

<b>Zoning Petition #</b>	<b>Date Received</b> ____/____/____	<b>Fee Paid</b> \$	<b>Received by:</b>
<b>Name</b>	<b>Address</b>	<b>Town</b>	<b>Zip Code</b>
<b>Telephone #</b> (____)	<b>Fax#</b> (____)	<b>Cell#</b> (____)	<b>Email Address</b>
<b>Permanent Parcel #</b>	<b>Current Zoning</b>	<b>Owner of Property</b>	<b>Agent on behalf of owner: Yes or No</b>

*Before a public hearing can be scheduled before the Planning/Zoning Commission, the following information is needed from the applicant:*

- A list of all property owners within 200' of the subject parcel (including names and addresses).
- Ten sets of proposed architectural design plans.
- Ten copies of a legal Plat of Survey of the subject property.
- Ten sets of topography or grading plans (if applicable – change in grade or structural elevation change).
- A cover letter with the above documents stating the purpose of the request.
- An approval letter from an association (if applicable).

*Payment for a zoning hearing is due at the time of application.*

The Planning and Zoning Commission meets the first Tuesday of each month (if there is business pending before the Commission). Hearing dates are scheduled based on meeting availability, receipt of the above documentation and payment of zoning fees. If the property is located with a townhome, condominium or Planned Unit Development area, an association approval letter is required as well.

**Petitioner's Certification:** I hereby certify that all documents and information provided to the Village is accurate and complete. I understand and agree that if the Village incurs legal, engineering consultant or hearing costs exceeding the application fees, such additional costs will be paid by the petitioner.

Petitioner (or agent signature) \_\_\_\_\_ Date: \_\_\_\_\_

**Minimum Fees Established for Zoning Matters: (Ordinance #09-4)**

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| Variation (Residential) \$500.00             | Special Use PUD Decks \$500            |
| Variation (Commercial) \$1,000               | Special Use PUD Other \$1,500          |
| Amendment (zoning change under 1 acre) \$600 | Special Use (Residential) \$500        |
| Amendment (zoning change 1-5 acres) \$1,500  | Special Use (Commercial) \$1,000       |
| Amendment/Zoning (five + acres) \$3,000      | Special Use Detached Structure \$1,500 |
| Special Use Amend PUD (Commercial) \$2,000   | Special Use Create New PUD \$1,500     |
| Text Amendment \$1,000                       |  |