

TOWN OF BURKE

5365 Reiner Road, Madison, WI 53718 • (608) 825-8420 • TownofBurke.com

UNIFIED PLANNING/ZONING APPLICATION

APPLICATION TYPE (CHECK ALL THAT APPLY):

REZONING
 CONDITIONAL USE
 COMPREHENSIVE PLAN AMENDMENT
 VARIANCE
 CERTIFIED SURVEY MAP
 SITE PLAN
 PRELIMINARY PLAT
 FINAL PLAT

SEE PAGE 2 FOR SPECIFIC SUBMITTAL REQUIREMENTS AND FEES FOR EACH APPLICATION TYPE

APPLICANT INFORMATION

NAME:	MAILING ADDRESS:
EMAIL:	PHONE:

PROPERTY OWNER INFORMATION (Required if property is not currently owned by applicant)

NAME:	MAILING ADDRESS:
EMAIL:	PHONE:

AGENT INFORMATION (Attorney/Engineer/Architect)

NAME & NAME OF FIRM:	MAILING ADDRESS:
EMAIL:	PHONE:

CURRENT PROPERTY INFORMATION

SUBJECT PROPERTY ADDRESS(ES):	CURRENT ZONING:
SUBJECT PROPERTY PARCEL NUMBER(S):	PROPERTY SIZE (ACRES):
SUBJECT PROPERTY LEGAL DESCRIPTION (Attach separately if necessary):	

The Town of Burke approval process for planning and zoning related applications is separate from the Dane County approval process. For information about the Dane County approval process, please contact the Dane County Planning and Zoning at 608-266-4266. Submit a copy of your Dane County Petition showing the Application Date and Petition Number with this application.

Applications are reviewed based on requirements of Town of Burke ordinances and objectives of the Town of Burke Comprehensive Plan. Costs incurred by the Town of Burke, including professional fees, related to the review of this application shall be passed through to the applicant. Escrow funds paid upon application will be applied to such costs. If escrow remains at conclusion of application processing, it will be returned to applicant. If costs exceed escrow, applicant will be billed for actual cost. Invoices not paid within 30 days are subject to 18% interest. Fees are non-refundable.

I (we) certify that all information submitted with this application are true to the best of my (our) knowledge and belief. I (we) have read and accept the responsibilities of costs incurred by the Town of Burke related to review of this application as described above and understand that payment of fees and escrow does not guarantee approval of this application. I (we) acknowledge that Town officials and consultants may need to enter the subject property to gather information necessary to process this application and hereby consent to such entry. I (we) understand that meeting dates are tentative and may be postponed by the Town. If this application is approved, I (we) agree to abide by the approved plans and conditions associated with such approval.

APPLICANT SIGNATURE: _____ DATE: _____

PROPERTY OWNER SIGNATURE: _____ DATE: _____

OFFICE USE:	Total Fees Received:	Published Date(s):	Plan Comm Date:	Town Board Date:
Date Application Received:	Total Escrow Received:	Public Hearing Date:	Plan Comm Decision:	Town Board Decision:
			APPROVE / DENY	APPROVE / DENY

REZONING CHECKLIST:

- \$75 FEE + \$75 ESCROW (\$150 TOTAL)
- CURRENT ZONING: _____ REQUESTED ZONING: _____
- Copy of all materials submitted to Dane County including their rezoning application

CERTIFIED SURVEY MAP CHECKLIST:

- \$100 FEE, \$250 ESCROW (\$350 TOTAL)
 - Certified survey map signed by licensed surveyor which shall include:
 - All information required by Section 236.34 Wis. Statutes
 - Certification that surveyor has fully complied with all provisions of Town & County Land Division Codes
 - Existing buildings, watercourses, drainage ditches and other features pertinent to proper division
 - Date of map, graphic scale, and name and address of owner and surveyor
- NOTE: Property lines and related changes in assessed value(s) will not occur until the following tax/assessment year.*

CONDITIONAL USE CHECKLIST:

- \$300 FEE, \$300 ESCROW (\$600 TOTAL)
- CURRENT PROPERTY USE: _____ REQUESTED PROPERTY USE: _____
- Copy of all materials submitted to Dane County including their conditional use application
- Plat of survey prepared by registered land surveyor showing all information necessary for a building permit
- Statement by applicant and evidence showing proposed use is compatible with current and future development that includes:
 - Conditions that would make the use more compatible with current and future development
 - Description of how proposed use fits objectives of Town of Burke Comprehensive Plan
 - Importance of services provided by the proposed use to the community, if any
 - Requirements of the facility and, without undue inconvenience to developer, availability of alternative suitable locations
 - Sufficiency of the terms and conditions proposed to protect and maintain the uses in the surrounding neighborhood
 - Conformance of the proposed development with Dane County Zoning
 - Other factors pertinent to the proposed use, site conditions, or surrounding area considerations

COMPREHENSIVE PLAN AMENDMENT: February, June and October ONLY

- \$300 FEE, \$250 ESCROW (\$550 TOTAL)
- MAP AMENDMENT:
 - CURRENT MAP DESIGNATION: _____ REQUESTED MAP DESIGNATION: _____
 - Attach map depicting land subject to map amendment
 - Attach detailed explanation and justification for proposed amendment
- TEXT AMENDMENT:
 - SECTION OF COMPREHENSIVE PLAN TO BE AMENDED: _____
 - Attach complete text of amendment
 - Attach detailed explanation and justification for proposed amendment

VARIANCE CHECKLIST:

- \$75 FEE + \$75 ESCROW (\$150 TOTAL)
- Cite the ordinance for which a variance is requested: _____
- Explanation of reason for request including the exceptional or undue hardship if variance is not granted
- Property diagram depicting current fence, driveway, etc. and placement if variance granted

SITE PLAN CHECKLIST:

- \$350 FEE
- Site plan that includes buildings and shows relationship to physical character of site and adjoining properties and includes:
 - Layout with regard to public street access, parking and loading areas (complaint with Dane County zoning)
 - Proposed water supply, drainage facilities, sanitary/septic, waste disposal and stormwater/erosion control
 - Plans for landscaping, lighting and signage

PRELIMINARY PLAT CHECKLIST:

- \$250 FLAT FEE + \$100/6 LOTS PLUS \$10 PER LOT ABOVE 6 + \$5,000 ESCROW
- Preliminary plat reflecting proposed land division in accordance with Wis. Stats. 236 and Town of Burke Comprehensive Plan
- Copy of all materials required by Dane County for a preliminary plat

FINAL PLAT CHECKLIST:

- \$100/6 LOTS PLUS \$10 PER LOT ABOVE 6
- Final plat reflecting proposed land division in accordance with Wis. Stats. 236 and Town of Burke Comprehensive Plan
- Copy of all materials required by Dane County for a final plat