

TOWN OF LAFAYETTE

County of Walworth

State of Wisconsin

REZONE, CU, ETC. APPLICANT INFORMATIONAL HANDOUT

APPLICATION FEES

❖ Rezone	\$ 350
❖ Conditional Use & Amended CU	\$ 350
❖ Variance	\$ 350
❖ Certified Survey Maps	\$ 150
❖ Comprehensive Map Plan Amendment	\$ 1,200

FEE PAYMENT RECEIVED

\$ _____

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CK# _____ Cash _____

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RCVD BY: _____

DATE: ____/____/____

Ten (10) copies of all applications, supporting documents and maps along with fee needs to be in the Clerk’s office by the day before the first Wednesday of the month.

Public Hearing will be held the following month.

NOTE: Use the same application as Walworth County.

EXAMPLE OF PLAN COMMISSION DATES

1st Wednesday – MAY 4, 2022 - 7:00 pm
Public Hearing at Plan Commission meeting - Applicant Presents Request

1st Wednesday – JUNE 1, 2022 - 7:00 pm
Decision by Plan Commission (at Plan Commission meeting)

3rd Wednesday – JUNE 15, 2022 – 6:00 pm
Decision by Town Board (at Town Board meeting)

You have received a sign (from the Town Clerk) to post on your application property. TO AVOID TABLING OF YOUR APPLICATION:
- POST THIS SIGN IN A HIGHLY VISIBLE LOCATION WHERE IT CAN BE SEEN BY THE PUBLIC FROM THE ROADWAY.
- POST THIS SIGN A MINIMUM OF 14 DAYS BEFORE THE PUBLIC HEARING UNTIL THE HEARING.
- RETURN THE SIGN AT THE PUBLIC HEARING. If the sign is not returned, there will be a replacement cost assessed, approximately \$150.

PLEASE NOTE

- Notice of your application will be published in the Town’s legal newspapers as well as posted in the Town before the Public Hearing.
• You and/or your representative(s) may make a presentation at the Public Hearing only.
• The public is invited to speak at the Public Hearing only.
• All decisions by the Plan Commission will be forwarded to the Town Board.
• After the Town Board makes a decision on your application, the County will be notified of any and all decisions.
• Complete Process and Procedures are on the backside of this handout.

Town Clerk-Treasurer
N5573 Bowers Road
Elkhorn WI 53121-4165

Questions: 262.441-8896
clerk@lafayettewcwi.gov

TOWN HALL ADDRESS: W4614 POTTER RD
(corner of Cobb & Potter Roads)

All meetings are at Town Hall unless otherwise noted.

COMPLETE PROCESS AND PROCEDURES FOR REZONES, ET AL

APPLICATION:

1. Application will be filed by 5 pm of the Tuesday before the first Wednesday (of the month) with the Clerk's office, to be heard at the following month's Public Hearing.
2. Completed application will be filed with 10 copies (including all supporting documents).
3. Fee will be paid at time application is filed with the Clerk.
4. Applicant will receive:
 - a) Dated Informational Handout
 - b) Property posting signage

BEFORE PUBLIC HEARING:

1. The application item is distributed to the Plan Commission members and Town Board members.
2. A notice of the Public Hearing date will be published in Town's legal newspaper publications stating applicant request, once as a notice, once as an agenda item. Posting may be done in lieu of publication.

PUBLIC HEARING:

Check front side of this handout for exact date of the scheduled first Wednesday of the month.

1. Take roll and determine if quorum is present.
2. Confirm compliance with open meeting laws and public notice requirements.
3. Read application.
4. Allow statement by applicant and/or representative(s).
5. Allow questions by the Plan Commission.
6. Allow statements by the public.
7. Report on related correspondence.
8. Allow final statement and/or response by applicant and/or representative(s).
9. Close Public Hearing.
10. Chairman appoints no more than two (2) members of the Plan Commission to contact the County Land Use and Resource Management Department office for verification of information presented.

PLAN COMMISSION DECISION MEETING:

Decision on application is normally made at the next month's Regular Plan Commission meeting.

1. Take roll and determine if quorum is present.
2. Confirm compliance with open meeting laws and public notice requirements.
3. State the date the Public Hearing was held.
4. Appointed commission member at Public Hearing presents findings.
5. Review pertinent fact and allow discussion.
6. Determine whether application contains information necessary to make decisions.
 - a) Motions – Conclusions of Law
 - b) Specify applicable legal standards.
 - c) Determine which facts relate to the legal standards.
7. Determine whether legal standards are met (agree on any permit conditions).
8. Vote on any motion(s) made.
9. Report any motion and vote to Town Board.

TOWN BOARD MEETING:

Decision on application is made at the next regular monthly Town Board meeting held after the decision at the Plan Commission meeting.

1. Take roll and determine if quorum is present.
2. Confirm compliance with open meeting laws and public notice requirements.
3. State the date the Public Hearing was held.
4. Allow discussion by the Town Board only.
5. Motions – Conclusions of Law
 - a) Specify applicable legal standards.
 - b) Determine which facts relate to the legal standards.
6. Vote on any motion(s) made.
7. Report on any motion(s) and vote to Walworth County Land Use and Resource Management Department.