

Petitioner’s/Representative’s Name:

Signature of Petitioner/Representative:

Petitioner’s/Representative’s E-Mail Address:

Petitioner’s/Representative’s Mailing Address:

Telephone: Fax:

Petition Request:

Physical Address:

Legal Description:

Assessor’s Parcel Identification No.:

Provide the following additional information:

□ Written narrative (summary information explaining use, location, terrain, number and size of parcels, road conditions and dimensions, and any special features to the site.)

□ Legal Description

□ Physical Address

□ Vicinity Map

□ Site Map: Illustrating all structures and property lines to scale, both existing and proposed; abutting land owners and land uses, streets, highways, utilities that service the area and major physical features

□ Building Plans including elevations

□ Filing Fee $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Base fee is designed to cover the minimum staff hours has to process the application. Additional hours on the project will be assessed at $\_\_\_\_\_\_\_\_\_\_ per hour.)

□ The application fee must be paid in full to begin the application.

□ Proof of ownership, lease/deed and/or statement of authority or other documentation regarding the use of the property.

□ Other

The Applicant, by his/her signature below, agrees that he/she understands that he/she will personally appear in front of the Oak Creek Planning Commission on the \_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_, 20\_\_ to present this application and receive a recommendation from the Oak Creek Planning Commission and will also be required to appear before the Oak Creek Town Board on the \_\_\_ day of \_\_\_\_\_\_\_\_, 20\_\_ at their regularly scheduled meeting for a final determination, i.e., approval or denial, of this application.

Signature of Applicant/Applicant’s Representative:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Town Administrator/Clerk:

Application Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_

Application Deemed Complete: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_