

Property Address: _____

Tax Parcel No(s). _____

Zoning Change Checklist (Last Updated 1/31/12)

Village of West Baraboo

Date: _____

Owner of Property: _____

Applicant Name: _____

Project Name: _____

Required Fee Amount: _____ Paid

1. Zoning Change Application

- a. Submit Application Package to Village Clerk.
- b. Each application package shall include the following:
 - i. Name and address of each applicant, owner(s) of site, all owners adjacent to the property within 100', and all owners directly opposite from the site extending 100' from the street frontage of such opposite land.
 - ii. Statement with supporting evidence showing that the proposed zoning change shall conform to the purpose, intent, spirit, and regulations of the Village Ordinance.
 - iii. Application Description shall include the following items:
 - 1. Full legal description of site
 - 2. Address of site,
 - 3. Type of structure(s),
 - 4. Existing use of the site,
 - 5. Proposed use of the site,
 - 6. Current Zoning district of the site,
 - 7. Requested/Proposed zoning district of site,
 - 8. Description of each existing structure(s) on site,
 - 9. Description of each proposed structure(s) on site,
 - 10. Description of how utilities will be made available to the site if not already.
 - iv. Supply a Survey Map or Site Plan
 - 1. Map shall be to scale and approved by the Zoning Administrator
 - 2. Shows location, property boundaries, dimensions, uses and size of the following:
 - a. Site
 - b. Existing/Proposed Structures
 - c. Existing/Proposed Easements
 - d. Streets and other Public right-of-ways
 - e. Off-Street Parking
 - f. Loading areas
 - g. Driveways
 - h. Existing Access Restrictions
 - i. Dimensions of front, side and rear yards
 - j. Detailed plan of proposed Surface Drainage
 - k. Topographic Data and grade Elevations
 - l. Soil types/conditions
 - m. Utilities
 - v. Any additional information requested by the Village
 - vi. Application Cover Sheet
 - vii. Fee for application

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- c. **NOTE: This checklist is only a guide. Applicant shall reference the Village Ordinance for all requirements for application packages, petition processes, appeals, and reviews.**
2. Public Hearing will be held by Plan Commission.
 3. Submit revised application package based on Plan Commission review for Village Board review.
 4. Public Hearing will be held by Village Board to discuss Application.