



## Buffalo County Zoning Department

407 South Second Street ▪ PO Box 492 ▪ Alma, WI 54610 ▪ (608)685-6218

### Towns Permit Application Acknowledgment Form

Applicants seeking a Variance, Conditional Use Permit or a Special Exemption Permit are required to present their land use proposal and permit application to the appropriate Town within which the property and proposed use is located. Upon consideration of the permit application and proposed use the Town Board will record any concerns, observations, and/or recommendations for the Buffalo County Board of Adjustments to consider in their review and ruling on the application. The Zoning Department will not place the application on the Board of Adjustments agenda until the applicant fulfills this requirement and the form is returned to the Zoning Department.

Property Owner Name:	Phone #:
Mailing Address:	
Email Address:	

Agent Name:	Phone #:
Mailing Address:	
Email Address:	

SITE INFORMATION	Parcel Number: _____
Site Address: _____	
Property Description: _____ ¼ _____ ¼ Sec. _____, T _____ N, R _____ W, Town of _____	
Parcel Size in Acres: _____ Square Feet: _____	
Legal Description: _____	

PROPOSED DEVELOPMENT/LAND USE
Complete Description: _____

Continued:

**Use:** Residential  Agricultural  Commercial  Industrial  Recreational

**Type:** New Dwelling  Addition  Accessory Structure  Mobile Home  Land Alteration  Sign

**Dimensions:** Length: \_\_\_\_\_ Width: \_\_\_\_\_ Height: \_\_\_\_\_

**Structure Setbacks:** Side Yard (near): \_\_\_\_\_ Side Yard (far): \_\_\_\_\_ Rear Yard: \_\_\_\_\_  
Road Centerline: \_\_\_\_\_ Stream/Water Feature: \_\_\_\_\_  
Septic Tank: \_\_\_\_\_ Drainfield: \_\_\_\_\_ | Well: \_\_\_\_\_

**Include a detailed Site Plan with your Acknowledgment Form for the Town Boards review.**

After its review the Town Board has the option to execute one of the three options listed below. Should the Board need more information to complete the review process please contact the applicant or the Buffalo County Zoning Department. Please check and sign the appropriate option.

I acknowledge that the applicant has informed the Town Board of the proposed use and/or development to occur within the Town and the Board has **no comment** regarding the applicant's petition.

**Town Chair:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I acknowledge that the applicant has informed the Town Board of the proposed use and/or development to occur within the Town and the Board **supports** the applicant's request. The town will attach a written statement to the Zoning Department explaining its reasons for supporting the petition.

**Town Chair:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I acknowledge that the applicant has informed the Town Board of the proposed use and/or development to occur within the Town and the Board **opposes** the applicant's request. The Town will attach a written statement to the Zoning Department explaining its reasons for opposing the petition.

**Town Chair:** \_\_\_\_\_ **Date:** \_\_\_\_\_

The Towns Acknowledgement Form is part of the process in petitioning for the Board of Adjustments approval of Variance, Conditional Use and Special Exception Permits.

I certify by my signature that all information presented herein is true to the best of my knowledge.

**Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

