

Town of Barton
ZONING PERMIT
ZONING MAP AMENDMENT
ZONING TEXT AMENDMENT
SPECIAL USE PERMIT
Application Form

ZONING PERMIT:

Application for a Zoning Permit shall be made in duplicate to the Zoning Administrator for Zoning Administrator consideration of the intended use. The Zoning Permit shall include the following:

1. A Site Plan and/or Plat of Survey of the property in a form and indicating information and data as set forth under the requirements of Section 6.0103 (as applicable) of the Town Zoning Ordinance.
2. A Sanitary Permit when such Sanitary Permit is required under the provisions of Chapter 25 "Sanitary Code" of the Washington County Code as amended.
3. Description of the type of structure (if applicable, attach additional sheets and/or drawings as necessary):
4. Describe in detail the existing use or operations of the premises (*attach additional sheets and/or drawings as necessary*):
5. Describe in detail the proposed use or operations of the premises (*attach additional sheets and/or drawings as necessary*):
6. Indicate the number of employees at the subject property: _____
7. Expected Completion Date: _____

ZONING MAP OR TEXT AMENDMENT PETITION:

1. Petitions for any change in the district boundaries or amendments to the regulations shall include the following:
 - a. Name, address, and telephone number of the petitioner for a zoning amendment; agent; and tax key numbers, names, and addresses of all property owners of all properties lying within five hundred (500) feet of the area proposed to be rezoned.
 - b. A plot plan drawn to scale of one inch equals one hundred feet (1"=100') showing the area proposed to be rezoned, its location, its dimensions, the location and classification of adjacent zoning districts, and the location and existing use of all properties within five hundred (500) feet of the area proposed to be rezoned.
 - c. A complete legal description of the property for which a change in zoning is requested. In the case of a proposed Zoning Ordinance text amendment, the petitioner shall provide a copy of the text proposed to be changed as well as the new text being proposed by the petitioner.
 - d. A general description of the proposed development of the property.
 - e. A Site Plan of the proposed development of the property meeting the requirements set forth under Division 6.0100 of the Zoning Ordinance.
 - f. A Landscape Plan meeting the requirements set forth under Division 6.0300 of the Zoning Ordinance. Any required bufferyard easements shall be so noted on the Landscape Plan.
 - g. If natural resource features are present on the subject property, as defined in Divisions 4.0100 and 9.0100 of the Zoning Ordinance, a Natural Resource Protection Plan meeting the requirements set forth in Division 6.0200 of the Zoning Ordinance.
 - h. Site Intensity and Capacity Calculations meeting the requirements set forth in Division 3.0500 of the Zoning Ordinance and in the prescribed format set forth in the Town's application form.
 - i. Architectural Plans (as applicable) of the proposed development of the property meeting the requirements set forth under Division 6.0400 of the Zoning Ordinance.
 - j. Any additional information may be required by the Plan Commission or the Town Board.

Town of Barton Application Form

Zoning Permit, Zoning Amendments, and Special Use Permit

2. State the reason for the Zoning Map Amendment Petition and indicate how the change of the zoning district will not be detrimental to the majority of persons or properties in the surrounding area, or to the Town of Barton in general *(attach additional sheets and/or drawings as necessary)*;

3. In the case of a Zoning Ordinance text amendment, indicate the present Town of Barton Zoning Ordinance text *(please insert Town of Barton Zoning Ordinance text reference, attach additional sheets as necessary)*;

4. In the case of a Zoning Ordinance text amendment, indicate the requested and proposed Town of Barton Zoning Ordinance text amendment *(attach additional sheets as necessary)*;

5. In the case of a Zoning Ordinance text amendment, indicate the reason for the request and indicate how the change of the Town of Barton Zoning Ordinance text will not be detrimental to the Town of Barton in general *(attach additional sheets and/or drawings as necessary)*;

*SPECIAL USE PERMIT:

1. The following items are required to be submitted with the completed Application:
 - a. A legal description of the subject property.
 - b. Site Plan meeting the requirements of Section 6.0103 of the Zoning Ordinance.
 - c. If natural resources are present on the subject property, a "Natural Resource Protection Plan" meeting the requirements of Division 6.0200 of the Zoning Ordinance and site capacity and intensity calculations prepared in conformance with the required forms and meeting the requirements of Division 3.0500 of the Zoning Ordinance.
 - d. A list of all property tax key numbers, owners, and owner addresses of all properties lying within five hundred (500) feet of the subject property and all property under the same ownership (*use attached "Owners of Property within 500 Feet" form which may be reproduced by the Applicant if additional space is needed to list all such property owners*).
 - e. Additional information may be required by the Plan Commission or the Town Board.
2. Describe in detail the existing use or operations of the premises, if any (*attach additional sheets and/or drawings as necessary*).

3. Describe in detail the proposed use or operations of the premises (*attach additional sheets and/or drawings as necessary*);

4. Indicate the number of employees at the subject property: _____

5. Expected Completion Date: _____

6. Describe the reasons for the Special Use Permit request (*attach additional sheets as necessary*);

7. Describe the reasons why the request should be granted showing adequate evidence that the proposed special use will conform to the standards set forth in Division 3.0700 of the Zoning Ordinance (*attach additional sheets as necessary*);

Owners of Property within 500 Feet

Property Tax Key Number:	Owner Name and Address:

FOR TOWN OF BARTON OFFICE USE ONLY

Zoning Permit:

1. Review of plans by the Zoning Administrator:

Date Zoning Administrator Review Completed: _____

Signature of Reviewer Date

Date Zoning Administrator Transmits Plans to Plan Commission for Review and Consideration: _____

2. Review of plans by the Plan Commission:

Date Plan Commission Review Completed: _____

- Approved
- Denied
- Approved with Conditions *(please attach list of conditions)*

Signature of Plan Commission Chairman Date

3. Date Zoning Permit Issued by Zoning Administrator: _____

FOR TOWN OF BARTON OFFICE USE ONLY
(continued)

Zoning Map or Text Amendment:

1. Review of zoning map or text amendment by the Plan Commission:

Date of Plan Commission Public Hearing: _____

Date Plan Commission Review Completed: _____

- Recommend Approval
 Recommend Denial
 Recommend Approval with Modifications
(please attach modifications)

2. Review of zoning map or text amendment by the Town Board:

Date of Town Board Action: _____

- Approved
 Denied
 Approved with Modifications
(please attach list of modifications)

FOR TOWN OF BARTON OFFICE USE ONLY
(continued)

Special Use Permit:

1. Review of plans by the Plan Commission:

Date of Plan Commission Public Hearing: _____

Date Plan Commission Review Completed: _____

- Recommend Approval
- Recommend Denial
- Recommend Approval with Conditions
(please attach list of conditions)

2. Review of plans by the Town Board:

Date of Town Board Review Completed: _____

- Approved
- Denied
- Approved with Conditions
(please attach list of conditions)