

IMPORTANT INFORMATION FOR LAND USE PETITIONER

DO NOT BEGIN OR COMMENCE IN ANY ACTION UNTIL YOU HAVE FINAL APPROVAL FROM JEFFERSON COUNTY AND THE TOWN OF LAKE MILLS.

The Town of Lake Mills abides by the Jefferson County Land Use Ordinances, as well as, the Town of Lake Mills Comprehensive Land Use Plan and Subdivision Ordinance, which require you to appear before The Town of Lake Mills Plan Commission and the Lake Mills Town Board in addition to any meetings at Jefferson County.

FAILURE TO FOLLOW THESE PROCEDURES WHEN FILING A PETITION MAY RESULT IN LOST TIME AND/OR PENALTY.

The following are examples of requests that require approval by the Town of Lake Mills:

- Land and Building Zoning Changes: Zoning requests and Certified Surveys
- Land Divisions: Division of an existing parcel in any way to create a new parcel
- Subdivision, Condominium and Commercial Plats: Residential, Industrial, Business and Commercial
- Conditional Use Permits/ Variance Requests: Uses that don't conform to the present Zoning of a parcel.
- All other Land Use Issues controlled by the current Land Use Ordinances (Town and County)
- Building Placements on lots over 5 acres

Petition Process for the Town of Lake Mills: All applications available at www.townoflakemills.org/forms

- 1) **CONTACT TOWN CLERK** for applications, dates, fee requirements, and information related to your petition request.
 - a) As a Land Use Petitioner you are required to contact both the Town of Lake Mills and Jefferson County Zoning Office. It is recommended that the petitioner contact the Town of Lake Mills and Jefferson County at the same time to begin the application process.
 - b) An informational discussion with the Town of Lake Mills Plan Commission is an option for advisory purposes only. No action will be taken with this discussion. However, it may provide you with information and direction that could save you time and money.
- 2) **PREPARE SITE PLAN/MAP** as required by Town for all Zoning Changes, Building Placements (on Parcels of 5 acres or larger), Certified Surveys, Land Divisions, and New Plats. PETITIONER MUST SUBMIT A MAP, DRAWN TO SCALE.
 - a) The map is to locate and show all new and existing buildings, roads, driveways, wetlands, ponds, setbacks for rear, side yard and from center of road (existing and proposed) etc. The entire parcel shall be shown on the site plan and any contiguous land under the same ownership shall also be included.
 - b) A soils classification map is required to be filed with the application
 - c) A rough draft drawing of the site will be allowed in information discussions, however applicants are to provide the town clerk with a final draft of the proposed site plan when filing application for the review.
 - d) Petitions for Variance, or Conditional Use require a map drawn to scale unless it involves a change in Land Use, Setbacks, or new Structures.

- 3) **FLAG SITE:** Flagging of all lots and proposed buildings shall be done prior to submitting an application to the town clerk. Failure to properly flag as set forth above will cause the Commission to table the application without consideration.
- 4) **FILE APPLICATION:** Mail completed applications to:

**Town of Lake Mills
1111 South Main Street
Lake Mills, WI 53551.**

TIME TABLES ARE CRITICAL: PLEASE NOTE DEADLINE DATES established for petition requests, flagging and filing dates. It is the applicants' responsibility to return application, check for fees, certified survey map, and all other pertinent information to the town clerk **ten (10) days prior to the first Tuesday of the month to be on the agenda for that month.** A phone call for request of application and information 10 days prior to the first Tuesday will not be considered a timely filing of application to be on that month's agenda. Your request will need to be held until the following monthly meeting. Meeting and application filing dates are subject to change due to holidays and elections.

5) **PAY TOWN'S APPLICATION FEES:**

Certified Survey Map Application/Rezone requests	\$100.00 (1 to 2 lots)
Condominium Plat	\$500.00, + \$100/unit
Preliminary Plat	\$500.00, +\$100/lot (3 or more lots)
Final Plat	\$100.00, + \$10/lot (3 or more lots)
Re-plat	\$500.00, + \$100/lot (3 or more lots)
Variance Requests	\$100.00
Conditional Use	\$100.00
Farm Consolidation Land Divisions (aka Accessory Land Division) -	\$100.00
Driveway/Culvert permit	\$50.00 (see below for contact information)
Building Placement	\$25.00

- 6) **ATTEND MEETING (S):** The applicant(s) must be present at the meeting to appear before the Plan Commission and the Town Board; if the applicant does not appear, or have a representative present, neither the Plan Commission nor the Town Board will make a decision on the matter.
 - a) **Town Plan Commission are held on the first Tuesday of each month. Town Board meetings are on the second Tuesday of each month, unless notified otherwise.**
 - b) Failure to appear before the Plan Commission and/or Town Board at the scheduled hearing will cause the commission or board to table the request until either the petitioner appears or requests to have the item tabled until further notice. The Plan Commission and Town Board reserve the right to drop the request from the agenda after reasonable attempts to contact the petitioner have been made and failed or if petitioner fails to properly attend/supply needed materials for the application review. The applicant then must reapply and pay the full amount of the application fee before a new hearing date will be scheduled.
 - c) An applicant may request a Special meeting of the Plan Commission for emergency reasons as defined: Any reason that will cause the applicant a financial impact or hardship. A minimum of ten (10) days notice is required before any Special meeting can convene, due to notification requirements. The fee for a request of Special Meeting is two (2) times the normal application fee.

BUILDING PERMIT INFORMATION: For information about Town Building Permits and fees please contact the Town's Building Inspector at 1-800-422-5220, Dean Eppler. Building Inspector's office hours at the town hall are Tuesdays and Thursdays, 11 am to 12 noon. Town Hall phone/fax (920) 648-5584.

Driveway/Culvert permit-Contact Dave Schroeder for permit application and review at (920) 650-7387

The information herein represents the current information as of this date of printing and are subject to change without notice except as published in the official newspaper, The Lake Mills Leader, and/or posted in the three official posting places within the Town of Lake Mills; the Town Hall, Korth Park- Elm Point Road Shelter, and the north end boat launch, as well as on the Town's Website at www.townoflakemills.org
Last updated March 13, 2009.