

Submittal Checklist for
TOWN OF WATERFORD
PLANNING COMMISSION APPLICATION

- Submit complete APPLICATION
- Submit AUTHORIZATION(S) OF PROPERTY OWNER(S), if applicable
- Submit AUTHORIZATION OF ATTORNEY, if an attorney is filing the application on behalf of a property owner.
- Submit the NAMES AND ADDRESSES OF NEIGHBORS. Check with Clerk's Office for distance requirements.
- Submit a WRITTEN SUMMARY of the necessity for this action.
- Submit a copy of a SURVEY PLAT of the property to be considered. *(not required for piers/raft permit)*
- Submit a written LEGAL DESCRIPTION in metes and bounds. *(not required for piers/raft permit)*
- **Submit 5 copies** of all SUPPORTING MATERIAL, i.e. drawings, plans & written documentation. A minimum of three plan sets shall be full size, others must be reduced to 8 ½" x 11.
- File application with the Town of Waterford Clerk and Treasurers' office.
- Pay application fee, NON-REFUNDABLE *(For pier permits, fee is due upon receipt of permit)*
- The Town of Waterford will not accept an incomplete application.
- Submittal of partial or incomplete applications will not be considered for placement on the Planning Commission agenda until the application is accepted as complete and the appropriate fee is paid.
- Applications for PIER/RAFT PERMITS must include the following:
 - Construction Material & Color
 - Length and Width
 - Sideyard Setbacks
 - Water Depth
 - Drawing of the Proposed Pier

Name of Applicant: _____

Mailing Address: _____

Telephone: _____ Cell: _____

Property Owner(s): _____

Mailing Address: _____

Telephone: _____ Cell: _____

Address/Location of Property:

Tax Key No: _____

Present Zoning Classification: _____ Proposed Zoning: _____

Present Land Use: _____

Proposed Land Use: _____

Please check the following as it applies to this application

- | | | |
|------------------------------|-----------------------------|------------------------|
| _____ Site Plan | _____ Final Plat | _____ Variance |
| _____ Site Grading Plan | _____ Certified Survey Map | _____ Pier/Raft Permit |
| _____ Conditional Use Permit | _____ Developer's Agreement | _____ Conceptual Plans |
| _____ Preliminary Plat | _____ Rezone | _____ Other |

I (We) hereby make application to the Town of Waterford for the above referenced property. I do hereby swear or affirm that the information provided here and above is true, complete and accurate, and I understand that any inaccuracies may be considered just cause for invalidation of this application and any action taken on this application. I understand that the Town of Waterford reserves the right to enforce and all ordinances. I further understand that it is my/our responsibility to conform to all Town of Waterford Ordinances and Racine County, if applicable, in full. I hereby acknowledge that all requirements of the Town of Waterford shall be adhered too. I (we) have read this document and understand its content and have voluntarily completed this application.

I understand that this form shall be on file in the office of the Town Clerk by 4:00 pm on the 16th day BEFORE the meeting on which I desire to be heard or as required by Local Ordinance, whichever is longer. The Planning Commission meetings are held the first Monday of each month (meetings are held on Tuesday if Monday is a holiday- see Clerk for details). Furthermore, I understand that any engineering, legal review fees or publication costs associated with this project may be charged to me.

Signature of Applicant or Agent

Date

Date: _____

AUTHORIZATION OF PROPERTY OWNER

I CERTIFY THAT I AM THE OWNER OF THE PROPERTY LOCATED AT:

Town of Waterford, Racine County

WHICH IS THE SUBJECT MATTER OF THIS APPLICATION. I AUTHORIZE THE APPLICANT NAMED BELOW TO ACT AS THE APPLICANT IN THE PURSUIT OF THIS APPLICATION FOR PLANNING COMMISSION REVIEW.


Name of Applicant: _____

Address of Applicant: _____

Telephone No. of Applicant: _____

Signature of Owner

Print Name of Owner

_____ 
Date: _____

AUTHORIZATION OF ATTORNEY

THIS SERVES TO CERTIFY THAT AS AN ATTORNEY-AT-LAW, I HAVE BEEN AUTHORIZED BY THE OWNER(S) TO FILE THE ATTACHED APPLICATION FOR THE PROPERTY LOCATED AT:

Town of Waterford, Racine County

Name of Attorney

Bar No.

Telephone

Address