

# VILLAGE OF JOHNSON CREEK

125 Depot Street, P.O. Box 238, Johnson Creek, WI 53038 (920-699-2296)

## SPECIAL EXCEPTION APPLICATION

The following information and documentation must be submitted to the Village Administrator. Please type this information if possible.

Address of property involved:	
Parcel number:	
Name of petitioner:	
Mailing address of petitioner: (street, city, state, zip)	
Petitioner's daytime phone:(with area code)	
Name of property owner:	
Mailing address of property owner (street, city, state, zip):	
Property owner's daytime phone (with area code):	
Present Zoning Classification	
Property is presently used as:	
Type of structure and proposed use of structure (or site), including number of employees (if applicable):	

Nature of Special Exception requested:	
How would this special exception benefit the Village?	

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Signature of Petitioner

\_\_\_\_\_  
Date of Signature

\_\_\_\_\_  
Date of Signature

This application must be submitted by the 15<sup>th</sup> of the month for a Plan Commission public hearing the next month and Village Board action the following month.

Items that must accompany this application:

1. One hard copy and one electronic copy of application, Agreement for Reimbursable Costs, plat/location map showing subject property.
2. Attach a list of names, addresses and parcel numbers of owners of all properties within 300 feet of the area to be proposed.
3. If property to be involved is within 1,000 feet from the Village limits, please list neighboring town clerk and address.
4. Application Fee \$500.00
5. Reimbursable Services Deposit \$500.00 (see Reimbursable Services Agreement)
6. Any additional information as required by the Plan Commission, Village Engineer, Building Inspector or Plumbing Inspector.

**After you have submitted the above information, the Village will, pursuant to Wisconsin State Statues:**

1. Mail at least 10 days before the public hearing notices to property owners within 300 feet, municipal clerk, the petitioner and Plan Commission.
2. Publish notice of public hearing once each week for two (2) consecutive weeks, the last publication of which shall be at least (1) week before the public hearing.
3. The Plan Commission shall hold the public hearing and the Village Board will approve the Special Exception, deny the request or require the submittal of a modified application.

# **Agreement for Reimbursable Services By Petitioner/Applicant/Property Owner**

In accordance with Village Code - Chapter 250-138 the Village may retain the services of professional consultants (including planners, engineers, architects, attorneys, environmental specialists, recreation specialists, and other experts) to assist in its review of a proposal coming before the Plan Commission. The Village reserves the right to apply the charges for these services as well as for staff time expended in the administration, investigation and processing of applications to the Petitioner.

The Petitioner is required to provide the Village with an executed copy of this agreement as a prerequisite to the processing of the development application. The submittal of a development proposal application or petition shall be construed as an agreement to pay for such professional review services applicable to the proposal. The Village may delay acceptance of the application or petition as complete, or may delay final approval of the proposal, until such fees are paid by the Petitioner. The Property Owner acknowledges that review fees which are applied to a Petitioner, but which are not paid by such Petitioner, may be charged by the Village as an assessment against the subject property for current services provided the property.

Note: Consultant services (e.g. engineering, planning, surveying, legal, etc.) and Village administrative time are charged in addition to the normal costs payable by the Applicant/Petitioner/Property Owner (e.g. application filing fees, permit fees, publication expenses, recording fees, impact fees, etc.)

\_\_\_\_\_  
(Project Name/Nature of Application)

\_\_\_\_\_  
(Property Tax Key Numbers Involved in Project)

\_\_\_\_\_  
(Signature of Applicant/Petitioner)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Property Owner)

\_\_\_\_\_  
(Date)