



**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):		<input type="checkbox"/> Primary Contact	Phone #:
Address (if different from property address):		City/State:	ZIP:
Email Address:			
Applicant (if different from property owner):		<input type="checkbox"/> 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:		

FOR VILLAGE STAFF USE ONLY

Date Received:		Date Determined Complete:	
Approval Letter Sent Date:	Date Paid:	Receipt #:	

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.
- Calculation of amount of floor space within the home dedicated to the business

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.

Zoning Permit

Details about the review process can be found in §170.52 of Richfield's Village Code: <https://ecode360.com/42033543>

- This application form filled out with appropriate signatures
- \$75 application fee
- Project narrative including description of use, change of use (if applicable), & change in occupancy (if applicable)
- Site plan of property, including location of activities and changes (if applicable)