

TOWN OF FULTON
 2738 W. FULTON CENTER DR.
 EDGERTON, WI 53534

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TOWN OF FULTON

ROCK COUNTY

TOWN USE ONLY
Application Number: _____
Received By – Date (MM/DD/YYYY): _____

ZONING, CONDITIONAL USE, VARIANCE, AND LAND USE CHANGE – APPLICATION FORM

****PLEASE DO NOT COMPLETE THIS APPLICATION UNTIL YOU HAVE READ THE *APPLICATION FORM REQUIREMENTS, TERMS AND CONCEPTS ON PAGE 3.* PLEASE COMPLETE ALL PAGES OF THIS FORM AND INCLUDE A MAP, CONTAINING ALL INFORMATION AS IDENTIFIED ON PAGES 2-4 OF THIS FORM.****

FEE SCHEDULE

ALL FEES ARE DUE AT THE TIME THE APPLICATION IS SUBMITTED. APPLICATIONS WILL NOT BE CONSIDERED FOR APPROVAL UNTIL FEES ARE PAID. ALSO INCLUDE A COPY OF THE SIGNED "AGREEMENT FOR REIMBURSABLE SERVICES" FOUND AT THE END OF THIS APPLICATION.

1. RE-ZONE, CONDITIONAL USE PERMIT, VARIANCE, OR LAND USE CHANGE: \$460

1. Type of request (please check only one):	<input type="checkbox"/> Re-zone	<input type="checkbox"/> Conditional use permit	<input type="checkbox"/> Variance	<input type="checkbox"/> Land Use
2. Request is consistent with Town's Comprehensive Plan – Future Land Use Map:	<input type="checkbox"/> Yes <input type="checkbox"/> No			
3. The property is in a State-certified Farmland Preservation zoning district:	<input type="checkbox"/> Yes <input type="checkbox"/> No			
4. Proposed change meets all Town Base Farm requirements:	<input type="checkbox"/> Yes <input type="checkbox"/> No			
5. A land division will be required as a component of the request:	<input type="checkbox"/> Yes <input type="checkbox"/> No			
If you answered Yes , you will need to complete the Town's application for subdivisions and the Rock County Land Division process. Please contact the Rock County Planning, Economic & Community Development Agency before completing and submitting this form. The Agency can be reached at 608.757.5587, planning@co.rock.wi.us , or 51 S. Main St., Janesville, WI 53545.				
6. The property is adjacent to a Rock County highway, or in the Rock County Floodplain, Shoreland Overlay, or Airport Overlay zoning district:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure			
If you answered Yes or Unsure and you plan to undertake any development activity (building construction/location or earth-moving activities) in the zoning/land use change property, you will/may need to obtain a Rock County Building Site Permit. Please contact the Rock County Planning, Economic & Community Development Agency before completing and submitting this form to the Town. The Agency can be reached at 608.757.5587, planning@co.rock.wi.us , or 51 S. Main St., Janesville, WI 53545.				

APPLICANT INFORMATION

7. LANDOWNER OR AUTHORIZED LANDOWNER REPRESENTATIVE

a. Name:				
Telephone:		Email:		
Address:	City:	State:	Zip:	
b. Name:				Telephone:
Telephone:		Email:		
Address:	City:	State:	Zip:	

8. AGENT (SURVEYOR AND DEVELOPER)

a. Surveyor name:				
Telephone:		Email:		
Address:	City:	State:	Zip:	
b. Developer name:				Telephone:
Telephone:		Email:		
Address:	City:	State:	Zip:	

9. Please identify the individual from 7. or 8. that will serve as the primary contact: **7a.** **7b.** **8a.** **8b.**

ZONING/CONDITIONAL USE/VARIANCE/LAND USE CHANGE INFORMATION

10. Current zoning of property:	11. Current use of property:
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12. Current water service on property: **Municipal** **Private**

13. Current sewer service on property: **Municipal** **Private**

14. Reason for zoning/land use change: **Sale/ownership transfer** **Farm consolidation** **Refinance** **Other:**

15. If you answered **Re-zone** to **1.**, indicate proposed zoning of property:

16. Proposed use of property (Please also include a site plan/map as identified on the following page, under “Application Checklist”):

17. If proposed residential use, identify (if applicable): **Number of dwelling units:** _____ **Number of parking stalls:** _____

18. If proposed commercial use, identify (if applicable): **Hours of Operation:** _____ **Floor Area:** _____

Number of Employees: _____ **Number of Parking Stalls:** _____

19. Proposed development timeline (if applicable):

20. Property location:	Town of Fulton	1/4 of _____ 1/4
	Section	Tax parcel number(s) -

21. Subject area is located adjacent to (check all that apply):
 Local/Town road **Rock County highway** **State highway** **U.S. highway**

22. Landowner’s contiguous property area (Square feet or acres): _____ **23.** Subject area (Square feet or acres): _____

24. Please attach a legal description of the subject area.

25. Please attach a list of landowners within five hundred (500) or one thousand (1,000) feet of the subject area, where applicable*. A notice of the date and time of the hearing will be mailed to all property owners within 500’ of the lot identified in the application.

**1,000 feet for zoning district change if in the A-E, A-G or R-RL zoning districts, CUPs and appeals*
**500 feet for zoning district change if in district other than A-E, A-G or R-RL and variances*

ADDITIONAL INFORMATION REQUIRED FOR VARIANCES (§425-4-1(I))

25. Please attach responses to the following:

- If you answered Variance to **1.**, describe the variance request and attach a sketch if applicable.
- To qualify for a variance, an applicant has the burden of proof to demonstrate that they meet all of the following variance standards. Please attach three statements explaining how your request meets these standards:
 - **Unnecessary hardship**-unnecessary hardship is present when compliance with the ordinance would either: 1) unreasonably prevent the owner from using the property for a permitted use (e.g. if a lot is zoned residential, would complying with the ordinance prevent the lot from being used for a home), or 2) be unnecessarily burdensome in view of ordinance purposes.
 - **Conditions unique to the property**-conditions unique to the property such as steep slopes or wetlands must prevent compliance with the ordinance. If an alternative location exists on the property that would not require a variance, this standard is not met. Not every small or steep property meets this standard.
 - **No harm to the public interests**-a variance granted may not harm public interests. “Public interests” are the purpose and intent of the ordinance that were adopted by the elected officials representing the community.

APPLICANT STATEMENT AND SIGNATURE

I, as the undersigned, am a landowner applying for a zoning/land use change in the Town of Fulton in unincorporated Rock County, or am serving as the primary contact for said landowner. I do hereby verify that I have reviewed and completed this application form, and submitted all information as required per said documents, and that all information is correct, accurate, and true to the best of my knowledge and belief, with all information accessible to me. These statements are being made to induce official action on the part of the Town of Fulton, its agents, employees, and officials. I, as the undersigned, further understand that the Town of Fulton may require additional information, not identified herein, to supplement this application. **ALSO – READ & SIGN AGREEMENT FOR REIMBURSABLE SERVICES on page 4.**

LANDOWNER/PRIMARY CONTACT SIGNATURE: _____	DATE: _____
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APPLICATION CHECKLIST

	Yes	No	Comment
1. Have you included a site plan/map clearly marked “ZONING/LAND USE CHANGE”, identifying the zoning/land use change area and containing all of the following information?	<input type="checkbox"/>	<input type="checkbox"/>	
a. Location of the zoning/land use change area by section, township, and range:	<input type="checkbox"/>	<input type="checkbox"/>	
b. Approximate location and dimension of EXISTING/PROPOSED property lines, including ownership, in the zoning/land use change area:			

c. Approximate location and dimension of all EXISTING/PROPOSED streets, including name, in and adjacent to the zoning/land use change area:	<input type="checkbox"/>	<input type="checkbox"/>	
d. Approximate location and dimension of all EXISTING property lines, including ownership name and zoning designation, within one thousand (1,000) feet of the zoning/land use change area:	<input type="checkbox"/>	<input type="checkbox"/>	
e. Approximate location of all existing structures and the proposed construction.	<input type="checkbox"/>	<input type="checkbox"/>	
f. Scale, north arrow, and date of creation:	<input type="checkbox"/>	<input type="checkbox"/>	
2. Has the site plan/map been prepared at a convenient scale not to exceed two hundred (200) feet to the inch, with the site plan/map pages numbered in sequence if more than one (1) page is required, and total site plan/map pages identified on each page?	<input type="checkbox"/>	<input type="checkbox"/>	
3. Have you provided all required application form information and has the required party signed the application form?			
4. Have you included a copy of the map, the application fee?	<input type="checkbox"/>	<input type="checkbox"/>	

APPLICATION FORM REQUIREMENTS, TERMS, AND CONCEPTS

THE FOLLOWING PROVIDES INFORMATION ON *ZONING CHANGE OR CONDITIONAL USE PERMIT*.
APPLICATION FORM REQUIREMENTS, TERMS, AND CONCEPTS.

PLEASE CONSULT WITH THE FULTON ZONING ADMINISTRATOR FOR FURTHER CLARIFICATION OR INFORMATION.

THE NUMBERS BELOW CORRESPOND TO THOSE QUESTION NUMBERS FOUND IN THE APPLICATION FORM ON PAGE 1.

1. A Re-zone allows for a change in a lot’s zoning district, thereby changing the permitted and conditional land uses on the lot.

A Conditional use permit (CUP) allows for land uses on a lot subject to conditions stated in the permit and different than those normally permitted.

Two types of Variances exist: 1) an area variance which provides an increment of relief (normally small) from a physical dimensional restriction such as a building height or setback, and 2) a use variance which permits a landowner to put a property to an otherwise prohibited use. Use variances are prohibited in shoreland zoning.

2. All local government units (Towns, Counties Cities, and Villages) in the State of Wisconsin are required to prepare and adopt Comprehensive Plans, covering all aspects of planning and development in the local government unit. All land use activities in a local government unit must be consistent with the Future Land Use Map as contained in their Comprehensive Plan.

Please view the Town’s Comprehensive Plan and Future Land Use Map at townoffulton.com/comprehensive-plan/

3. A State-certified Farmland Preservation zoning district is a zoning district certified by the State of Wisconsin for agricultural use. Landowners in this district may be eligible for a State farmland preservation tax credit and lands in this district are subject to development restrictions.

In Fulton this zoning district is the Agricultural Exclusive (A-E) district.

4. All Towns in Rock County have State-certified Farmland Preservation zoning districts, certified by the State of Wisconsin for agricultural use. Various land use activities in **Base Farm Tracts** within these and other zoning districts are subject to certain restrictions.

Please consult with the Town Zoning Administrator to ensure the proposed change meets all Town Base Farm Tract requirements. Fulton’s Base Farm Tract Ordinance is found in Section 425-4-3(H) of its ordinances. You can view the Town’s Base Farm Tract Map and current ordinances at townoffulton.com/zoning-information/

5. Land division is the act or process of dividing an existing lot into two (2) or more lots, generally for the purpose of sale/ownership transfer or building construction or location.

6. The Rock County Floodplain zoning district is a zoning district administered by Rock County and containing lands identified as floodplain by the Federal Emergency Management Agency (FEMA), as delineated per the most current FEMA floodplain maps adopted by the Rock County Board of Supervisors. Lands in this district are subject to development restrictions.

The Rock County Shoreland Overlay zoning district is a zoning district administered by Rock County and containing lands within one thousand (1,000) feet of the ordinary high water mark of a navigable lake, flowage or pond, or within three hundred (300) feet of the ordinary high water mark of a navigable river, stream, or creek. Lands in this district are subject to development restrictions.

The Rock County Airport Overlay zoning district is a zoning district administered by Rock County and containing lands adjacent to and in close proximity to the Southern Wisconsin Regional Airport. Lands in this district are subject to development restrictions.

**TOWN OF FULTON
Application**

**Agreement for Reimbursable Services
by Petitioner/Applicant/Property Owner**

The Town may retain the services of professional consultants (including planners, engineers, architects, attorneys, environmental specialists, recreation specialists, and other experts) to assist in its review of a proposal coming before the Planning & Zoning Commission. The Town reserves the right to apply the charges for these services as well as for staff time expended in the administration, investigation and processing of applications to the Petitioner.

The Petitioner is required to provide the Town with an executed copy of this agreement as a prerequisite to the processing of the application. The submittal of an application or petition shall be construed as an agreement to pay for such professional review services applicable to the proposal. The Town may delay acceptance of the application or petition as complete, or may delay final approval of the proposal, until the Petitioner pays such fees. Review fees which are applied to a Petitioner, but which are not paid, may be assigned by the Town as a special assessment to the subject property.

_____, the applicant/petitioner/property owner(s) for
[Name(s)]
_____, dated _____, 20_____, agrees,
(Nature of application/petition)

to reimburse the Town of Fulton for all consultant services (e.g. engineering, planning, surveying, legal) required to process this application in addition to those normal costs payable by an applicant/petitioner (e.g. filing or permit fees, publication expenses, recording fees, impact fees, etc.), and, further, agrees to reimburse the Town for other administrative staff review if, in the judgment of the Town Board, such reimbursement is warranted. If professional consultant fees are beyond the retainer amount, the Town will invoice applicant/petitioner for the difference.

Dated this _____ day of _____, 20_____.

(Signature of Applicant/Petitioner)

(Signature of Property Owner, if Different from Applicant/Petitioner)

THANK YOU FOR COMPLETING THE APPLICATION.

**PLEASE SEND VIA POSTAL MAIL, OR HAND-DELIVER, FOUR (4) COPIES OF THIS APPLICATION FORM,
FOUR (4) COPIES OF THE ZONING/LAND USE CHANGE MAP, THE APPLICATION FEE, AND RETAINER TO:**

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