

PLAN COMMISSION APPLICATION VILLAGE OF RICHFIELD

4128 Hubertus Rd Hubertus, WI 53033 Village Hall -262.628.2260

	PRO	PERTY II	NFORMATION				
Property Address:					Zoning:		
City/State:	ZIP:	Tax Key N	umber:		Acreage:		
	PROJECT INFORMATION						
Property Owner(s):			□ Primary C	Contact	Phone #:		
Address (if different from prop	erty address):		City/State:		ZIP:		
Email Address:							
Applicant (if different from pro	perty owner):		□ Primary C	Contact	Phone #:		
Email Address:		Co	ompany:				
APPLICATION TYPE							
	Please check the	application	on type you are applying	g for:			
☐ Code Interpretation ☐ Conceptual Review ☐ Site Plan ☐ Business Plan of Operation							
☐ Special Exception ☐ Temporary Use (Longer than 30 Days, Less than 150 Days)							
SIGNATURES							
of Richfield to carry out the proces understand that they may be requ	suments and material, and ner(s) acknowledge and sing and review of this a lired to start an escrow a nowledge that in the eve y will be required to proving the balance of any rem (6) the applicant and projud accurate, as determinated.	e honest and accept the re application; (3 ccount to wh nt that the initide the Villagaining fees sperty owner(sed by the Pla	I true to the best of the applices ponsibility for any and all feat the applicant and property ich all processing and review itial fee is not sufficient to cope of Richfield an additional chall be refunded within a reast) understand that this applices.	cant's and ees charg owner(s) v costs w ver all the deposit; (sonable a cation and	d property owner(s)' knowledge; led or costs incurred by the Village of the property and ill be charged; (4) the applicant e costs associated with processing the applicant and property amount of time after this diall required forms and		
(1) Property Owner Signature:			Applicant Signature:				
Name & Title:	Date	:	Name & Title:		Date:		
(2) Property Owner Signature:							
Name & Title: Date:							
	EOE		TAFF USE ONLY				
Date Received:	Date Determined Com			Date Sen	t to Engineer:		
Plan Commission Meeting Date:		Date Pa	Date Paid:		Receipt #:		

APPLICATION CHECKLIST				
This is not an exhaustive list. Village Staff may request additional items as deemed necessary.				
Code Interpretation				
Details about the review process can be found in §170-66 of Richfield's Village Code: https://ecode360.com/42033953				
☐ This application form filled out with appropriate signatures ☐ \$200 application fee				
☐ Written document with question to be interpreted				
☐ Any supporting materials needed to provide context to interpretation and/or situation				
Conceptual Review				
Details about the review process can be found in §330-22 of Richfield's Village Code: https://ecode360.com/16179574				
☐ This application form filled out with appropriate signatures ☐ \$150 application fee				
☐ Draft of Subdivision Plat, Grading Plan with soil characteristics data, and Stormwater Management Plan, drawn to scale				
Site Plan				
Details about the review process can be found in §170-39 of Richfield's Village Code: https://ecode360.com/42033359				
☐ This application form filled out with appropriate signatures ☐ \$600 application fee				
☐ Draft Site Plan, Landscape Plan, Stormwater Management Plan, Lighting Plan, & Parking Plan, drawn to scale				
☐ Architectural Review Board Application Cover Sheet				
Business Plan of Operation				
Details about the review process can be found in §170-39 of Richfield's Village Code: https://ecode360.com/42033359				
☐ This application form filled out with appropriate signatures ☐ \$200 application fee				
☐ Project narrative, including the following information: description of business; proposed days & hours of operation; maximum number of employees at one time; expected customer volume per day; truck deliveries per day; number of available parking spaces; if there will be overnight parking; and type(s) and location(s) of				
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