



**VILLAGE BOARD & PLAN  
COMMISSION 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:**

Comprehensive Plan Amendment      Zoning Code Amendment  
 Rezoning      Conditional Use      Planned Development District

These application types are reviewed by the Plan Commission and then decided on by the Village Board.

**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:	Date:
(2) Property Owner Signature:			
Name & Title:	Date:		

**FOR VILLAGE STAFF USE ONLY**

Date Received:	Date Determined Complete:	Date Paid:
Plan Commission Meeting Date:	Village Board Meeting Date:	Receipt #:

## APPLICATION CHECKLIST

This is not an exhaustive list. Village Staff may request additional items as deemed necessary.

### Comprehensive Plan Amendment

Details about the review process can be found in §66.1001 of Wisconsin State Statutes:

<https://docs.legis.wisconsin.gov/statutes/statutes/66/x/1001>

- This application form filled out with appropriate signatures
- \$350 application fee
- Project narrative, including: description of need for amendment, potential impacts to neighboring properties, section(s) to be amended

### Zoning Text Amendment

Details about the review process can be found in §170-30 of Richfield's Village Code: <https://ecode360.com/42033019>

- This application form filled out with appropriate signatures
- \$500 application fee
- Project narrative, including: description of need for amendment, section(s) to be amended

### Rezoning (Zoning Map Amendment)

Details about the review process can be found in §170-30 of Richfield's Village Code: <https://ecode360.com/42033019>

- This application form filled out with appropriate signatures
- \$400 application fee
- Survey(s) and legal description(s) of property to be rezoned
- Project narrative, including: description of need for amendment

### Conditional Use

Details about the review process can be found in §170-35 of Richfield's Village Code: <https://ecode360.com/42033187>

- This application form filled out with appropriate signatures
- Application fee; \$500 for change to existing Conditional Use; \$400 for New Residential; \$700 for New Business
- Project narrative, including the following information: proposed use, hours of operation, and any potential impacts to neighboring properties
- Site plan or survey of property highlighting the space to be occupied

### Planned Development District

Details about the review process can be found in §170-32 of Richfield's Village Code: <https://ecode360.com/42033106>

- This application form filled out with appropriate signatures
- Application fee; \$500 for New Residential; \$750 for PDD Amendment; \$100 for Mixed Use PDD per acre, \$1,000 minimum
- Site plan with proposed location of structure(s)
- Project narrative, including details about the planned development
- Draft Planned Development District Ordinance text