



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

*Clerk's Office (920)648-5867    [www.townoflakemills.org](http://www.townoflakemills.org)*

## **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 Land and Subdivision Regulations Ordinance 5-4, which require you to appear before The Town of Lake Mills Planning Committee 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. Extra Territorial Zones must also contact the City of Lake Mills.**

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 Business Plats: Residential, Industrial, Business and Certified Surveys.
- 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

**\*\*Shoreline Zoning is regulated by Jefferson County in the Town of Lake Mills, contact Jefferson County Zoning.**

### **Petition Process for the Town of Lake Mills:**

- 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. Jefferson County Zoning contact: (920)674-7130, Jefferson Co. Courthouse, 311 S. Center Ave, Room 201, Jefferson, WI 53549.
  - b) An informational discussion with the Town of Lake Mills Planning Committee 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 committee to table the application without consideration.
- 4) **FILE APPLICATION:** Mail or drop in box, 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 months agenda. Your request will need to be held until the following monthly meeting. Deadline dates are posted on the calendar on the Town's website.

- 5) **PAY TOWN'S APPLICATION FEES:** Fees apply to the following items and **CURRENT FEES AMOUNTS ARE LISTED ON THE TOWN'S WEBSITE:**  
 Townoflakemills.org > Government > Forms and Permits > Town Fee Schedule Summary .....

Driveway/Culvert permit	Final Plat
Park Fee assessed to parcel splits	Re-Plat
Certified Survey Map Application	Variance/ Conditional Use
Condominium Plat	Building Placement
Preliminary Plat	Farm Consolidation Land Divisions

- 6) **ATTEND MEETING (S):** **The applicant(s) must be present at the meeting to appear** before the Planning Committee and the Town Board; if the applicant does not appear, or have a representative present, neither the Planning Committee nor the Town Board will make a decision on the matter.
- a) **Town Planning Committees 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 Planning Committee and/or Town Board at the scheduled hearing requires the applicant to pay an additional fifty percent (50%) of the original application fee** at least ten (10) days prior to the next monthly meeting of the Planning Committee and/or Town Board in order to appear at that monthly meeting. After thirty (30) days from the original scheduled date of appearance, the applicant 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 Planning Committee 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, contact info on Town website. townoflakemills.org

The information herein represents the current information as of this date of printing and are subject to change without notice except as published on the Town's website and posted at the Town Hall.

TO: TOWN OF LAKE MILLS- TOWN BOARD

APPLICANT

**PROPERTY OWNER, IF DIFFERENT**

NAME: \_\_\_\_\_ NAME: \_\_\_\_\_

ADDRESS \_\_\_\_\_ ADDRESS: \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

PROPERTY DESCRIPTION: 1/4 1/4 SECTION TOWN N, RANGE E, TOWN OF LAKE MILLS

PROPERTY ADDRESS \_\_\_\_\_ LOT \_\_\_\_ BLK \_\_\_\_

PARCEL NO: 018-0713-

CERTIFIED SURVEY MAP NO.	VOLUME	PAGE
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SUBDIVISION: \_\_\_\_\_ PARCEL SIZE \_\_\_\_\_ ZONING DISTRICT \_\_\_\_\_

PRESENT USE

ASSESSED VALUE OF IMPROVEMENTS INVOLVING THIS CONDITIONAL USE

PLEASE EXPLAIN TYPE OF USE PROPOSED, REASONS FOR APPLICATION, STRUCTURES NEEDED, LAND MODIFICATIONS NECESSARY AND DETAILS OF PROPOSED OPERATION, USING ADDITIONAL PAGES IF NECESSARY. INCLUDE COMPLETE DRAWING OF INTENDED USE, AND, WHERE APPROPRIATE, TOPOGRAPHIC MAPS, RESTORATION PLANS, ETC. PLEASE NOTE: FAILURE TO OBSERVE THESE REQUIREMENTS MAY DELAY YOUR PETITION. Pursuant Town Ordinances: 5-4 & 5-14

**NON-REFUNDABLE HEARING FEE ( See Fee Schedule) MUST ACCOMPANY PETITION. SUBMIT PETITION AND FEE TO:**

**TOWN OF LAKE MILLS, 1111 SOUTH MAIN STREET, LAKE MILLS, WI 53551**

PETITIONER UNDERSTANDS THAT NOTICE OF REQUEST WILL BE SENT TO: ALL TOWNSHIP OFFICIALS AND TO ADJACENT PROPERTY OWNERS.

ALSO, AS A PETITIONER, I UNDERSTAND THAT I MUST CONTACT COUNTY OFFICIALS AND ATTEND A COUNTY PUBLIC HEARING ON THIS MATTER. I UNDERSTAND THAT I MUST ALSO ATTEND THE TOWN BOARD MEETING OR SEND AN AGENT TO REPRESENT ME.

(Signature of Petitioner or Agent) \_\_\_\_\_ (Date) \_\_\_\_\_

(Address, if Different From Above)

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**FOR OFFICE USE ONLY:** Date request was received \_\_\_\_\_ Payment: \_\_\_\_\_

TOWN CHAIRPERSON \_\_\_\_\_ DATE \_\_\_\_\_

APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_ Date town board decision was sent to Jefferson County: \_\_\_\_\_

DATE FINAL DECISION WAS SENT TO PETITIONER \_\_\_\_\_