

LETTER OF INTENT AND LAND USE & DEVELOPMENT PERMIT APPLICATION

1

APPLICANT: (Last Name) _____ (First Name) _____ (Telephone #) _____
 (Street Address) _____ (City/P.O.) _____ (State) _____ (ZIP Code) _____

2

PROPERTY OWNER(S): (Last Name) _____ (First Name) _____ (Telephone #) _____
 CHECK / HERE IF SAME AS APPLICANT (Street Address) _____ (City/P.O.) _____ (State) _____ (ZIP Code) _____

3

AGENT: (Last Name) _____ (First Name) _____ (Telephone #) _____
 CHECK / HERE IF SAME AS APPLICANT (Street Address) _____ (City/P.O.) _____ (State) _____ (ZIP Code) _____

4

PROPERTY DESCRIPTION: (Parcel ID Number) _____ (Street Address - if any) _____
 0 2 0 - 1 1 1 7 - -
 CHECK / HERE IF SEPARATE LEGAL DESCRIPTION IS ATTACHED _____ 1/4 of the _____ 1/4 of Section _____ (Subdivision Name or CSM #) (Block) (Lot/Parcel)

5

INTENDED USE OR DEVELOPMENT OF PROPERTY:
 (check / all that apply)

Farm Dwelling/Agricultural Building Commercial/Industrial Use & Building
 Non-Farm Dwelling or Accessory Building Install New/Replacement Sign
 Lot/Parcel Split by Certified Survey Map (CSM) Lot/Parcel Split by Subdivision Plat

PLEASE DESCRIBE INTENDED USE OF PROPERTY IN DETAIL:

***** PLEASE ATTACH SITE OR SKETCH PLAN *****
 (SEE INSTRUCTIONS ON BACK)

TOWN USE ONLY
CHECK / HERE FOR ALL PERMITS and APPROVALS REQUIRED/REQUESTED:
 (check all that apply)

Zoning Permit \$ _____
 Rezoning Petition \$ _____
 Conditional Use Permit \$ _____
 Zoning Variance \$ _____
 Sign Permit \$ _____
 Site & Operation Plan Approval \$ _____
 Certified Survey Map (CSM) \$ _____
 Subdivision Plat \$ _____
 Other \$ _____

TOTAL FEE(S) DUE: \$ _____

Fee(s) Paid by:
 CASH
 CHECK # _____

Fee(s) to be Billed to:
 APPLICANT
 PROPERTY OWNER
 AGENT

DATE SUBMITTED:

RECEIVED BY:

6

AFFIDAVIT:

I (we) attest that I am (we are) the Owner(s) of the property which is the subject of this Application in the Town of Herman, Dodge County, Wisconsin, and, that all the information attached to or provided in support of this Application are honest and true to the best of my (our) knowledge and belief;

Further, I (we), as Owner(s) of the subject property, understand that this Application and all supporting information required pursuant to the Town's Zoning and Land Division Ordinances must be complete and accurate, as determined by the Town Clerk, Plan Commission, or other applicable official for the Town, before this Application can be processed and reviewed by the Town;

Further, I (we), as Owner(s) of the subject property, acknowledge and accept responsibility for the payment of any fees charged and for costs incurred by the Town to process and review this Application, and, regardless of whether or not this Application is approved, the Town has the right to retain that portion of said fees and costs for processing and reviewing this Application.

Further, I (we), as Owner(s) of the subject property, authorize the Agent(s) identified above to act as my (our) representative(s) in any matter regarding this Application unless otherwise stated; and

Further, I (we), as Owner(s) of the subject property, understand that I am (we are) responsible for applying for and securing all other permits and/or approvals required from any and all other State, Federal, and County agencies concurrent with or prior to the submission of this Application.

Property Owner(s) Signature

INSTRUCTIONS

Diane Beine, Clerk
Town of Herman
N7240 Ferris Road
Mayville, WI 53050
920-387-9322

1. Complete Sections 1 through 6 and return to:

2. Letter of Intent/Applications must be received no later than the 25th of the previous month in which the meeting is to be held in order to be included on the Plan Commission agenda for the regularly scheduled meetings on the 3rd Tuesday of that month.
Example: Meetings is the 3rd Tuesday in September, deadline is August 25.

3. Please contact the Town Clerk for a Development Permit/Approval Fee Schedule and Flow-Chart for further information about fee amounts and processing procedures for the permit and/or approval required for your particular use or development proposal.

Section 1 APPLICANT:

Identify the name, mailing address, and telephone number for the person(s) submitting the application. In some instances, the person(s) applying for the permit may not be the current owner(s) of the subject property.

Section 2 PROPERTY OWNER(S):

Identify the name, mailing address, and telephone number for all current owners of the subject property. If the property owner is also the APPLICANT as listed in Section 1, please mark the box and proceed to Section 3.

Section 3 AGENT:

Identify the name, mailing address, and telephone number for any agent that has been given the authority to speak and act on behalf of the property owner(s) listed in Section 2. An "agent" may be, but not be limited to, a surveyor, engineer, real estate representative, attorney, family member, or friend. If the agent is also the APPLICANT as listed in Section 1, please mark the box and proceed to Section 4.

Section 4 PROPERTY DESCRIPTION:

Include a complete legal description of the subject property by completing each item listed, or, attach a plat of survey or certified survey map (CSM) if available (mark the and only fill in for those items not included in the attached legal description document).

Parcel ID Numbers are available from the Town Clerk or Dodge County Survey & Description Department.

Section 5 INTENDED USE OR DEVELOPMENT OF PROPERTY:

Identify the change in use of the property that is proposed and any buildings or development that is expected to occur, e.g. 2-acre lot-split from existing agricultural land for purposes of sale to a non-family member for use as a non-farm residential dwelling.

Please mark all of the boxes that apply and describe the intended use and/or development of the property.

Please attach a Sketch or Site Plan showing the following items:

1. exterior boundary, dimensions, and area (sqft & acres) of the parcel subject to development and/or land division;
2. date, graphic scale (1" = 200' recommended), and north arrow;
3. reference to a section corner;
4. dimensions and area (sqft & acres) of any proposed lots or parcels;
5. location of any lakes, rivers, streams, drainage ditches, woodlots, & rock outcroppings;
6. areas designated as 100-Year floodplain and/or wetlands and County shoreland areas;
7. abutting roads or highways and location of existing and proposed public roads and access driveways;
8. existing and proposed buildings, other structures and septic system locations;
9. utilities and easements, railroad tracks.

Aerial photos of all property in the Town are available at:

Dodge County Planning & Development Department
127 East Oak Street
Juneau, WI 53039-1329
(920) 386-3700

Section 6 AFFIDAVIT:

The owner(s) of the subject property MUST read all of the terms listed in Section 6 and, if agreeable to the terms listed, sign and date the Letter of Intent/Application. Please be advised that when submitting a Letter of Intent/Application for a development permit and/or approval in the Town, you agree to: (1) provide honest and accurate information in support of your application; (2) be responsible for any and all processing and review fees and charges incurred by the Town and its' staff; (3) provide all required information in a timely manner before any review by the Plan Commission and Town Board is scheduled; (4) identify and authorize any agents intending to act on your behalf as property owner; and (5) apply for and obtain any and all permits and/or approvals required by other agencies, e.g. Dodge County, DNR, etc., at the same time or prior to submitting a Letter of Intent/Application to the Town.

If you have problems or questions about the Letter of Intent/Application form, please contact the Town Clerk.

Town of Herman, Dodge County, Wisconsin