

Prior Review of Land Transfer Application Town of Eagle (Waukesha County), Wisconsin

Version: January 17, 2020

Town of Eagle
820 E. Main Street
Eagle, WI 53119

Overview: The Town of Eagle has a procedure to ensure that a transfer of land between adjoining property owners complies with Section 8 of the Town's land division regulations. If the land transfer is approved, this form should be submitted to the Waukesha County register of deeds along with the documents transferring the land.

Application fee: \$50, plus charges for professional services consistent with the Town's chargeback policy; \$150 escrow deposit

1. Property owners

	Property Owner 1	Property Owner 2
Name		
Street address		
City, state, zip code		
Daytime telephone number		
Email		

2. Agent contact information.

Include the names of those agents, if any, that helped prepare this application including the supplemental information. Agents may include surveyors, engineers, planners, and attorneys.

	Agent 1	Agent 2
Name		
Company		
Daytime telephone number		
Email		

3. Subject property information

Physical addresses _____

Tax key numbers	EGLT-	EGLT-	EGLT-	EGLT-

Note: The tax key number can be found on the tax bill for the property or it may be obtained from the Town Clerk.

4. Concept plan.

Attach a concept plan with the following information:

1. All existing property boundary lines
2. The proposed boundary line
3. Existing structures and related dimensions to existing and proposed property boundary lines

5. Applicant certification

- I certify that all of the information in this application, along with any attachments, is true and correct to the best of my knowledge and belief.
- I understand that I may be charged additional fees (above and beyond the initial application fee) consistent with the Town's chargeback policy. The signed chargeback form is attached.
- I understand that this application and any written materials relating to this application will become a permanent public record and that by submitting this application I acknowledge that I have no right to confidentiality. Any person has the right to obtain copies of this application and related materials or view it online.

Property Owner 1:

Name – print	Name – Signature	Date
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Property Owner 2:

Name – print	Name – Signature	Date
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Decision: ☐ Approved ☐ Denied by _____ Date: _____

Conditions of approval, if granted



TOWN OF EAGLE PROFESSIONAL SERVICES REIMBURSEMENT NOTICE

PLEASE READ AND SIGN THE FOLLOWING NOTICE:

As set forth in Ordinance 07-04, as amended, the Town of Eagle has made a determination that whenever the services of the Town Planner, Town Engineer, Town Attorney, Town Building Inspector or any other of the Town's professional staff results in a charge to the Town for that professional's time and services, and such services 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 to the property owner incurring those fees even if the request is not approved. Also, pursuant to the Town of Eagle Ordinance, certain other fees, costs, and charges are the responsibility of the property owner even if the request is not approved, and that any unpaid charges may be assigned by the Town as a special assessment or special charge to the subject property as allowed by state law.

I/we, the undersigned, have been advised that, pursuant to the Town of Eagle, if the Town Planner, Town Engineer, Town Attorney, Town Building Inspector or any other Town professional provides services to the Town because of my/our activities, whether at my/our request or at the request of the Town, I/we shall be responsible for the fees incurred by the Town even if my/our request is not approved. In addition, I/we have been advised that pursuant to the Town of Eagle, certain other fees, costs, and charges are my/our responsibility even if my/our request is not approved.

You will receive your first bill once charges are incurred or your issue is closed. Bills will be sent as charges become available so you are kept up to date regarding your current charges.

PLEASE PRINT LEGIBLY

Name & Mailing Address of the Property Owner:

Phone_____

Name & Address of Petitioner/Responsible Party for Billing (if different from above):

Phone_____

Tax Key No. of the Property Involved in the Request: EGLT_____

Request for: _____

Name of Business: _____

Signature of Property Owner and/or Responsible Party:

Owner

Petitioner

Phone_____ Date_____

Phone_____ Date_____

E-Mail Address _____

E-Mail Address _____

Signature of Witness and Date

Signature of Town Official and Date

A copy of this completed form shall be provided to the Town Clerk for billing purposes.