monday of each month, except when this day is a holiday.

A Plan Commission Application along with one full size hard copy and one (1) electronic copy (PDF file) of all certified survey maps, plats, construction drawings, and similar materials shall be submitted to the Clerk.

All questions, comments, and concerns shall be directed to Ms. Louise Huenink at 920-917-0127 or plancommclerk@townofholland.com.

1. Applicant / Agent Information:

<hr/>			
<i>(Name)</i>			
<hr/>			
<i>(Street)</i>	<i>(City)</i>	<i>(State)</i>	<i>(Zip)</i>
<hr/>			
<i>(Phone)</i>	<i>(Fax)</i>	<i>(Email)</i>	

2. Property Information #1:

<hr/>			
<i>(Street)</i>	<i>(City)</i>	<i>(State)</i>	<i>(Zip)</i>
<hr/>			
<i>(Taxkey #)</i>	<i>(Acreage)</i>		

Property Information #2:

<hr/>			
<i>(Street)</i>	<i>(City)</i>	<i>(State)</i>	<i>(Zip)</i>
<hr/>			
<i>(Taxkey #)</i>	<i>(Acreage)</i>		

Property Information #3:

<hr/>			
<i>(Street)</i>	<i>(City)</i>	<i>(State)</i>	<i>(Zip)</i>
<hr/>			
<i>(Taxkey #)</i>	<i>(Acreage)</i>		

3. Application Request & Fees:

Fees associated with all Plan Commission Applications are identified in the Town of Holland Fee Schedule, established by the Town Board. All payments are to be made out to: "Town of Holland".

4. Development Resource Information:

Applicants shall review the Town of Holland Year 2030 Comprehensive Plan and the Town of Holland Code of Ordinances (i.e. Chapters 330: Zoning and Chapter 220: Land Division), prior to submitting a Plan Commission Application.

5. Professional Services Reimbursement Notice:

Pursuant to the Town of Holland Code of Ordinances, the Town of Holland Board has determined that whenever the services of the Town Attorney, Town Engineer, Town Planner, or any other Town professional staff results in a charge to the Town for that professional's time and services and such service is not a service supplied to the Town as a whole, the Town Clerk shall charge that service for the fees incurred by the Town. Also, be advised that pursuant to the Town of Holland Code of Ordinances, certain other fees, costs, and charges are the responsibility of the property owner or responsible party.

I, the undersigned, have been advised that, pursuant to the Town of Holland Code of Ordinances, if the Town Attorney, Town Engineer, Town Planner, or any other Town professional provides services to the Town because of my activities, whether at my request or at the request of the Town, I shall be responsible for the fees incurred by the Town. In addition, I have been advised that pursuant to the Town of Holland Code of Ordinances, certain other fees, costs, and charges are my responsibility.

I/We the undersigned, being owner(s) of all the area described, hereby petition for (check all that apply):

- change of zoning from _____ to _____*
- conditional use permit*
- minor land division*
- major land division*
- exotic animal/reptile*

If you are uncertain about what boxes to check, read the attached "Summary of Holland Zoning Districts" and/or consult with the Clerk of the Plan Commission.

Applicant / Agent Signature

(Name)

(Signature) _____
(Date)

Property Owner Information #1

(Name)

(Street) *(City)* *(State)* *(Zip)*

(Phone) *(Fax)* *(Email)*

(Signature) _____
(Date)

Property Owner Information #2

(Name)

(Street) *(City)* *(State)* *(Zip)*

(Phone) *(Fax)* *(Email)*

(Signature) _____
(Date)

Note: If more than two property owners attach additional copies of this page.

Town Staff Use Only			
Date	Amount Due	Check #	Received By

The purpose of this request is as follows:

Description of proposed operation or use (a statement of the type, extent, area, etc., of any development project):

Comment on the compatibility of proposed use and/or zoning with adjacent lands (a statement of land uses and impact of zoning change):

List all properties adjacent, abutting, or lying within 200 feet of the subject property (names and mailing addresses of neighboring owners of vacant land and built-upon land):

Has a previous petition been filed? YES NO If so, when: _____

6. Supplemental Information Checklist:

Applicants shall provide the Town Plan Commission with the following supplemental information based upon the type of development review as identified in Step #3: Application Review.

Certified Survey Map (CSM):

Applicants shall refer to the Town of Holland Code of Ordinances, Chapter 220, for a detailed description of the planning process and a list of plans, documents, and written submittals required for review of a CSM request.

Comprehensive Plan Amendment:

Applicants shall refer to the Town of Holland Year 2030 Comprehensive Plan for a detailed description of the amendment process required for a Comprehensive Plan Amendment request.

- Location Map (*as detailed in Town of Holland Code of Ordinances, Chapter 330, § 330-39(B)*).
- Land Use Classification – Existing & Proposed
- Description of Proposed Development

Conditional Use:

Applicants shall refer to the Town of Holland Code of Ordinances, Chapter 330, Article VI, for a detailed description of the planning process and a list of plans, documents, and written submittals required for review of a Conditional Use request.

- Full Legal Description for the Parcel - as appears on deed or title insurance commitment
- Location Map
- Plan of Operation
- Site Plan
- Detailed Landscape Plan
- Grading Plan
- Elevation Drawings
- Storm/Surface Water & Erosion Control Plans

Final Plat:

Applicants shall refer to the Town of Holland Code of Ordinances, Chapter 220, for a detailed description of the planning process and a list of plans, documents, and written submittals required for review of a Final Plat request.

Preliminary Plat:

Applicants shall refer to the Town of Holland Code of Ordinances, Chapter 220, for a detailed description of the planning process and a list of plans, documents, and written submittals required for review of a Preliminary Plat request.

Re-Zoning:

- Location Map (*as detailed in Town of Holland Code of Ordinances, Chapter 330, § 330-39(B)*).
- Zoning Classification – Existing & Proposed
- Land Use Classification – Existing & Proposed
- Description of Proposed Development
- Site Plan (*as detailed in Town of Holland Code of Ordinances, Chapter 330, § 330-39(D)*).

Site Plan & Plan of Operation:

Applicants shall refer to the Town of Holland Code of Ordinances, Chapter 330, Article V, for a detailed description of the planning process and a list of plans, documents, and written submittals required for review of a Site Plan & Plan of Operation request.

- Location Map
- Plan of Operation
- Site Plan
- Detailed Landscape Plan
- Grading Plan
- Elevation Drawings
- Storm/Surface Water & Erosion Control Plans