

TOWN OF LAFAYETTE

County of Walworth

State of Wisconsin

REZONE, CONDITIONAL USE, 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

Ten (10) copies of all applications, supporting documents, and maps along with fee must be in the Clerk's **office by the day before the first Wednesday of the month**. Also email all materials to the Clerk-Treasurer at clerk@lafayettewcwi.gov. Public Hearing will be held the following month.

NOTE: Use the Walworth County application at <https://www.co.walworth.wi.us/547/Zoning>.

EXAMPLE OF APPLICATION PROCESS

January 3, 2024 (1st Wednesday of month)

Complete application (10 copies + email) and fee are submitted to the Town Clerk. Sign to display on property (14+ days prior to Public Hearing) is given to applicant.

February 7, 2024 - 7:00 p.m. (1st Wednesday of month)

Public Hearing at Plan Commission meeting - **Applicant Presents Request**

March 6, 2024 - 7:00 p.m. (1st Wednesday of month)

Decision by Plan Commission (at Plan Commission meeting)

March 20, 2024 - 6:00 p.m. (3rd Wednesday of month)

Decision by Town Board (at Town Board meeting). Decision is sent to Walworth County Land Use.

TO AVOID POSTPONING OF YOUR APPLICATION:

- Post sign in a **HIGHLY VISIBLE LOCATION** where it can be seen by the public from the road.
- Post 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 posted on the Town's website and Town Hall.
- You and/or your representative(s) may make a presentation at the Public Hearing only.
- Complete Process and Procedures are on the backside of this handout.

Town Clerk-Treasurer Office
Municipal Garage
N5573 Bowers Road
Elkhorn WI 53121-4165

Questions: 262-723-4321
clerk@lafayettewcwi.gov
Website: lafayettewcwi.gov

TOWN HALL ADDRESS: W4614 Potter Road, Elkhorn

***All meetings are at Town Hall unless otherwise noted. ***

OFFICE USE ONLY BELOW

Amount Received: \$ _____ CK# _____ Cash _____

Received by: _____ DATE: _____

Sign Given

Your Public Hearing is scheduled for: _____

COMPLETE PROCESS AND PROCEDURES FOR REZONES, ET AL
Read all these instructions, failure to follow these instructions may delay scheduling of your Public Hearing.

APPLICATION:

- The complete application(s) must be submitted to the Clerk before the first Wednesday of the month, to be heard at the following month's Public Hearing.
 - A complete application(s) includes 10 copies (including all supporting documents) and shall also be sent via email (pdf) to the clerk at clerk@lafayettewcwi.gov. Walworth County applications are located at <https://www.co.walworth.wi.us/547/Zoning>. (Properties in the Elkhorn ETZ can find applications here: <https://www.cityofelkhorn.org/building/page/zoning-applications>.)
 - Application(s) shall be submitted to Walworth County Land Use or the City of Elkhorn Zoning Department prior to submitting to the Town and shall be stamped RECEIVED by same.
- The fee will be paid at time application is filed with the Clerk.
- Applicant will receive:
 - Date of Plan Commission Public Hearing at which time applicant can make a presentation and/or be present to answer questions.
 - Sign for posting at the property (must be posted in a spot visible to the public at least 14 days prior to the Public Hearing).

BEFORE PUBLIC HEARING:

- The application item is distributed to the Plan Commission members and Town Board members.
- A notice of the Public Hearing date will be posted on the Town's website and at Town Hall.

PUBLIC HEARING: *(Check front side of this handout for exact date.)*

- Chair reads the application.
- Allow statement by applicant and/or representative(s).
- Allow questions by the Plan Commission.
- Allow statements by the public.
- Report on related correspondence.
- Allow final statement and/or response by applicant and/or representative(s).
- Chairman appoints no more than two (2) members of the Plan Commission to contact Walworth County Land Use and Resource Management Department office for verification of information presented. (Property located in the Elkhorn ETZ will contact the City of Elkhorn Zoning Administrator.)

PLAN COMMISSION DECISION MEETING: *(Decision is made at next month's regular PC meeting.)*

- State the date the Public Hearing was held.
- Appointed commission members present findings from Walworth County LURM (or Elkhorn Zoning Administrator).
- Review pertinent facts and allow discussion.
- Determine whether application contains information necessary to make decisions. Determine whether legal standards are met (agree on any permit conditions).
- Vote on motion with any conditions; motion is a recommendation to the Town Board.

TOWN BOARD MEETING: *(Decision on application is made at the next regular monthly Town Board meeting.)*

- State the date the Public Hearing was held.
- Town Board considers Plan Commission recommendation. Allow discussion by the Town Board only.
- Vote on any motion(s) made.
- Report on any motion(s) and vote to Walworth County Land Use and Resource Management Department (or Elkhorn Zoning Administrator.)