Code Interpretation
Town of Mukwonago
Version: December 28, 2020

Town of Mukwonago
W320 S8315 Beulah Road
Mukwonago, WI 53149

Overview: From time to time, there may be instances where a person may have a question concerning a provision of the zoning code or the application of a provision of the code on a specific property or potential project. To ensure the zoning regulations are consistently interpreted, a mechanism is needed to issue written interpretations.

Governing regulations: The procedures and standards governing the review of this application are found in Article 5 of the Town's zoning code (Chapter 36).

General instructions: Application materials should be submitted to the Town Clerk at the mailing address shown above or online at https://townofmukwonago.zoninghub.com/tools/OnlineApplication.aspx. 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.

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.

	Applicant	**Agent (if any)**
Name		
Street address		
City, state, zip code		
Daytime telephone		
Email address		

2. **Type of interpretation**

☐ **Zoning map**. Identify the property or the part of the map that is in question.

☐ **Text of zoning code.** List the part of the code that is in question (e.g., 36.01).

☐ **Decision document** (e.g., conditional use order, Planned Development district)

3. **Question to be answered** Describe your question and be as specific as possible. If the requested interpretation relates to a specific property or a potential project, describe how the interpretation relates to existing or proposed activities, buildings, and structures. If you believe there is an internal inconsistency, describe the apparent inconsistency.

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

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

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6. **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 sections 2-2 and 2-3 of the Town of Mukwonago municipal code.
- 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.

Property Owner Signature(s):   Date:

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