

**TOWN OF PLEASANT SPRINGS
PLAN COMMISSION**

**INFORMATION AND REQUIREMENTS
CONDITIONAL USE PERMIT REQUEST**

IMPORTANT – PLEASE READ THE INSTRUCTIONS CAREFULLY

1. After applying with Dane County, the applicant will contact the town office and obtain an application packet. The office is located at 2354 County Road N, Stoughton, WI, 53589. Office hours are as follows: Monday, Tuesday and Thursday from 8:00 a.m. 4:00 p.m. Telephone: (608) 873-3063.
2. You will be given the name and telephone number of a Plan Commissioner who will serve as your contact person. ***You must contact this Commissioner before completing your application. *Always call your contact person if you need further information or have any questions regarding the application, forms and/or process. Another number to call for information about your application is Dane County Zoning & Planning at (608) 266-4266.**
3. **The current property owner(s) are required to attend all Plan Commission and Town Board meetings, unless an agent is named in writing to appear in their place. Even if an agent is named, the property owner(s) must attend the first Plan Commission and Town Board meetings in order for the Town Board to hear the request. If the owner(s) cannot appear for good and sufficient reason, your contact person will provide information about postponing the appearance or notarizing the application.**
4. The Plan Commission meets at 6:00 p.m., the second Wednesday of the month at the Town Hall, 2354 County Road N, Stoughton, unless otherwise noticed. There is a nine-item limit to the agenda. To be placed on an agenda a completed application, with ALL of the requirements, must be submitted to the office. The agenda will be noticed in the order in which applications were received.
5. **No additional information will be accepted to be distributed to Plan Commission members after the cutoff date.**
6. Plan Commission recommendations are referred to the agenda for the Town Board meeting scheduled on the first and third Tuesday of each month at Town Hall, at 6:00 p.m. The Town Board **will only take action on the request submitted at the Plan Commission.** The request **CANNOT** be changed between the Plan Commission and Town Board meeting. If the applicant wishes to change their request, they must withdraw their request and make a new request to the Plan Commission for consideration.
7. The completed application form, site plan, and all required attachments must be returned to the Clerk, with the application fee by the deadline date in order for the request to be considered for inclusion on the next available agenda. **The staff cannot accept or hold incomplete applications, and cannot accept fee payment unless all materials are complete.** A schedule of Plan Commission due dates is available from the office staff. **No additional information will be accepted to be distributed to Plan Commission members after the cutoff date.**

NOTE – APPLICATION MUST INCLUDE ALL *CORRECT* PARCEL NUMBERS INVOLVED IN THE PROJECT

8. **Only the request made and submitted by the deadline will be reviewed.** If an applicant wishes to change the request submitted, they will need to withdraw their request and submit a new request. The new request is subject to all applicable deadlines.

9. **You must provide an original and twelve (12) good-quality copies of all materials required with this application.** Be sure to keep copies of all materials for yourself.
10. **If you are instructed to develop or are required to provide additional materials at any time during this process,** you must provide an original, good-quality copy of all materials required with this application. Be sure to keep copies of all materials for yourself.
11. Application fees: **\$200.00 for applications based on residential use; \$250.00 for all other requests,** including communication towers. All fees are non-refundable. Exact cash or a check made payable to the “Town of Pleasant Springs” is required. No application will be placed on an agenda until all fees are paid.
12. When a request appears on the Plan Commission or Town Board agenda, and no one appears at the meeting to represent the request, action may be taken on the request.

TOWN OF PLEASANT SPRINGS

Plan Commission Application

Conditional Use Permit Request

**Complete application in ink. Do not leave any blank areas. If an area is not applicable, write N/A on that line. Only the property owners may initiate and sign this application.*

Contact Person(s) Name & Telephone no: (Assigned by Office)	E-Mail Address of Contact Person(s)-		
General Information:			
Land Owners Name(s):	Date of Application:		
Full address: (including City, State, Zip)	Email Address:		
Phone Number:			
Property Description and Information:			
All Parcel Numbers involved: 046-0611		Parcel Address(s):	
Total Acres in Parcel:	Total Acres to be Rezoned:	Present Zoning:	Request Zoning:
Reason for CUP Request: <hr/> <hr/> <hr/>			
Dane County Filing:			
Dane County CUP Application #: _____			
Dane County Re-zone Application #: _____			
Attach a copy of the Dane County petition with this application			
Landowner's Statement:			
All the information on this form is accurate. My signature on this application constitutes authorization for members of the Plan Commission and Town board to make site visits on the subject property (for all applicable property owners).			
<hr/> Signature of Land Owner		<hr/> Date	
<hr/> Signature of Land Owner		<hr/> Date	
<hr/> Signature of Land Owner		<hr/> Date	

Agent Information (if applicable):

***Please note only property owners are allowed to make application to the Town for a rezone/CUP or CSM. An agent may be elected to speak on behalf of the**

I, _____, authorize and agree to _____
(Owner's Name) (Agent's Name)
acting on my behalf for this application pertaining to land I own in the Town of Pleasant Springs.

Signature of Land Owner

Date

Agent's Name:

Full address: (including City, State, Zip)

Do not use the section below unless directed to do so by your Plan Commission contact person

STATE OF WISCONSIN
Dane County

_____, being first duly sworn on oath says that (s)he is the person who made and signed the foregoing application for a Conditional Use, that all the statements made by the applicant are true and he appoints _____ as agent to act on his behalf.

X _____

Applicant sign here

Subscribed and sworn to before me this

day of _____, 20 _____

Notary Public, _____ County, Wisconsin

My Commission Expires _____

Requirement:

- Fee must be submitted at time application is received. **\$200 for residential uses, \$250 for all other requests including communication towers.** All fees are non-refundable. Exact cash or a check made payable to the "Town of Pleasant Springs" is required. No application will be placed on an agenda until all fees are paid.
- Submit an aerial photograph of the subject property. A photo for this purpose can be obtained by using Access Dane at: <http://accessdane.co.dane.wi.us>
- **You must provide an original and thirteen (12) good-quality copies of all materials required with this application.** Be sure to keep copies of all materials for yourself