



Village Hall, 262-495-8316
Fax, 262-495-8755
Public Works Dept., 262-495-4106
Public Safety Dept., 262-495-4200
Building Inspector, 262-490-0277
Recreation Dept., 262-468-1174
Library Director, 262-495-4605

Palmyra Village Hall • 100 W. Taft St. PO Box 380 • Palmyra, WI 53156

Village of Palmyra

LAND USE APPLICATION – CONDITIONAL USE FEE \$200.00

In order to meet noticing requirements for certain Plan Commission applications a 45 day application & review process has been established.

APPLICANT

Name

telephone

Name

telephone

PROPERTY INTEREST OF APPLICANT

____ Owner

____ Agent for Owner

____ Other _____

Owner's name (if not the applicant)

telephone

Owner's address

city

state/zip

PROPERTY LOCATION

Street address or parcel (tax key) number

acreage or lot area

legal description

ZONING DISTRICT

Present

proposed

PROPOSED LAND USE(s)

Description, including name of development or subdivision, if applicable

SUPPORTING DOCUMENTS

____ Survey

____ Concept Plan

____ Site Plan

____ Building Elevations

____ List of Adjacent Property Owners

____ Other _____

____ A pdf file emailed to the Village Clerk of the supporting documents

The applicant certifies, by his or her signature below, familiarity with State of Wisconsin and Village of Palmyra regulations and procedures pertaining to this application for Land Use approval. The undersigned further certifies that the information contained in this application and all accompanying attachments and exhibits are true and correct to the best of his or her knowledge.

For all requests, professional service fees from the Village Engineer, Zoning Administrator and Attorney are the costs of the applicants / property owner per Section 17.17(6)(b) of the Village of Palmyra Zoning & Development Code.

Signature of applicant

Date of application

Signature of property owner (other than applicant)

Date of application

.....
FEE RECEIVED \$ _____ DATE _____ BY _____

For all requests, professional service fees from the Village Engineer, Zoning Administrator and Attorney are the costs of the applicants / property owner per Section 17.17(6)(b) of the Village of Palmyra Zoning & Development Code.

DO NOT WRITE BELOW THIS LINE – OFFICE USE ONLY

Date Received: ____/____/____

Application Received

By: _____

Plan Commission Date and Time YOU MUST BE PRESENT:

Date: ____/____/____ Time: ____:____ PM

Approved for processing by the Village of Palmyra Plan Commission Chairman:

Signature: _____

() Approved () Conditionally Approved

Approved by the Village Board of the Village of Palmyra

Date: _____ Signature: _____

Fire Department Inspector Approval _____

Date _____

Building Inspector Approval _____

Date _____

Occupancy Permit # _____

Village of Palmyra
CONDITIONAL USE JUSTIFICATION
(Attach to Land Use Application)

APPLICANT

Name

address

Describe how the conditional use if granted will be consistent with the purposes and intent of the zoning code, and will not adversely affect the public health, safety or welfare; and

Describe how the conditional use if granted will not be hazardous, harmful or otherwise adverse to the environment or to the reasonable use and value of nearby properties or the community in general; and

Describe how the conditional use if granted will be compatible with the existing uses of, and structures upon, surrounding properties, and will not impede the normal and orderly development and improvement of other properties for uses permitted in the district; and

Describe how the conditional use if granted will be designed and operated in a manner which minimizes adverse effects, including visual impacts, on surrounding properties and the community as a whole; and

Describe how the conditional use if granted provides adequate means of ingress and egress so as to minimize traffic congestion in the public streets and will not cause any significant traffic problems; and

Describe how the conditional use if granted has, or makes provisions for, adequate utilities, access roads, drainage and other necessary site improvements; and

Describe how the conditional use if granted will be consistent with the Village's Comprehensive Plan for the area in which it is located.

Required Attachments: 1. A list of names and mailing addresses of adjacent property owners within 100 feet of the subject property.

NOTICE

PLEASE BE ADVISED that pursuant to Village of Palmyra Ordinance No. 06-17, the Village of Palmyra Village Board has determined that the Village Treasurer shall charge the property owner for costs incurred by the Village whenever the services of the Village Attorney, Village Engineer, Village Planner, or any other professional results in a charge to the Village for professional time and services if such service is not a service supplied to the Village as a whole,. Also be advised that pursuant to the Village of Palmyra Ordinances certain other fees, costs and charges are the responsibility of the property owner making application to the Village.

I, the undersigned, hereby acknowledge that I have been advised that, pursuant to the Village of Palmyra Ordinance No. 06-17, if the Village Attorney, Village Engineer, Village Planner, or any other 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 and, in the event I fail to timely pay such charges, the Village will assess them against my property as a special charge together with any accrued interest. Also I have been advised that pursuant to the Village of Palmyra code certain other fees, costs and charges are my responsibility.

Dated this ____ day of _____ 20 ____

Signature of the Property Owner: _____

Please Print Name of Property Owner: _____

Address of Property: _____

Tax Key No. of Property: _____

- ☐ Original kept on file with Village Clerk.
- ☐ Copy provided to Property Owner.