

## 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 N	umber:	Acreage:	
PROJECT INFORMATION					
Property Owner(s):			□ Primary Contact	Phone #:	
Address (if different from propo	erty address):		City/State:	ZIP:	
Email Address:					
Applicant (if different from prop	perty owner):		□ Primary Contact	Phone #:	
Email Address:		Со	mpany:		
APPLICATION TYPE					
Please check the application type you are applying for:					
<ul> <li>□ Conversion of Non-Conforming Use</li> <li>□ Expansion of Non-Conforming Building</li> <li>□ Wireless Telecommunication Tower (New or Collocation)</li> <li>□ Registration of Non-Conforming Use</li> <li>□ Rural Accessory Building Determination</li> <li>□ Termination of Approval These application types are reviewed by the Plan Commission and then decided on by the Village Board.</li> </ul>					
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	<del>)</del> :	Name & Title:	Date:	
(2) Property Owner Signature:					
Name & Title:	Date	<b>e</b> :			
Date Received:	FO Date Determined Cor		TAFF USE ONLY  Date Se	nt to Engineer:	
Plan Commission Meeting Date:	Date Paid			Receipt #:	

APPLICATION CHECKLIST					
This is not an exhaustive list. Village Staff may request additional items as deemed necessary.					
Conversion of Non-Conforming Use					
Details about the review process can be found in §170-66 of Richfield's Village Code: <a href="https://ecode360.com/42033953">https://ecode360.com/42033953</a>					
☐ This application form filled out with appropriate signatures ☐ \$350 application fee					
☐ Project narrative, including description of need for amendment and/or new use☐ Site plan or survey of property highlighting the space occupied by the use					
Expansion of Non-Conforming Building					
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 expansion, date when use was first established, evidence showing the use at time of establishment was legal, date when use became nonconforming, and section of Code causing the use to become nonconforming					
☐ Site plan with location of existing structure(s) and proposed expansion					
Wireless Telecommunication Tower (New or Collocation)					
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					
<ul> <li>□ Site plan or survey of property highlighting the space to be occupied or modified</li> <li>□ Construction plan which describes the tower and equipment and network components, including antennas, transmitters, receivers, base stations, power supplies, cabling, and related equipment to be placed on or around the tower.</li> </ul>					
□ Project narrative					
☐ [New Towers Only] explanation as to why the applicant chose the proposed location, and why the applicant did not choose collocation, including a sworn statement from the responsible party attesting that collocation within the applicant's service area would not result in the same mobile service functionality, coverage, and capacity; is technically infeasible; or is economically burdensome.					
Registration of Non-Conforming Use					
Details about the review process can be found in §170-35 of Richfield's Village Code: <a href="https://ecode360.com/42033187">https://ecode360.com/42033187</a>					
☐ 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: date when use was first established, evidence showing the use at time of establishment was legal, date when use became nonconforming, section of Code causing the use to become nonconforming, evidence showing the use has continued from the start date to current date without interruption of up to 12 months, and the nature of the use and location on the property					
☐ Site plan or survey of property highlighting the space occupied by the use					
Rural Accessory Building Determination					
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					
□ \$200 application fee					
☐ Site plan with location of structure(s) ☐ Project narrative, including details about why the application should be approved					

Termination of Approval		
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 ☐ \$100 application fee		
$\square$ Project narrative, including details about why the prior approval should be terminated		