



# TOWN OF GRAFTON LAND USE PLAN MAP AND COMPREHENSIVE PLAN: 2035 AMENDMENT APPLICATION

1102 Bridge Street  
P.O. Box 143  
Grafton, WI 53024  
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Website: www.town.grafton.wi.us

A separate application form must be completed each time the issue appears before the Town Plan Commission or Town Board of Supervisors. A separate application form must also be completed each time Staff review of punchlist items is required. All information is required for each application. *If submitting applications via facsimile, please send copies of the front and back of the application as well as the front and back of the checklist (as applicable). Applications received without signature and all required information are considered incomplete and will not appear on the agenda or be reviewed by Staff.*

Applications for Agendas with attached submittals are due at least **45 days** prior to each meeting. Incomplete applications will not appear on the Town's agenda. A completed and signed Land Use Plan Map and Comprehensive Plan: 2035 Amendment Requirement Checklist must accompany the application indicating that all of the required information has been attached, as well as thirty (30) copies of all documentation. In addition, an electronic copy of all submittal information is also required. Please see the Land Use Plan Map and Comprehensive Plan: 2035 Amendment Requirement Checklist for additional submittal guidelines.

**Pre-application Conference:** All applicants requesting to be placed on the Planning Commission agenda must schedule a meeting with the Town Professional Staff or designee in a pre-application conference prior to being placed on the agenda. If it is determined by the Town Professional Staff that the preliminary application is sufficient and adequate information is provided, a written application and the required plan and information shall be submitted to the Town Clerk. The application will be placed on the next available Plan Commission agenda subject to established submittal time limits. *Please note that a pre-application conference must take place and revisions per Staff comments be completed prior to the 45-day deadline in order for materials to be submitted to the Town Clerk on time.*

- Pre-application Conference: Date \_\_\_\_\_
- Planning Commission Agenda Application: Date \_\_\_\_\_ (1<sup>st</sup> Wed. of Each Month)
- Board of Supervisors Agenda Application: Date \_\_\_\_\_ (2<sup>nd</sup> Wed. of Each Month)
- Staff review of punchlist items

Name of Project: \_\_\_\_\_

Tax Key No.: \_\_\_\_\_

Location (lot/block, attach legal): \_\_\_\_\_

Street Address: \_\_\_\_\_

Existing Zoning: \_\_\_\_\_ Proposed Zoning : \_\_\_\_\_

Landowner of Record: Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Applicant: Name: \_\_\_\_\_  
(if different than owner)

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

