

# CHAPTER 90: ZONING – PERMIT APPLICATION

THE VILLAGE OF MOUNT PLEASANT  
8811 CAMPUS DRIVE, MOUNT PLEASANT, WI 53406 | P: (262) 664-7800

\*STAFF USE ONLY



**1. PERMIT NUMBER(S)\*:** \_\_\_\_\_

## 2. APPLICATION TYPE

Select all that apply.

<input type="checkbox"/> Appeal of Administrative Decision	<input type="checkbox"/> Development Agreement (Amendment)	<input type="checkbox"/> Zoning Compliance Review
<input type="checkbox"/> Administrative Adjustment	<input type="checkbox"/> Development Plan	<input type="checkbox"/> Zoning Map Amendment
<input type="checkbox"/> Comprehensive Plan Amendment	<input type="checkbox"/> Site Plan (Administrative)	<input type="checkbox"/> Zoning Request Letter
<input type="checkbox"/> Conditional Use	<input type="checkbox"/> Site Plan (Plan Commission)	<input type="checkbox"/> Zoning Variance
<input type="checkbox"/> Development Agreement (New)	<input type="checkbox"/> Zoning Compliance Permit	

## 3. PROJECT/SUBJECT PROPERTY LOCATION

Street Address	
Parcel ID Number	
Zoning District	
Shoreland (Yes/No)	
Floodplain (Yes/No)	

## 4. APPLICANT'S INFORMATION

Applicant is the primary party responsible for the development.

Name				
Phone Number				
Mailing Address	Street			
	City	State	Zip	
E-Mail Address				

## 5. PROPERTY OWNER'S INFORMATION

Name				
Phone Number				
Mailing Address	Street			
	City	State	Zip	
E-Mail Address				

## 6. OTHER INFORMATION

Applicant's representative, surveyor, engineer, architect, etc.

Name	
Phone Number	



## CHAPTER 90 PERMIT APPLICATION

<b>Mailing Address</b>	<b>Street</b>			
	<b>City</b>		<b>State</b>	<b>Zip</b>
<b>E-Mail Address</b>				

### 7. REQUIRED SUBMITTAL DOCUMENTS

- All documents noted on the application type's required submittal documents checklist.
- Applicants shall provide payment in cash or a check made out to the *Village of Mount Pleasant*.

### 8. PROPERTY OWNER AUTHORIZATION

- 8.1. I have read the application and the attached documentation, and I understand that my application may be delayed or deemed incomplete if I have provided insufficient information and documentation to allow for approval.
- 8.2. I certify that the information provided in this application, including all submittals and attachments, is true and correct to the best of my knowledge.
- 8.3. I understand and agree that all required inspections will be requested two business days in advance, and it is the applicant's responsibility to ensure that required inspections have been requested, completed, and approved.
- 8.4. If inspections are not required, and the applicant does not request optional inspections, I acknowledge that I will comply with the Village Code of Ordinances and the submitted, approved documents. Failure to do so will result in the Village issuing a zoning violation ordering the project into compliance.
- 8.5. I authorize the Village or its acting agent to enter the subject property, as described in Section 3.
- 8.6. I authorize the party(s) listed on this application to act on my behalf regarding the subject property described above.

<b>Applicant's Signature</b>		<b>Date:</b>	
<b>Property Owner's Signature</b>		<b>Date:</b>	

### 9. DEVELOPMENT DISCLOSURE

- 9.1. It is the property owner and applicant's responsibility to determine if additional permits from other agencies will be required, including but not limited to: Wisconsin State Building Codes, Wisconsin State Department of Natural Resources, FEMA, Wisconsin State Department of Transportation and U.S. Fish and Wildlife. If additional permits are required, it is the responsibility of the property owner and applicant to obtain such permits and comply with their conditions of approval prior to submitting this application.
- 9.2. The applicant acknowledges that the Village could incur substantial costs throughout the review process and that it is appropriate for the applicant to be financially responsible for expenses related to the development process rather than the Village residents. Thus, the applicant agrees to pay the Village all reasonable costs for engineering, planning, legal, and administrative expenses incurred by the Village because of this application.
- 9.3. Both parties acknowledge that the payment of funds and executing this application does not imply any outcome or decision by the staff of the Village, the Plan Commission, or the Village Board of Trustees.
- 9.4. It is the property owner and applicant's responsibility to provide the Village all necessary legal documentation related to the property, including but not limited to: proof of ownership, receipts, surveys, deed restrictions, vacation records, or easement records.
- 9.5. *I acknowledge, understand, and agree, that all I will provide relevant documentation to the Village and that I will obtain all required permits and consent before the start of construction, adhering to all conditions of approval.*

<b>Applicant's Signature</b>		<b>Date:</b>	
<b>Property Owner's Signature</b>		<b>Date:</b>	

### 10. STAFF INTAKE\*

<b>Total Fees</b>			
<b>Intake Staff Name</b>		<b>Date:</b>	
<b>Staff's Signature of Completeness</b>		<b>Date:</b>	

