



Village Hall, 262-495-8316  
Fax, 262-495-8755  
Public Works Dept., 262-495-4106  
Public Safety Dept., 262-495-4200  
Building Inspector, 262-490-0277  
Recreation Dept., 262-468-1174  
Library Director, 262-495-4605

Palmyra Village Hall • 100 W. Taft St. PO Box 100 • Palmyra, WI 53156

**Village of Palmyra**  
**LAND USE APPLICATION – CONDITIONAL USE FEE \$200.00**

**APPLICANT** \_\_\_\_\_  
Name telephone  
\_\_\_\_\_  
Name telephone

**PROPERTY INTEREST OF APPLICANT** \_\_\_\_\_ Owner \_\_\_\_\_ Agent for Owner \_\_\_\_\_ Other \_\_\_\_\_  
\_\_\_\_\_  
Owner's name (if not the applicant) telephone  
\_\_\_\_\_  
Owner's address city state/zip

**PROPERTY LOCATION**  
\_\_\_\_\_  
Street address or parcel (tax key) number acreage or lot area  
\_\_\_\_\_  
\_\_\_\_\_  
legal description

**ZONING DISTRICT**  
Present \_\_\_\_\_ proposed \_\_\_\_\_

**PROPOSED LAND USE(s)** \_\_\_\_\_  
Description, including name of development or subdivision, if applicable

**SUPPORTING DOCUMENTS** \_\_\_\_\_ Survey \_\_\_\_\_ Concept Plan \_\_\_\_\_ Site Plan \_\_\_\_\_ Building Elevations  
\_\_\_\_\_ List of Adjacent Property Owners \_\_\_\_\_ Other \_\_\_\_\_

The applicant certifies, by his or her signature below, familiarity with State of Wisconsin and Village of Palmyra regulations and procedures pertaining to this application for Land Use approval. The undersigned further certifies that the information contained in this application and all accompanying attachments and exhibits are true and correct to the best of his or her knowledge.

For all requests, professional service fees from the Village Engineer, Zoning Administrator and Attorney are the costs of the applicants / property owner per Section 17.17(6)(b) of the Village of Palmyra Zoning & Development Code.

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date of application

\_\_\_\_\_  
Signature of property owner (other than applicant)

\_\_\_\_\_  
Date of application

.....  
**FEE RECEIVED \$** \_\_\_\_\_ **DATE** \_\_\_\_\_ **BY** \_\_\_\_\_

**For all requests, professional service fees from the Village Engineer, Zoning Administrator and Attorney are the costs of the applicants / property owner per Section 17.17(6)(b) of the Village of Palmyra Zoning & Development Code.**

\_\_\_\_\_  
**DO NOT WRITE BELOW THIS LINE – OFFICE USE ONLY**

**Date Received:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Application Received**

**By:** \_\_\_\_\_

**Plan Commission Date and Time YOU MUST BE PRESENT:**

**Date:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ **Time:** \_\_\_\_\_ : \_\_\_\_\_ **PM**

**Approved for processing by the Village of Palmyra Plan Commission Chairman:**

**Signature:** \_\_\_\_\_

**(        ) Approved                      (        ) Conditionally Approved**

**Approved by the Village Board of the Village of Palmyra**

**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Fire Department Inspector Approval** \_\_\_\_\_

**Date** \_\_\_\_\_

**Building Inspector Approval** \_\_\_\_\_

**Date** \_\_\_\_\_

**Occupancy Permit #** \_\_\_\_\_

**Village of Palmyra**  
**CONDITIONAL USE JUSTIFICATION**  
**(Attach to Land Use Application)**

**APPLICANT**

\_\_\_\_\_

Name

\_\_\_\_\_

address

Describe how the conditional use if granted will be consistent with the purposes and intent of the zoning code, and will not adversely affect the public health, safety or welfare; and

Describe how the conditional use if granted will not be hazardous, harmful or otherwise adverse to the environment or to the reasonable use and value of nearby properties or the community in general; and

Describe how the conditional use if granted will be compatible with the existing uses of, and structures upon, surrounding properties, and will not impede the normal and orderly development and improvement of other properties for uses permitted in the district; and

Describe how the conditional use if granted will be designed and operated in a manner which minimizes adverse effects, including visual impacts, on surrounding properties and the community as a whole; and

Describe how the conditional use if granted provides adequate means of ingress and egress so as to minimize traffic congestion in the public streets and will not cause any significant traffic problems; and

Describe how the conditional use if granted has, or makes provisions for, adequate utilities, access roads, drainage and other necessary site improvements; and

Describe how the conditional use if granted will be consistent with the Village's Comprehensive Plan for the area in which it is located.

*Required Attachments: 1. A list of names and mailing addresses of adjacent property owners within 100 feet of the subject property.*

**NOTICE**

PLEASE BE ADVISED that pursuant to Village of Palmyra Ordinance No. 06-17, the Village of Palmyra Village Board has determined that the Village Treasurer shall charge the property owner for costs incurred by the Village whenever the services of the Village Attorney, Village Engineer, Village Planner, or any other professional results in a charge to the Village for professional time and services if such service is not a service supplied to the Village as a whole,. Also be advised that pursuant to the Village of Palmyra Ordinances certain other fees, costs and charges are the responsibility of the property owner making application to the Village.

I, the undersigned, hereby acknowledge that I have been advised that, pursuant to the Village of Palmyra Ordinance No. 06-17, if the Village Attorney, Village Engineer, Village Planner, or any other professional provides services to the Village as a result of my activities, whether at my request or at the request of the Village, I shall be responsible for the fees incurred by the Village and, in the event I fail to timely pay such charges, the Village will assess them against my property as a special charge together with any accrued interest. Also I have been advised that pursuant to the Village of Palmyra code certain other fees, costs and charges are my responsibility.

Dated this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Signature of the Property Owner:\_\_\_\_\_

*Please Print* Name of Property Owner:\_\_\_\_\_

Address of Property:\_\_\_\_\_

Tax Key No. of Property:\_\_\_\_\_

- Original kept on file with Village Clerk.
- Copy provided to Property Owner.