

# Code Amendment Application (Text and Map) Town of Eagle (Waukesha County), Wisconsin

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

Version: January 17, 2020

**Overview:** The Town Board adopted the Town's zoning code, which consists of text and a zoning map. Both of these can be amended.

**Governing regulations.** The procedures and standards governing the review of this application are found in Article 6 of the Town's zoning code.

**General instructions:** Complete this application and submit one copy to the Town Clerk along with the application fee noted below. Alternatively, you can submit your application online at <https://townofeagle.zoninghub.com>.

Before you formally submit your application, you may meet with the Town Planner who can answer any questions you may have. The Town Planner can also review your application before it is formally submitted to determine if it is complete and provides enough information to describe the circumstances related to this application. If you have any questions, do not hesitate to contact the Town Planner at (920) 728-2814 or via email at [tim.schwecke@civitekconsulting.com](mailto:tim.schwecke@civitekconsulting.com).

**Application fee for map amendment:** \$300, plus charges for professional services consistent with the Town's chargeback policy; \$600 escrow deposit

**Application fee for text amendment:** \$75, plus charges for professional services consistent with the Town's chargeback policy; \$300 escrow deposit

**Application submittal deadline:** The Plan Commission and Town Board meet jointly, generally the first Monday of the month, to review certain types of development applications. This application must be submitted and determined to be complete by the Town Planner, no later than 30 days prior to the date established for the Plan Commission-Town Board meeting. Please contact the Town Planner to verify the deadline for a specific month.

1. **Applicant and agent information** Include the names of the agent, if any, that helped prepare this application including the supplemental information. Examples include surveyors, engineers, landscape architects, architects, planners, and attorneys.

	<u>Applicant</u>	<u>Agent</u>
Name	_____	_____
Street address	_____	_____
City, state, zip code	_____	_____
Daytime telephone	_____	_____
Email address	_____	_____

2. **Type of proposed amendment (check one or both)**

- Map amendment Complete Part A and C
- Text amendment Complete Part B and C

## Part A. Questions Related to Map Amendment

3. **Subject property information**

Physical address \_\_\_\_\_

Tax key number(s) 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.

Is the subject property currently in violation of the Town's zoning code as determined by the Zoning Administrator?

- No
- Yes

If yes, please explain.

Comment: Pursuant to Section 500.106 of the Town's zoning code, the Town may not issue a permit or other approval that would benefit a parcel of land that is in violation of the zoning code, except to correct the violation or as may be required by state law.

Are there any unpaid taxes, assessments, or other required payment that are specifically related to the subject property?

- No
- Yes

If yes, please explain.

Comment: Pursuant to Section 500.107 of the Town's zoning code, the Town may not issue a permit or other approval that would benefit a parcel of land where taxes, assessments, or other required payments are delinquent and due.

**4. Zoning information.** The subject property is located in the following zoning district(s). (check all that apply)

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> P-1 Public            | <input type="checkbox"/> AP Agricultural land preservation | <input type="checkbox"/> B-2 Local business     |
| <input type="checkbox"/> Q-1 Quarry            | <input type="checkbox"/> RR Rural residential              | <input type="checkbox"/> B-4 Mixed business     |
| <input type="checkbox"/> C-1 Conservancy       | <input type="checkbox"/> R-1 Residential                   | <input type="checkbox"/> M-1 Limited industrial |
| <input type="checkbox"/> UC Upland conservancy | <input type="checkbox"/> B-1 Neighborhood business         | <input type="checkbox"/> M-2 General industrial |

**5. Proposed map amendment.** Select the general reason(s) why you believe the zoning classification should be changed and provide additional details.

- The zoning designation should be brought into conformity with the Town's comprehensive plan.

- A mapping error was made on the official zoning map.

- Other

**6. Consistency with zoning requirements**

Are there any buildings on the subject property?

- No  
 Yes

If yes, please describe each and state whether it is consistent with the proposed zoning classification.

1.

2.

3.

4.

Are there any existing land uses on the subject property?

- No – Land is vacant / undeveloped
- Yes

If yes, please describe each, including conditional uses, and state whether it is consistent with the proposed zoning classification.

1.
2.
3.
4.
5.
6.

Does the size of the subject property comply with the minimum lot size of the proposed zoning district?

- No
- Yes

If no, describe why you believe the map amendment should be made in spite of this.

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Has the Town approved a variance or special exception for the subject property?

- No
- Yes

If yes, provide the year of issuance and a short description of each one.

1.
2.
3.
4.

**Part B. Questions Related to Text Amendment**

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**7. Proposed text amendment.** For each proposed text amendment, identify the section number (e.g., 500.###) to be revised and describe the proposed change and the reason(s) why you believe the change should be made.

Section number	Proposed change	Justification

**Part C.**

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**8. Attachments.** List any attachments included with your application.

**9. Other information.** You may provide any other information you feel is relevant to the review of your application.

**10. Applicant certification**

- I certify that all of the information in this application, along with any attachments, are 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 submission of this application authorizes town officials, Plan Commission members, Town Board members, employees, and other designated agents to enter the property to conduct whatever site investigations are necessary to review this application. This does not authorize any such individual to enter any building on the subject property, unless such inspection is specifically related to the review of this application and the property owner gives his or her permission to do so.
- 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 such written materials or view it online.
- I understand that the Town Planner will review this application to determine if it contains all of the required information. If he or she determines that the application is incomplete, it will not be scheduled for review until it is deemed to be complete.

Applicant Signature(s):

Date:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**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.**