

Plan Commission Applications shall be submitted to the Town Plan Commission Clerk, W3005 County Road G, Cedar Grove, WI 53013. A completed Plan Commission Application and related fee of \$500.00 must be submitted to the Plan Commission Clerk three weeks prior to a regular scheduled Plan Commission meeting to allow sufficient time for publication of a public notice, if applicable. A Town Plan Commission meeting is normally held on the first Monday of each month, except when that 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. The review process and time frame begin upon the Town's receipt of a complete submittal, as determined by the Town Plan Commission, that includes the application and all related materials.

All questions, comments, and concerns shall be directed to the Plan Commission Clerk at 920-668-6625 or [plancommclerk@townofholland.com](mailto:plancommclerk@townofholland.com).

**1. Applicant / Agent Information:**

\_\_\_\_\_  
*(Name)*

\_\_\_\_\_  
*(Street) (City) (State) (Zip)*

\_\_\_\_\_  
*(Phone) (Fax) (Email)*

**2. Property Information #1:**

\_\_\_\_\_  
*(Street) (City) (State) (Zip)*

\_\_\_\_\_  
*(Taxkey #) (Acreage)*

**Property Information #2:**

\_\_\_\_\_  
*(Street) (City) (State) (Zip)*

\_\_\_\_\_  
*(Taxkey #) (Acreage)*

**Property Information #3:**

\_\_\_\_\_  
*(Street) (City) (State) (Zip)*

\_\_\_\_\_  
*(Taxkey #) (Acreage)*

**3. Application Request & Fees:**

Fees associated with all Plan Commission Applications are identified in the Town of Holland Fee Schedule. All payments are to be made out to: "Town of Holland". This application fee only covers the cost of the meeting, including notice publication. The review process and time frame begin upon the Town's receipt of a complete submittal, as determined by the Plan Commission.

**4. Development Resource Information:**

Applicants should review the Town of Holland Year 2030 Comprehensive Plan and the Town of Holland Code of Ordinances (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, whenever the services of the Town Attorney, Town Engineer, Town Planner, or any other Town professional staff results in fees specific to this application, the Town shall charge the applicant for the fees incurred. Also, be advised that 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 or CSM**
- Major land division**
- Exotic animal/reptile permit**
- Special Exception**

*If you are uncertain about what boxes to check, consult with the Plan Commission Clerk.*

**Applicant / Agent Signature**

\_\_\_\_\_

\_\_\_\_\_  
(Signature) (Date)

**Property Owner Information #1**

\_\_\_\_\_

\_\_\_\_\_  
(Street) (City) (State) (Zip)

\_\_\_\_\_  
(Phone) (Fax) (Email)

\_\_\_\_\_  
(Signature) (Date)

**Property Owner Information #2**

\_\_\_\_\_

\_\_\_\_\_  
(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
	\$500.00		

The purpose of this request is as follows:

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

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

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List all properties adjacent, abutting, or lying within 300 feet of the subject property (names and mailing addresses of neighboring owners of vacant land and built-upon land):

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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 identified above.

**Certified Survey Map (CSM) or Land Division:**

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
- 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:**

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

- Location Map
- Zoning Classification – Existing & Proposed
- Land Use Classification – Existing & Proposed
- Description of Proposed Development
- Site Plan

**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