

- Existing and proposed utilities, utility easements, and/all easements.
- 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.
- Any other construction related to your project.
- North arrow

Provide names and addresses of all adjoining property owners:

**Adjoiners are all parcels (including vacant parcels) that touch the applicant's parcel, including those across the road and those that only touch at a common property corner. 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.*

- **Proposed building/structure locations must be staked prior to submitting this application. Authorized Town of Meenon persons will do an onsite visit to verify site conditions. If site is not staked upon visit, application will be returned with no further action.**
- **If all existing structures are not correctly shown and dimensioned on the plot plan drawing, the Application will be returned with no further action.**
- **THIS APPLICATION CONSTITUTES NOTICE THE PARCEL AND ALL IMPROVEMENTS ARE SUBJECT TO ACCESS AND/OR REVIEW BY THE TOWN OF MEENON BOARD and/or MEENON LAND USE PLANNING COMMITTEE FOR AN ON-SITE VISIT AND ASSESSMENT.**

I hereby make application to the Town of Meenon to review and make recommendation to Burnett County for a Conditional Use Permit (CUP). 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 Town officials/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 Conditional Use Permit (CUP) is accepted, 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
PO BOX 332
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://burnettcountv.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:
