

**APPLICATION/PETITION FOR RE-ZONE**

**Town of Meenon – Burnett County, WI**

**FEE:** \$200.00      **APPLICATION:** MEN-MAP-23-\_\_\_\_\_

**DATE RECEIVED:** \_\_\_\_\_ **COMMITTEE MEETING DATE:** \_\_\_\_\_

**CURRENT ZONING DISTRICT:** \_\_\_\_\_

**PARCEL # (24 digits):** \_\_\_\_\_

**PROPOSED ZONING DISTRICT:** \_\_\_\_\_

**TAX ID#:** \_\_\_\_\_

**RECEIVED STAMP (BELOW):**

**ACTION TAKEN BY MEENON LAND USE PLANNING COMMITTEE:**

**RECOMMENDED APPROVAL**

**RECOMMENDED DISAPPROVAL**      **MEETING DATE:** \_\_\_\_\_

**ACTION TAKEN BY MEENON TOWN BOARD:**

**APPROVED**

**DISAPPROVED**      **MEETING DATE:** \_\_\_\_\_

**FORMAL COMMUNICATION FROM TOWN OF MEENON TO BURNETT COUNTY LUIC**

**APPROVED**

**DISAPPROBED**      **DATE SENT:** \_\_\_\_\_

**TOWN OF MEENON ONLY ABOVE THIS LINE**

**Applicant Complete all Sections Below This Line**

**Part A:**

Property Owner's Name: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Applicant's Mailing Address: \_\_\_\_\_

City

Stat

Zip

Applicant's Telephone Number: \_\_\_\_\_

Applicant's Email: \_\_\_\_\_

If the Town has a question about this application, how do you prefer to be contacted? Circle one below:

Letter Phone Email

Legal Description: \_\_\_\_\_

Lot # \_\_\_\_\_ CSM Vol. \_\_\_\_\_ Pg. \_\_\_\_\_ OR

Lot # \_\_\_\_\_ Block #: \_\_\_\_\_ Subdivision Name: \_\_\_\_\_ OR

Gov't Lot #: \_\_\_\_\_ OR \_\_\_\_\_ 1/4 \_\_\_\_\_ 1/4

Section #: \_\_\_\_\_ Town #: \_\_\_\_\_ N Range #: \_\_\_\_\_ W Town of \_\_\_\_\_

*\*Attach additional page if needed for lengthy description OR attach a copy of the deed OR attach tax system property page\**

Parcel # (24 digits): \_\_\_\_\_

Tax ID # (1-5 digits): \_\_\_\_\_

Lot Area: \_\_\_\_\_ ft<sup>2</sup> and \_\_\_\_\_ acres

Property Site Address#: \_\_\_\_\_

From \_\_\_\_\_ Zoning District to \_\_\_\_\_ Zoning District

If this proposed Zoning Amendment is approved, the above-described property will be used for:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Part B: Attach complete construction plans/survey map detailing the following: Plans/map WILL BE clearly drawn with a scale preferably at 1" = 20' or multiples of 10'. Scale shall not exceed 1" = 50' and ensure scale used is properly noted on the plan/map. Plans/map shall be on letter or legal sized paper with North being at the top of the page. Note: Professionally drawn plans/maps are preferred and highly recommended to ensure your application is complete and accurate. (All items below must be shown)**

- Property lines, road rights-of-way, and road centerlines including distances to Property lines, road rights-of-way and road centerlines for all existing and Proposed structures on the parcel.
- Show area to be used for the proposed request
- All existing uses on parcels within 300 ft of the parcel for this request.

- All existing zoning districts within 300 ft of the parcel for this request.
- All Vegetation proposed to be removed or disturbed.
- Ordinary High-Water Mark (OHWM) and distances to it from all existing and proposed structures; must show all within 200 ft of structures.
- Floodplain and wetland boundaries and distances to them from all existing and proposed Structures; must show all within 200 ft of structures.
- Dimensions, locations, and setbacks of all existing and proposed structures - including all decks/porches/walkways/etc. – must show exact dimensions for ALL.
- Sanitary system, drain-field and well with distances to property lines, OHWM, wetlands, Floodplains, existing and proposed buildings.
- Location and extent of filling/grading.
- Location and type of erosion control measures.
- Existing and proposed utilities, utility easements, and/all easements
- Any other construction related to your project.
- North arrow

**Part C: Provide names and addresses of all property owners within 300’ of the parcel proposed to be rezoned:**

*This must include all parcels (including vacant parcels) that are within the 300’ of the parcel proposed to be rezoned, including those across the road. The address for the owner would be their mailing address (where they get their mail) in many cases this may not be the site address. Attach additional sheets if necessary.*

---



---



---



---



---



---



---



---



---



---



---

**Part D: Signature and date**

*(If applicant and owner are different then both need to sign the application.)*

**THIS APPLICATION CONSTITUTES NOTICE THAT ALL CHANGES OR IMPROVEMENT ARE SUBJECT TO ACCESS AND/OR REVIEW BY THE TOWN OF MEENON BOARD and/or MEENON LAND USE PLANNING COMMITTEE FOR THE PURPOSE OF AN ON-SITE VISIT AND ASSESSMENT.**

By submitting this Application, I hereby petition the Town of Meenon to review and make recommendation to Burnett County regarding the Ordinance and/or map to effect change in the Zoning classification. I certify that the information I have provided in this application (including any accompanying drawings and plan) is complete, true, and accurate. I agree to permit Meenon officials or authorized persons to have access to the above-described premises at any reasonable time for the purpose of inspection. I understand the application fee is non-refundable regardless if the petition is accepted, rejected, approved, disapproved, or denied. I understand the fee for this application is only for the Town of Meenon and subsequent recommendation to Burnett County Land Services Department; thus, if any other applications or permits are required, those will require separate fees. I understand a partial application will be returned to the applicant.

Signed \_\_\_\_\_  
(Applicant) (Date)

Signed \_\_\_\_\_  
(Owner) (Date)

*If applicant and owner are different, then both need to sign the application).*

SUBMIT COMPLETED APPLICATION, MAPS, PLANS, AND FEE PAYABLE TO:

TOWN OF MEENON  
25863 E BASS LAKE DRIVE  
WEBSTER, WI 54893

APPLICATIONS WILL BE ACCEPTED VIA USPS, ANY STANDARD COURIER, OR IN PERSON. PLAN ACCORDINGLY: COMPLETE APPLICATIONS WITH ALL REQUIRED ATTACHMENTS MUST BE RECEIVED BY THE TOWN OF MEENON BY THE FIRST WEDNESDAY OF THE MONTH TO APPEAR ON THE FOLLOWING MONTHS MEENON LAND USE PLANNING COMMITTEE AGENDA. *For example: applications received by December 6, 2023, would be reviewed by the Meenon Land Use and Planning Committee on the first Tuesday in January 2024. Depending on Burnett County Land Use and Information Committee hearing deadlines, public notice timing requirements, and workload, a Public Hearing – using this example – would be scheduled for February or March 2024 by the Burnett County Land Use Information Committee.*

PARTIAL OR INCOMPLETE APPLICATIONS WILL BE RETURNED TO THE APPLICANT. ONLY COMPLETE APPLICATIONS WITH ALL REQUIRED ATTACHMENTS AND REQUIRED FEE WILL BE REVIEWED BY THE TOWN OF MEENON. NO EMAIL OR FAX APPLICATIONS WILL BE ACCEPTED.

ONLY CHECK, MONEY ORDER OR CASH PAYMENT WILL BE ACCEPTED. NO CREDIT OR DEBIT CARDS WILL BE ACCEPTED. MAKE CHECK PAYABLE TO : TOWN OF MEENON.

Burnett County, WI ordinances can be found at: <http://burnettcounty.com/index.aspx?NID=1043>

---

**AREA BELOW THIS LINE RESERVED FOR TOWN OF MEENON COMMENTS ONLY:**

Date of site visit: \_\_\_\_\_ Name(s) of site visitors: \_\_\_\_\_

COMMENTS:

---

---

---

---

---

---

---

---

---

---