

Applicant Information

Name of Property Owner:

Mailing Address:	City:	State:	Zip:
Phone Number:	Email Address:		

Name of Developer/Agent:

Mailing Address:	City:	State:	Zip:
Phone Number:	Email Address:		

Name of Surveyor:

Mailing Address:	City:	State:	Zip:
Phone Number:	Email Address:		

Name of Subdivision:

Total Acreage:	Number of Lots:
Parcel Number:	Parcel Location: ____ 1/4, ____ 1/4, Sec. ____, T 31N, R18W
Parcel Number:	Parcel Location: ____ 1/4, ____ 1/4, Sec. ____, T 31N, R18W
Parcel Number:	Parcel Location: ____ 1/4, ____ 1/4, Sec. ____, T 31N, R18W
Parcel Number:	Parcel Location: ____ 1/4, ____ 1/4, Sec. ____, T 31N, R18W

- Concept Review
 Preliminary Review
 Final Review

Acknowledgement

I certify by my signature that all information provided in this application, including any supporting documentation, is true and accurate to the best of my knowledge. I understand that if any material information is found to be false or misleading, this application may be withdrawn. I hereby request that the Town of Star Prairie proceed with processing this application.

Signature:	<input type="checkbox"/> Owner <input type="checkbox"/> Authorized Agent <input type="checkbox"/> Surveyor	Date:
------------	--	-------

For Office Use Only	Application Submitted: _____	Date Paid: _____	Total: _____	Check # _____
				Receipt # _____

Town of Star Prairie | Major Subdivision | Concept Review Application Requirements

Submittal deadline for concept maps is the first Wednesday of the month at 3:00 p.m. The Town's engineer will review the concept and provide written comment. The Plan Commission will review concepts and provide comment to the Town Board, which will offer its comments prior to a preliminary plat.

Required Application Materials:

- Qty 8 - Scaled 11x17 sketch/concept drawings for review by the Town's Plan Commission
 - *To Include Proposed Driveway Location(s) If Needed to Evaluate Slope Conditions, Visibility or Proximity to Neighboring Properties*
- Aerial map of the subject property, identifying parcel boundaries and adjacent property owners
- Identification of wetlands, waterways or other water features located on or adjacent to the property
- \$200 | Administrative fee* made payable to Town of Star Prairie

***Attorney and Engineer fees directly related to this project will be billed separately as they occur.**

Town of Star Prairie | Major Subdivision | Preliminary Review Application Requirements

Preliminary plat review will not begin until the Town completes the concept review. Submittal deadline for preliminary maps is the first Wednesday of the month at 3:00 p.m. The Plan Commission may recommend approval, conditional approval, table or denial of the plat to the Town Board. All revisions must be addressed and resubmitted in final form to the Town Board. The Town Board will approve, offer conditional approval, table or deny the plat.

Required Application Materials:

- Qty 8 - Complete 11x17 sets of the preliminary plat for review by the Town's Plan Commission and Town Board
 - *To include road plans, storm water and erosion control plans*
 - *Maps must include disturbance of slopes 20% or greater and contiguous buildable area of each lot*
- Digital file of preliminary plat - *emailed to clerk@townofstarprairiewi.gov*
 - *To include road plans & storm water and erosion control plans*
- Preliminary soils information: one soil boring per three acres
- Completed preliminary plat review checklist (see page 3)
- Mailing labels or pre-addressed envelopes for adjacent landowners within 200 feet of the proposed land division
- List of adjacent landowners within 200 feet of the proposed land division
- \$200 | Administrative fee* made payable to Town of Star Prairie

***Attorney and Engineer fees directly related to this project will be billed separately as they occur.**

Town of Star Prairie | Major Subdivision | Final Review Application Requirements

All required revisions must be made to the plat. The submittal deadline for these revisions is the first Wednesday of the month at 3:00 p.m. This deadline is firm. The Plan Commission will recommend action to the Town Board. The Town Board will approve, offer conditional approval, table or deny the plat.

Required Application Materials:

- Qty 1 - Full-size copy of the final plat
- Qty 8 - 11x17 copies of the final plat for review by the Town's Plan Commission and Town Board
- Applicant shall flag all applicable property/project corners, centerline of proposed road, and label such flags
- Signed Developer's Agreement
- Declaration of restrictive covenants, deed restrictions or conditions and restrictions for shared driveway, if applicable
- Financial guarantee to Town of Star Prairie for road construction equal to 120% of project costs
- Any other financial guarantees required by Town of Star Prairie
- St. Croix County – Town Board checklist
- \$500/Lot | Park fund fee
- \$200 | Administrative fee* made payable to Town of Star Prairie + *escrow deposit (\$1000/Lot; Max \$5000)*

***Attorney and Engineer fees directly related to this project will be billed separately as they occur.**

Town of Star Prairie | Major Subdivision | Preliminary Plat Review Checklist

Applicant:

Surveyor:

Contact Phone Number:

Email Address:

Property Location, Legal Description and/or Proposed Subdivision Name:

Preliminary Plat requirements apply to all major subdivisions unless, at the time of concept review, the applicant's request for exceptions to these requirements was determined by the Town Board to be appropriate. A Preliminary Plat shall be based upon a survey performed by a registered Land Surveyor. It shall correctly, on its face or accompanying documents, contain all information required of Wis. Stat. § 236, St. Croix County Code of Ordinances Chapter 13: Land Division, St. Croix County Code of Ordinances Chapter 15: Zoning, Town of Star Prairie Code of Ordinances Title 14: Subdivision and Platting, and any other pertinent ordinances and/or subsequent supporting resolutions of the Star Prairie Town Board.

Preliminary Plat approval by the Town Board does not imply that an applicant is automatically entitled to Final Plat approval. All variances required due to nonconformance with Town and County Ordinances must be clearly identified on the plat. A Final Plat may be denied by the Star Prairie Town Board on the basis of any item found to be in noncompliance with state, county or Town requirements. Any requirement for a variance must be resolved between the developer, property owner and Town Board, upon the advice of the Town Attorney and/or Engineer before the Town Plan Commission and/or Town Board meeting at which the Final Plat approval is to be considered.

In addition to all items required by Town of Star Prairie Code of Ordinances Title 14: Subdivision and Platting, please indicate or provide the following:

- Contiguous buildable area of each lot as defined by applicable Town of Star Prairie setback requirements
- Perc test and septic system sites shall be shown
- The following statement shall appear on the plat:
"Note: Lots may be subject to future special assessments for any upgrades and improvements to the road."
- Digital copies of all submitted plans and changes emailed to the Town Attorney and Engineer

Requirements for more complex applications, if applicable:

- or N/A Future utility easement locations
- or N/A Preliminary project design plans and profiles of roadway improvements
- or N/A Proposed subdivision signage or address signage
- or N/A Location, style and lumens of any proposed subdivision, walkway, monumentation or signage lighting[†]
[†]*Specific approval required by the Star Prairie Town Board*
- or N/A Location and dimensions of all land proposed to be dedicated for parks, playgrounds, open space, buffer space and conservation easements
- or N/A Information for the formulation of a draft Developer's Agreement, including the following:
 - A. Proposed restrictive covenants or deed restrictions, if any
 - B. Proposed homeowner's association bylaws, if any
 - C. Letter of credit or performance bond equal to 120% of project costs to Town of Star Prairie
- or N/A Preliminary construction cost estimate

Acknowledgement

I certify by my signature that all required documentation has been submitted to the Town Attorney, Town Engineer, and Town Clerk by the applicable submittal deadline for the Plan Commission meeting at which approval is being sought. I further certify that the information provided is complete and accurate to the best of my knowledge. Submittal deadline is the first Wednesday of the month at 3:00 p.m.

Signature:	<input type="checkbox"/> Owner <input type="checkbox"/> Authorized Agent <input type="checkbox"/> Surveyor	Date:
------------	--	-------

For Office Use Only	Received By: _____	Date: _____
----------------------------	--------------------	-------------

Town of Star Prairie | Major Subdivision | Conditions of Plat Approval

Name of Plat or CSM:

Date of Conditional Approval:

1. No construction activities—including clearing, grubbing, or earth moving—may begin until financial guarantees have been approved and a Developer’s Agreement has been fully executed.
2. The developer must submit a letter of credit for review and approval by the Town. Financial guarantees must remain in effect for a minimum of one year and be **automatically renewable** unless released by the Town prior to that time.
3. Record Drawings: A registered land surveyor or a professional engineer licensed in the State of Wisconsin shall provide record drawings for all stormwater management practices. These drawings must certify the actual location and elevations of all key features, including but not limited to culverts, stormwater ponds, and drainage ways.
4. Construction Certifications: A professional engineer must certify that the as-built conditions of the roads, stormwater systems, and erosion control measures substantially conform to the approved plans. The certification must also confirm that construction methods and materials used comply with the approved plans and all applicable State, County, and Town technical standards.
5. Final Inspection: The Town will conduct a final inspection of the property to confirm compliance with the approved plans. Certification of compliance will not be issued until the site is considered stabilized, meaning vegetation is well-established or appropriate surfacing materials are in place, and the risk of further soil erosion is minimal.
6. All driveway construction must be completed—at a minimum—to the right-of-way setback, concurrent with construction of the base course, or as otherwise specified in the Developer’s Agreement.
7. The developer is responsible for submitting a comprehensive construction schedule for all planned improvements. This schedule must include a preconstruction meeting involving the developer, engineer, surveyor, excavator, erosion control subcontractor, utility companies, and all relevant permitting agencies. The Town of Star Prairie and its engineer must be notified at least **five working days prior to the start of construction**.
8. If construction activities are not in substantial conformance by October 15th of the current year, the developer shall suspend all work until after May 15th of the following year.
9. All improvements must be in substantial conformance with the approved plans and all applicable Town Ordinances within one year of the commencement of construction. If any items remain incomplete after this one-year period, the Town reserves the right to convert the developer’s financial guarantee into cash in order to complete all outstanding work.
10. All conditions outlined in the Developer’s Agreement must be fully satisfied.
11. No building permits will be issued until the roadway construction—including the gravel base course—and all required improvements, including but not limited to erosion control measures and stormwater ponds, are in substantial compliance with the approved plans. A letter certifying such compliance must be provided by the Town’s and/or County’s inspecting engineer(s) prior to the issuance of any building permits.

Acknowledgement

I certify by my signature below that I have reviewed and agree to comply with all of the conditions set forth herein, as well as any additional conditions identified as part of the project’s approval.

Signature:	<input type="checkbox"/> Owner <input type="checkbox"/> Authorized Agent <input type="checkbox"/> Surveyor	Date:
Signature:	<input type="checkbox"/> Project Engineer	Date:

Town of Star Prairie | Subdivision Fee Schedule and Town of Star Prairie Contacts

Name of Subdivision:

Name of Developer/Agent:

Name of Developer/Agent:

Mailing Address:

City:

State:

Zip:

Phone Number:

Email Address:

Fees | Made Payable to Town of Star Prairie

Major Subdivision Application | Five or More Lots

- Concept Review Administrative Fee*: \$200.00
- Preliminary Review Administrative Fee*: \$200.00
- Final Review Administrative Fee*: \$200.00
 - Park Fund Fee: \$500.00/Lot
 - Developer's Agreement and/or Letter of Credit
- Escrow Deposit (\$1000/Lot; Max \$5000)

Minor Subdivision Application | Four or Fewer Lots

- Concept Review Administrative Fee*: \$200.00
- Certified Survey Map Administrative Fee*: \$200.00
 - Developer's Agreement and/or Letter of Credit, If Applicable

***Attorney and Engineer fees directly related to this project will be billed separately as they occur.**

Town of Star Prairie | Contacts

Town of Star Prairie

Andrea Neumann, Clerk/Treasurer
2118 Cook Drive
Somerset, WI 54025
(715) 246-9878
clerk@townofstarprairiewi.gov

Building Inspector: All Croix Inspections, Inc.

1810 Crest View Drive, Ste. 1C
Hudson, WI 54016
(715) 377-2152
office@allcroix.com
www.allcroix.com

Town of Star Prairie

Tom Heintz, Town Chairperson
(715) 529-7400
tom.heintz@townofstarprairiewi.gov

Town Engineer: Ayres Associates, Inc.

Josue Gonzalez, PE Civil Engineer
(651) 639-9606
gonzalezj@ayresassociates.com

Town of Star Prairie

Bob Crotty, Plan Commission Chairperson
(715) 338-2264
bob.crotty@townofstarprairiewi.gov

Town Attorney: Eckberg Lammers, P.C.

Nicholas Vivian, Attorney
(715) 808-8843
nvivian@eckbergammers.com

Meeting Schedule and Submission Deadline – Town of Star Prairie

- **Town Board Meetings:** Typically held on the **first Tuesday of each month at 6:00 p.m.**
- **Plan Commission Meetings:** Typically held on the **third Wednesday of each month at 6:30 p.m.**
- **Submission Deadline:** All documents must be submitted by **3:00 p.m. on the first Wednesday of the month.**
 - Submissions received after this deadline will be placed on the **next month's Plan Commission meeting agenda.**

All meetings are held at the Star Prairie Town Hall: 2118 Cook Drive Somerset, WI 54025

Applicant Information

Name of Property Owner:

Mailing Address:	City:	State:	Zip:
Phone Number:	Email Address:		

Name of Developer/Agent:

Mailing Address:	City:	State:	Zip:
Phone Number:	Email Address:		

Name of Surveyor:

Mailing Address:	City:	State:	Zip:
Phone Number:	Email Address:		

Name of Subdivision:

Total Acreage:	Number of Lots:
Parcel Number:	Parcel Location: ____ ¹ / ₄ , ____ ¹ / ₄ , Sec. ____, T 31N, R18W
Parcel Number:	Parcel Location: ____ ¹ / ₄ , ____ ¹ / ₄ , Sec. ____, T 31N, R18W

Concept Review Certified Survey Map Review

Acknowledgement

I certify by my signature that all information presented herein as well as supporting information are true and correct to the best of my knowledge. I further agree to withdraw this written application if substantive false or incorrect information has been included. I hereby request the Town of Star Prairie to process this application.

Signature:	<input type="checkbox"/> Owner <input type="checkbox"/> Authorized Agent <input type="checkbox"/> Surveyor	Date:
------------	--	-------

For Office Use Only	Application Submitted: _____	Date Paid: _____	Total: _____	Check # _____
				Receipt # _____

Town of Star Prairie | Minor Subdivision | Concept Review Application Requirements

Submittal deadline for concept review is the first Wednesday of the month at 3:00 p.m. The Town's engineer will review the CSM and provide written comment. The Plan Commission will review concepts and provide comment to the Town Board, which will offer its comments prior to a certified survey map application submission.

Required Application Materials:

- Qty 8 - Scaled 8.5x11 sketch/concept drawings for review by the Town's Plan Commission
 - *To include proposed driveway location(s) if needed to evaluate slope conditions, visibility or proximity to neighboring properties*
- Aerial map of the subject property, identifying parcel boundaries and adjacent property owners
- Identification of wetlands, waterways or other water features located on or adjacent to the property
- \$200 | Administrative fee* made payable to Town of Star Prairie

***Attorney and Engineer fees directly related to this project will be billed separately as they occur.**

Town of Star Prairie | Minor Subdivision | Certified Survey Map Application Requirements

Submittal deadline for certified survey maps is the first Wednesday of the month at 3:00 p.m. The Town's engineer will review the CSM and provide written comment. The Plan Commission may recommend approval, conditional approval, table or denial of the plat to the Town Board. All revisions must be addressed and resubmitted in final form to the Town Board. The Town Board will approve, offer conditional approval, table or deny the CSM. A final map, reflecting all required revisions and soil tests must be submitted for signature prior to St. Croix County Community Development Committee review.

Required Application Materials:

- Qty 8 - Complete 8.5x14 sets of the certified survey map for review by the Town's Plan Commission and Town Board
 - *To include proposed driveway location(s) if needed to evaluate slope conditions, visibility or proximity to neighboring properties*
 - *To include road plans, storm water and erosion control plans, if applicable*
 - *Maps must include disturbance of slopes 20% or greater and contiguous buildable area of each lot*
- Digital file of certified survey map - *emailed to clerk@townofstarprairiewi.gov*
 - *To include road plans & storm water and erosion control plans, if applicable*
- Preliminary soils information: one soil boring per three acres
- Declaration of restrictive covenants, deed restrictions or conditions and restrictions for shared driveway, if applicable
- Completed minor subdivision review checklist (see page 3)
- Mailing labels or pre-addressed envelopes for adjacent landowners within 200 feet of the proposed land division
- List of adjacent landowners within 200 feet of the proposed land division
- St. Croix County – Town Board checklist
- \$200 | Administrative fee* made payable to Town of Star Prairie

***Attorney and Engineer fees directly related to this project will be billed separately as they occur.**

Town of Star Prairie | Minor Subdivision | Review Checklist

Applicant:	Surveyor:
Contact Phone Number:	Email Address:

Property Location and/or Legal Description:

Certified Survey Map requirements apply to all minor subdivisions unless, at the time of concept review, the applicant's request for exceptions to these requirements was determined by the Town Board to be appropriate. A CSM shall be based upon a survey performed by a registered Land Surveyor. It shall correctly, on its face or accompanying documents, contain all information required of Wis. Stat. § 236, St. Croix County Code of Ordinances Chapter 13: Land Division, St. Croix County Code of Ordinances Chapter 15: Zoning, Town of Star Prairie Code of Ordinances Title 14: Subdivision and Platting, and any other pertinent ordinances and/or subsequent supporting resolutions of the Star Prairie Town Board.

All variances required due to nonconformance with Town and County Ordinances must be clearly identified on the plat. An application may be denied by the Star Prairie Town Board on the basis of any item found to be in noncompliance with state, county or Town requirements. Any requirement for a variance must be resolved between the developer, property owner and Town Board, upon the advice of the Town Attorney and/or Engineer before the Town Plan Commission and/or Town Board meeting at which the final CSM approval is to be considered.

In addition to all items required by Town of Star Prairie Code of Ordinances Title 14: Subdivision and Platting, please indicate or provide the following:

- Contiguous buildable area of each lot as defined by applicable town of star prairie setback requirements
- Perc test and septic system sites shall be shown
- The following statement shall appear on the plat:
"Note: Lots may be subject to future special assessments for any upgrades and improvements to the road."
- Digital copies of all submitted plans and changes emailed to the Town Attorney and Engineer

Requirements for more complex applications, if applicable:

- or N/A Declaration of restrictive covenants, deed restrictions or conditions and restrictions for shared driveway
- or N/A Future utility easement locations
- or N/A Preliminary project design plans and profiles of roadway improvements
- or N/A Proposed subdivision signage or address signage
- or N/A Location, style and lumens of any proposed subdivision, walkway, monumentation or signage lighting[†]
[†]Specific approval required by the Star Prairie Town Board
- or N/A Location and dimensions of all land proposed to be dedicated for parks, playgrounds, open space, buffer space and conservation easements
- or N/A Information for the formulation of a draft Developer's Agreement, including the following:
 - A. Proposed restrictive covenants, if any
 - B. Proposed homeowner's association bylaws, if any
 - C. Letter of credit or performance bond equal to 120% of project costs to Town of Star Prairie
- or N/A Preliminary construction cost estimate

Acknowledgement

I certify by my signature that all of the above information has been submitted to the Town Attorney, Town Engineer and Town Clerk by the submittal deadline of the Plan Commission meeting where approval is being sought, and that the information provided is a true representation to the best of my knowledge. Submittal deadline is the first Wednesday of the month at 3:00 p.m.

Signature:	<input type="checkbox"/> Owner <input type="checkbox"/> Authorized Agent <input type="checkbox"/> Surveyor	Date:
------------	--	-------

For Office Use Only

Received By: _____

Date: _____

Town of Star Prairie | Subdivision Fee Schedule and Town of Star Prairie Contacts

Name of Subdivision:

Name of Developer/Agent:

Name of Developer/Agent:

Mailing Address:

City:

State:

Zip:

Phone Number:

Email Address:

Fees

Major Subdivision Application | *Five or More Lots*

- Concept review administrative fee*: \$200.00
- Preliminary review administrative fee*: \$200.00
- Final review administrative fee*: \$200.00
 - Park Fund Fee: \$500.00/Lot
 - Developer's Agreement and/or letter of credit
- Escrow deposit (\$1000/Lot; Max \$5000)

Minor Subdivision Application | *Four or Fewer Lots*

- Concept review administrative fee*: \$200.00
- Certified survey map administrative fee*: \$200.00
 - Developer's Agreement and/or letter of credit, if applicable

***Attorney and Engineer fees directly related to this project will be billed separately as they occur.**

Town of Star Prairie | Contacts

Town of Star Prairie

Andrea Neumann, Clerk/Treasurer
2118 Cook Drive
Somerset, WI 54025
(715) 246-9878
clerk@townofstarprairiewi.gov

Building Inspector: All Croix Inspections, Inc.

1810 Crest View Drive, Ste. 1C
Hudson, WI 54016
(715) 377-2152
office@allcroix.com
www.allcroix.com

Town of Star Prairie

Tom Heintz, Town Chairperson
(715) 529-7400
tom.heintz@townofstarprairiewi.gov

Town Engineer: Ayres Associates, Inc.

Josue Gonzalez, PE Civil Engineer
(651) 639-9606
gonzalezj@ayresassociates.com

Town of Star Prairie

Bob Crotty, Plan Commission Chairperson
(715) 338-2264
bob.crotty@townofstarprairiewi.gov

Town Attorney: Eckberg Lammers, P.C.

Nicholas Vivian, Attorney
(715) 808-8843
nvivian@eckbergammers.com

Meeting Schedule and Submission Deadline – Town of Star Prairie

- **Town Board Meetings:** Typically held on the **first Tuesday of each month at 6:00 p.m.**
- **Plan Commission Meetings:** Typically held on the **third Wednesday of each month at 6:30 p.m.**
- **Submission Deadline:** All documents must be submitted by **3:00 p.m. on the first Wednesday of the month.**
 - Submissions received after this deadline will be placed on the **next month's Plan Commission meeting agenda.**

All meetings are held at the Star Prairie Town Hall: 2118 Cook Drive Somerset, WI 54025

Applicant Information

Name of Property Owner:

Mailing Address:	City:	State:	Zip:
Phone Number:	Email Address:		

Name of Developer/Agent:

Mailing Address:	City:	State:	Zip:
Phone Number:	Email Address:		

Name of Surveyor:

Mailing Address:	City:	State:	Zip:
Phone Number:	Email Address:		

Parcel Information

Parcel Number:	Parcel Location: _____ ¹ / ₄ , _____ ¹ / ₄ , Sec. _____, T 31N, R18W
----------------	--

Variance Overview

The Town of Star Prairie may grant a variance when an applicant demonstrates that an unnecessary hardship exists and that the required legal criteria are satisfied. Filing an application does not guarantee approval of a variance. Applicants may appear in person or through an authorized agent to present testimony, evidence and arguments in support of their request.

Application Deadline

Variance applications must be submitted by 3:00 p.m. on the first Wednesday of the month.

Review Process

The Plan Commission reviews the application and may recommend approval, conditional approval, tabling or denial to the Town Board. Any required revisions must be addressed before final consideration. The Town Board will approve, conditionally approve, table or deny the variance request.

Acknowledgement

I certify by my signature that all information presented herein as well as supporting information are true and correct to the best of my knowledge. I further agree to withdraw this written application if substantive false or incorrect information has been included. I hereby request the Town of Star Prairie to process this application.

Signature:	<input type="checkbox"/> Owner <input type="checkbox"/> Authorized Agent <input type="checkbox"/> Surveyor	Date:
------------	--	-------

For Office Use Only

Application Submitted: _____	Date Paid: _____	Total: _____	Check # _____
			Receipt # _____

Town of Star Prairie | Variance Request | Application Requirements

Required Application Materials:

- Qty 8 - Complete 8.5x14 Sets of the Certified Survey Map for Review by the Town's Plan Commission and Town Board
 - *Maps must include, when applicable:*
 - *Proposed driveway location(s) where slope, visibility, or proximity to neighboring properties may be a concern*
 - *Road plans*
 - *Stormwater management plans*
 - *Erosion control plans*
 - *Identification of slopes 20% or greater*
 - *Contiguous buildable area for each lot*
- Digital copy of the certified survey map - Emailed to clerk@townofstarprairiewi.gov
- List of adjacent land owners within 200 feet of the property
- Mailing labels or pre-addressed envelopes for adjacent landowners within 200 feet
- Any other documentation as requested by Town
- \$200 | Administrative fee* made payable to Town of Star Prairie

***Attorney and Engineer fees directly related to this project will be billed separately as they occur.**

Variance Criteria

Pursuant to Wisconsin Statutes, St. Croix County Code of Ordinances Chapter 15, and Town of Star Prairie Code of Ordinances Sec. 14-1-100, the Town may grant a variance only when all of the following criteria are met:

- An unnecessary hardship exists, meaning literal enforcement of the ordinance would unreasonably prevent the property owner from using the property for a permitted purpose, or make compliance with the ordinance unnecessarily burdensome.
- The hardship is caused by unique physical limitations of the property, not the personal circumstances of the property owner.
- The hardship is not self-created.
- The hardship is not based on financial gain or loss to the property owner.
- The variance will not be contrary to the public interest.
- The spirit and intent of the ordinance will be observed and substantial justice will be done.

The applicant bears the burden of demonstrating that these criteria are met.

Applicant Statement

Under Wisconsin law, a variance may only be granted when the required legal criteria are met. Please answer the following questions to explain how your request meets the criteria. **Personal preferences, convenience, or financial considerations alone are not sufficient grounds for a variance.** Attach additional pages as necessary.

1. Description of Request | Describe the variance you are requesting and the project or activity you are proposing. Include the specific ordinance requirement you are requesting relief from (for example: setback, lot size, structure location, etc.).

2. Unnecessary Hardship | Explain how strict enforcement of the ordinance would unreasonably prevent you from using your property for a permitted purpose, or make compliance unnecessarily burdensome.

3. Unique Property Conditions | Describe the physical characteristics of your property that create the hardship (such as lot size, shape, topography, wetlands, waterways, existing structures, or other physical limitations). Indicate whether these conditions were created by you or by previous property owners.

4. Alternatives Considered | Describe any other options you considered to comply with the ordinance (such as relocating the structure, changing the design, or reducing the size of the project). Explain why those alternatives were not feasible.

5. Public Interest Impacts | Explain how granting this variance will not harm the public interest. In particular, describe how your proposal will impact:

- a. Adjacent properties
- b. Roads or access
- c. Wetlands, waterways or other sensitive resources
- d. Public safety or visibility

Rezoning Request Application

ToSP-210

Town of Star Prairie | St. Croix County, Wisconsin

Applicant Information

Name of Property Owner:

Mailing Address:	City:	State:	Zip:
Phone Number:	Email Address:		

Name of Developer/Agent:

Mailing Address:	City:	State:	Zip:
Phone Number:	Email Address:		

Name of Surveyor:

Mailing Address:	City:	State:	Zip:
Phone Number:	Email Address:		

Site Information

Total Acreage:	Current Zoning District:	Proposed Zoning District:
Physical Property Address:	Does a Farmland Preservation agreement exist on this site? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Parcel Number:	Parcel Location: _____ 1/4, _____ 1/4, Sec. _____, T 31N, R18W	
Parcel Number:	Parcel Location: _____ 1/4, _____ 1/4, Sec. _____, T 31N, R18W	
Parcel Number:	Parcel Location: _____ 1/4, _____ 1/4, Sec. _____, T 31N, R18W	
Parcel Number:	Parcel Location: _____ 1/4, _____ 1/4, Sec. _____, T 31N, R18W	
<input type="checkbox"/> Concept Review <input type="checkbox"/> Preliminary Review <input type="checkbox"/> Final Review		

Acknowledgement

I certify by my signature that all information provided in this application, including any supporting documentation, is true and accurate to the best of my knowledge. I understand that if any material information is found to be false or misleading, this application may be withdrawn. I hereby request that the Town of Star Prairie proceed with processing this application.

Signature:	<input type="checkbox"/> Owner <input type="checkbox"/> Authorized Agent <input type="checkbox"/> Surveyor	Date:
------------	--	-------

For Office Use Only	Application Submitted: _____	Date Paid: _____	Total: _____	Check # _____
				Receipt # _____

Town of Star Prairie | Rezoning Procedure

Application Submittal and Review | Rezoning applications must be submitted by 3:00 p.m. on the first Wednesday of the month. The application must include all items identified on the checklist. After a preliminary review, additional information may be requested.

Completed Application | Once the application is deemed complete, the Town Clerk will schedule the appropriate meeting(s) where the application will first be considered by the Plan Commission. The Plan Commission may recommend approval, conditional approval, or denial of the rezoning application to the Town Board.

Town Recommendation | All revisions must be addressed and resubmitted in final form to the Town Board. The Town Board may recommend approval, conditional approval, or denial of the rezoning application to St. Croix County. Please note: Town recommendation of approval is required to proceed with a rezoning application with St. Croix County. Please note that some parcels may also be subject to extraterritorial jurisdiction.

Next Step with St. Croix County | The Town's recommendation for approval of a rezone shall accompany a rezoning application with St. Croix County. If the Town does not recommend approval of a rezone, it is considered an objection to the ordinance amendment under Wis. Stat. 59.69(5)(e), and the application will not be scheduled for public hearing with St. Croix County. If the Town fails to submit a recommendation, the public hearing shall occur without a Town recommendation.

Town of Star Prairie | Rezoning | Application Requirements

Required Application Materials:

- Qty 8 – Copies of the application packet to include:
 - *Aerial photo*
 - *Scaled map with boundaries of parcel(s) to be rezoned, showing zoning of adjacent properties*
 - *Drawing to include short-term or long-term plans for the property, identifying future use, density, layout, etc.*
 - *Completed rezoning questionnaire*
- Property's most recent tax bill for proof of ownership
- Legal description or boundary description, prepared by a registered land surveyor
- Mailing labels or pre-addressed envelopes for adjacent landowners within 200 feet of the proposed land division
- List of adjacent landowners within 200 feet of the proposed land division
- \$200 | Administrative fee* made payable to Town of Star Prairie

***Attorney and Engineer fees directly related to this project will be billed separately as they occur.**

Rezoning Questionnaire

To assist in determining how your proposed use relates to Town plans, please answer the following questions. Attach additional pages as necessary.

1. Explain why you wish to rezone this property.

2. Explain the compatibility of your proposed use with uses on existing properties in the vicinity of this site.

3. Explain how the proposed use will affect stormwater runoff, wetlands or will impact any shoreland areas.

4. Discuss if the site has any wildlife, scenic or recreational value that should be protected or enhanced. Indicate if you are willing to pursue such efforts as part of your proposed use of the property.

5. If the proposed use is residential development, please submit a concept plan of an anticipated lot layout and describe any significant features on the site (wetlands, floodplain, poor soils, steep slopes, etc.) that either support development or are challenging.

6. Describe how the rezoning application is consistent with the Town Comprehensive Plan, including the Future Land Use Plan.

Town of Star Prairie
2118 Cook Drive
Somerset, WI 54025
(715) 246-9878
clerk@townofstarprairiewi.gov