#  STATE OF WISCONSIN WAUKESHA COUNTY VILLAGE OF LAC LA BELLE

   

**SUBMISSION DEADLINE:**

Jeffrey C. Herrmann, Village Administrator

Lori Opitz, Clerk/Treasurer or

Danielle Wraalstad, Deputy Clerk/Treasurer

(920).474.4449 FAX (920).355.4091

***4:00PM on the Last Thursday of the Month.*** **You** must supply the Plan Commission with information regarding your application, which is listed below. The Plan Commission meets the 4th Thursday of the month and is subject to change at the Villages discretion.

## APPLICATION FOR VILLAGE OF LAC LA BELLE PLAN COMMISSION AGENDA

## \*\*\**Required submittals shall include (1) set original size drawings and original paperwork as well as an electronic copy (pdf preferred) of all submittals, such as 11”x17” drawings and paperwork for the electronic packet*

Owner\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Daytime Phone Number ( )-\_\_\_\_\_-\_\_\_\_\_\_\_\_

Applicant (if different from owner) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Mailing Address (If Different) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Zoning Classification\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Land Use Plan Designation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Legal Description\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **SPECIFIC REQUEST (please check appropriate item)**

 Certified Survey Map

 Lot Not Abutting Public Road

 Land Use Plan Amendment

 Site Plan & Plan of Operation

 Conditional Use

 No. of Accessory Buildings

 Zoning Amendment

 Subdivision

 Retain. wall within 5’ of a lot line

 Unorthodox Structure

 Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **DETAILS OF PROPOSAL**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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I, the undersigned, have been advised that pursuant to the Village of Lac La Belle Ordinance to utilize Section §66.0627, Wisconsin Statutes, if the Village of Lac La Belle Attorney, Village Planner, Village Engineer, or any other Village Professional provides services to the Village as a result of my activities, whether at my request or at the request of the Village, I shall be responsible for the fees incurred by the Village. Also, I have been advised that prior to obtaining final approval, all costs incurred by the Village must be paid in full. If a dispute arises as to the amount of the fees incurred, said dispute shall be forwarded to the Village of Lac La Belle Village Board of Supervisors for resolution.

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 (Property Owner -Signature) (Applicant-Signature)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Property Owner –Print Name) (Applicant-Print Name)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Date) (Village Representative Accepting Form)

 VILLAGE OF LAC LA BELLE

PLAN COMMISSION PROCEDURES

The procedures outlined below are applicable to the following requests:

1. Certified Survey Maps
2. Preliminary Plats
3. Final Plats
4. Plans of Operations
5. Any other item that requires prior review by the Village Planner/Village Engineer

The deadline to have your item placed on the agenda is 4:00 p.m. on the last Thursday of the month, prior to the Plan Commission Meeting.

* A complete application and appropriate materials must be electronically submitted to Jacob Heermans at Waukesha County.
* Mr. Heermans sets the preliminary agenda with the Village Deputy Clerk.

Upon receiving an application, Mr. Heermans will route the materials to the Fire and/or Building Inspector for review and the inspector(s) will contact the applicant for any necessary inspections. Any required inspections shall be completed prior to the Village staff meeting, as noted below.

MR. HEERMANS OR DESIGNEE SHALL THEN SCHEDULE A STAFF MEETING ON THE 2ND THURSDAY OF THE MONTH AT 9:00AM TO REVIEW THE APPLICATION MATERIALS WITH STAFF AND APPLICANT.

Jacob Heermans or Designee shall perform a preliminary review of the materials presented with the application. Staff shall have an opportunity to work with the applicants on comments and items that need to be addressed before being placed on the final agenda.

BY NOON, SEVEN (7) DAYS PRIOR TO THE MEETING, THE APPLICANT MUST SUBMIT ADDITIONAL INFORMATION AND/OR CORRECTIONS TO JACOB HEERMANS OR DESIGNEE.

* All changes, corrections, or additional information must be submitted back to Mr. Heermans/Designee, or the items ***will be removed*** from the Plan Commission agenda.
* Jacob Heermans/Designee and the Village Deputy Clerk then sets the final agenda.
* All necessary fees ***shall be paid*** to Jacob Heermans and/or the Village Deputy Clerk, prior to the issuance of any permits.

**MEETINGS ARE HELD ON EVERY 4th THURSDAY OF THE MONTH.**

\*\*\*PLEASE NOTE\*\*\* Jacob Heermans or designee can remove any items from the Village of Lac La Belle Plan Commission agenda if applications are not complete.

Contact Information for the Village Planner, Jacob Heermans

Phone: 262-548-7790 (Main), 262-548-7812 (Direct)

Email: jheermans@waukeshacounty.gov