

**PETITION FOR CONDITIONAL USE PERMIT**



Date \_\_\_\_\_

To the Town Clerk, Town of \_\_\_\_\_

I/We \_\_\_\_\_  
(Petitioner's name(s))

Phone \_\_\_\_\_

\_\_\_\_\_  
(Street)

\_\_\_\_\_  
(Post Office)

hereby petition for a Conditional Use Permit on the following legally described property located in the Town of Merton, Tax Key MRTT \_\_\_\_\_:

Said Conditional Use Permit to provide for the use of the property and buildings in the following described manner: (Attach detailed description of proposed use)

Property is presently zoned as: \_\_\_\_\_

Property is presently used as: \_\_\_\_\_

- (A) A map, (preferably a topographic), in triplicate, drawn to scale of not less than 200 feet to 1 inch showing the land in question, its legal description and location, location and use of existing buildings, sanitary systems and private water supplies on such land, the high water elevation of any navigable waters within 300 feet of the land in question, proposed location and use of any buildings, sanitary systems and wells on such land and within 300 feet of such land in question.
- (B) Arrange with the Town to obtain the names & addresses of all owners of property within 300 feet of any part of the land included in the proposed change.
- (C) Additional information as may be required by the County zoning agency, if within the Waukesha County Shoreland and Floodland jurisdiction, the County Health Department or the Town Plan Commission.
- (D) WHERE THE COUNTY HAS SHORELAND/FLOODLAND JURISDICTION, A COPY OF THE APPLICATION SHALL BE SUBMITTED TO THE COUNTY.
- (E) Where necessary, to comply with certain Wisconsin Statutes, an application will be submitted to the Department of Natural Resources.
- (F) A fee of \$450.00 will be paid to the Town Clerk to defray the cost of official notification of public hearing. COSTS INCURRED BY THE TOWN IN OBTAINING LEGAL, PLANNING, ENGINEERING AND OTHER TECHNICAL AND PROFESSIONAL ADVICE IN CONNECTION WITH THE REVIEW OF CONDITIONAL USE APPLICATIONS AND PREPARATION OF CONDITIONS TO BE IMPOSED ON SUCH USES SHALL BE CHARGED TO THE APPLICANT; and if required by the Town, a fee covering such costs shall accompany the application.
  - a. Public Hearing Fee \$300.00
  - b. Plan Commission Fee \$150.00

\_\_\_\_\_  
(Signature of petitioner)

\_\_\_\_\_  
(Date of filing)

\_\_\_\_\_  
(Signature of Town Clerk)

\_\_\_\_\_  
(Date of hearing)

Town of Merton

**Professional Services Reimbursement Notice**

The Town of Merton has determined that whenever the services of the Town Planner, Town Engineer, Town Attorney, Town Building Inspector and any other of the Town's professional staff results in a charge to the Town for that professional's time and service, the Town Clerk shall charge that service for the fees incurred by the Town to the property owner incurring those fees even if the request is not approved.

I/we have been advised that if the Town Planner, Town Engineer, Town Attorney, Town Building Inspector or any other Town professional provides services to the Town because of my/our activities, whether at my/our request or the request of the Town, I/we shall be responsible for the fees incurred by the Town even if my/our request is not approved.

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

Date: \_\_\_\_\_

Please Print

Property Owner Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Property Address: \_\_\_\_\_

Request for: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_