



**Village of Richfield
Planning and Zoning**

4128 Hubertus Road
Hubertus, WI 53033
(p)262.628.2260 ♦ (f)262.628.2984

REZONING PERMIT CHECKLIST

- Pre-application meeting with Village Staff**
 - Date of meeting: _____
- Application Received**
 - Date received: _____
- Determination of completeness**
 - Date reviewed for completeness: _____
- Public Hearing notice sent to West Bend Daily News**
 - Confirmation of publication e-mail received on: _____
- Public Hearing notice published in newspaper, first insertion**
 - Date of first insertion: _____
- Public Hearing notice published in newspaper, second insertion**
 - Date of second insertion (with 7 days between last publication and public hearing):

- Notice sent to property owners within 300' of subject property**
 - Date of notice sent to surrounding property owners: _____
- Staff report sent to Plan Commission members**
 - Date is Friday before Plan Commission meeting: _____
- Staff report sent to applicant, Friday before meeting: _____**
- Meeting agenda posted at three U.S. Post Offices**
- Joint Plan Commission/Village Board public hearing**
- Plan Commission recommendation to Village Board**
- Village Board decision**
- Written decision sent to applicant and/or minutes of meeting**
- Application information stored in Lazerfish**
- Revise zoning map with Tax Key ID sent to C/S for updating**
 - Date sent to C/S: _____
 - Revised on: _____

Zoning Fee
\$400.00

REZONING PERMIT APPLICATION

The undersigned agrees to comply with the Village of Richfield Zoning Code of Ordinances, and the conditions of this permit; understands that the issues of this permit create no legal liability, express or implied, of the Department, Municipality, Agency or Inspector; and certifies that the information listed below is accurate.

Overview

Please fill out all forms attached in this document for the purposes of a rezoning request. Submittal deadline is 25 days prior to the next regularly scheduled Plan Commission meeting. The Plan Commission meets the first Thursday of every month at 7:30 pm. See Planning and Zoning Fee Schedule for all required fees. Conditional use permits are reviewed by the Plan Commission and Village Board. The Plan Commission meets on the first Thursday of every month and the Village Board meets on the third Thursday of every month.

Property Owner Information	
Property Owner: Theodore Koth <i>Sacia Jerome</i>	Phone: _____
Property Address: <i>1786 WI-175</i>	Mailing Address: <i>3515 N. Prospect Ave.</i>
City: <i>Richfield</i> State: <i>WI</i> Zip: <i>53076</i>	City: <i>Shorewood</i> State: <i>WI</i> Zip: <i>53211</i>
Fax: _____	Email: <i>saciaanne@hotmail.com</i>

Agent Information (If applicable)	
Name: _____	_____
Mailing Address: _____	_____
City: _____ State: _____ Zip: _____	_____
Phone Number: _____ Fax: _____ Email: _____	_____

Project Information	
Tax Parcel Number: <i>033600Z, 033700Z, and 0283</i>	Change from _____
Size of Parcel (acres): <i>1.29</i>	Zoning: <i>B-3 to B-5</i>
Existing Land Use: <i>Business</i>	Proposed Land Use: <i>Business</i>
Description/Detail of project: <i>Existing site renovation.</i>	
Anticipated Date of Construction: <i>June 2024.</i>	
Assessed Value of the Project (for construction) and the land total: _____	
Please Attach a Legal Description of the Property	

Please describe and justify the need for the requested rezoning. Please state how your request complements surrounding land uses and conforms to all zoning ordinances and the Comprehensive Plan: The proposed B-5 Zoning will match that of the surrounding area.

Please reference the property owner names, addresses, and tax key numbers for all properties that lie within 300 feet of the area where the conditional use permit is requested (See Village Hall for assistance). Attach additional sheets if necessary.

Tax Key #	Property Owner Name	Address
027600C	Pioneer Bowl, Inc	1801 WI-175
027600Y	Daniel & Carol Goetz	South of 1801 WI-175
028600Z	Glenn Schwartz	1760 WI-175
0285	Dennis & Mary Ann Duchrow	1768 WI-175
028400A	Philip Thoma	1780 WI-175
034400R	Richfield Service Sales	East of 1768 WI-175
034400G	Richfield Service Sales	South of 1810 Wolf Road

(Additional Sheet Attached)

Property Owner Affidavit

I (we), attest that I am (we are) the Owner(s) of the property which is the subject of this application in the Village of Richfield, Washington County, Wisconsin, and that 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 my (our) knowledge.

Further, I (we) as 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; I (we) further acknowledge and understand that I (we) will be required to start an escrow account to which all processing and review costs will be charged; I (we) 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 I (we) will be required to provide the Village of Richfield an additional deposit; I (we) further acknowledge that the balance of any remaining fees shall be refunded within a reasonable amount of time after this application has been processed.

Further I (we) as Owner(s) of the subject property authorize and direct the Authorized Agent(s) identified above to act as my (our) representative(s) in any matter regarding this application, which may include the payment of filing fees on my (our) behalf;

Further I (we) as Owner(s) of the property subject of this application and Authorized Agent(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.

~~Theodore Koth~~ ^{TK} Sacia Jerome
 Print Name of Owner(s)

Sacia Jerome
 Signature of Owner(s)

 Name of Agents(s)

(Continued)		
Tax Key #	Property Owner Name	Address
034400K	Richfield Service Sales	1810 Wolf Road
034400J	Bryon & Lisa Messig	1818 Wolf Road
327	Chris & Jennifer Ziegelbauer	3101 Elm Street
329	Clarence Carlson	1817 Orchard Street
034000Z	Maxxpacks, LLC	1818 WI-175
033800Z	Richfield Properties, LLC	1804 WI-175

Legal Description:

PART OF LOT 1, PART OF LOT 2, PART OF LOT 3 AND PART OF LOT 4 OF LAUBENHEIMER'S SUBDIVISION, AND UNPLATTED LANDS BEING PART OF THE SOUTHEAST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 12, TOWNSHIP 9 NORTH, RANGE 19 EAST, IN THE VILLAGE OF RICHFIELD, COUNTY OF WASHINGTON, STATE OF WISCONSIN.