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|  | **ADMINISTRATIVE APPROVAL APPLICATION**  **VILLAGE OF RICHFIELD** | | | | | | 4128 Hubertus Rd  Hubertus, WI 53033  Village Hall - 262.628.2260 | |
| **PROPERTY INFORMATION** | | | | | | | | |
| Property Address: | | | | | | | Zoning: | |
| City/State: ZIP: | | | Tax Key Number: | | | | Acreage: | |
| **PROJECT INFORMATION** | | | | | | | | |
| Property Owner(s): | | | | | | ☐ Primary Contact | Phone #: | |
| Address (if different from property address): | | | | | | City/State: | | ZIP: |
| Email Address: | | | | | | |  | |
| Applicant (if different from property owner): | | | | | | ☐ Primary Contact | Phone #: | |
| Email Address: | | | | Company: | | | | |
| **APPLICATION TYPE** | | | | | | | | |
| **Please check the application type you are applying for:**  ☐ Home Occupation ☐ Temporary Use (30 Days or Less) ☐Special Event | | | | | | | | |
| **SIGNATURES** | | | | | | | | |
| The applicant and property owner(s) certify that: (1) all the information attached to or provided in support of said application, including sketches, data, and any other documents and material, are honest and true to the best of the applicant’s and property owner(s)’ knowledge; (2) the applicant and property owner(s) acknowledge and accept the responsibility for any and all fees charged or costs incurred by the Village of Richfield to carry out the processing and review of this application; (3) the applicant and property owner(s) further acknowledge and understand that they may be required to start an escrow account to which all processing and review costs will be charged; (4) the applicant and property owner(s) further acknowledge that in the event that the initial fee is not sufficient to cover all the costs associated with processing and reviewing the application, they will be required to provide the Village of Richfield an additional deposit; (5) the applicant and property owner(s) further acknowledge that the balance of any remaining fees shall be refunded within a reasonable amount of time after this application has been processed; (6) the applicant and property owner(s) understand that this application and all required forms and information must be completed and accurate, as determined by the Planning and Zoning Administrator for the Village of Richfield, before a meeting and/or public hearing (if required) can be scheduled. | | | | | | | | |
| (1) Property Owner Signature: | | | | | Applicant Signature: | | | |
| Name & Title: | | Date: | | | Name & Title: | | | |
| (2) Property Owner Signature: | | | | |  | | | |
| Name & Title: | | Date: | | |  | | | |

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| FOR VILLAGE STAFF USE ONLY | | | |
| Date Received: | | Date Determined Complete: | |
| Approval Letter Sent Date: | Date Paid: | | Receipt #: |

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| **APPLICATION CHECKLIST** |
| This is not an exhaustive list. Village Staff may request additional items as deemed necessary. |
| **Home Occupation** |
| Details about permitted home occupation activities can be found in §170A of Richfield’s Village Code: <https://ecode360.com/41993393#42037362> |
| ☐ This application form filled out with appropriate signatures  ☐ $75 application fee  ☐ Project narrative including type of business/occupation, intended hours of operation, etc. |
| **Temporary Use (30 Days or Less)** |
| Details about the review process can be found in §170.52 of Richfield’s Village Code: <https://ecode360.com/RI3087/laws/LF1863890.pdf> |
| ☐ This application form filled out with appropriate signatures  ☐ $75 application fee  ☐ Project narrative including intended activities, date(s), potential impacts on neighboring properties, anticipated attendance, hours of event(s), etc.  ☐ Site plan of property, including location of event activities, planned parking areas, etc. |
| **Special Event** |
| Details about the review process can be found in §170.52 of Richfield’s Village Code: <https://ecode360.com/RI3087/laws/LF1863890.pdf> |
| ☐ This application form filled out with appropriate signatures  ☐ $75 application fee  ☐ Project narrative including intended activities, date(s), potential impacts on neighboring properties, anticipated attendance, hours of event(s), etc.  ☐ Site plan of property, including location of event activities, planned parking areas, etc. |