



*"In the Spirit of Town Government"*

**TOWN OF BUCHANAN**  
**N178 COUNTY RD N, APPLETON, WI 54915**  
**Phone: (920) 734-8599 Fax: (920) 734-9733**

**APPLICATION FOR: PLANNING, ZONING & LAND DIVISION**

**Applicant**

Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_ Contact Number: \_\_\_\_\_

**Owner**

Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_ Contact Number: \_\_\_\_\_

**Engineer/Surveyor (if applicable)**

Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Site Address (if applicable): \_\_\_\_\_

Legal Description of Property: \_\_\_\_\_  
(Parcel No. and platted Subdivision/CSM Name with Lot No.)

Current Zoning District: \_\_\_\_\_ Proposed Zoning District: \_\_\_\_\_

Current Use of Property: \_\_\_\_\_ Proposed Use of Property: \_\_\_\_\_

Description of Request (submit additional sheets if necessary):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Check all application types applicable to your Development Proposal**

Request	Required Fee	Public Hearing Required?	Code Section	Required Submittal Documents
Concept Plan FILE NO::	\$100	No	Chapter 460	PDF of Concept Plan
Site Plan FILE NO::	\$350	No	525-11	PDF of documents as required in 525-11B
Amendment Rezoning or Zoning Ordinance Text FILE NO:	\$400	Yes	525-14	PDF of map showing proposed rezoning or zoning text amendment
Special Exception Use FILE NO:	\$300	Yes	525-13 Conditions to grant a Special Exception can be found in 525-13C	PDF of site plan
Comprehensive Plan Amendment FILE NO:	\$500	Yes	525-12	PDF of map or text showing proposed amendment
Variance FILE NO:	\$300	Yes	525-9 Conditions to grant a variance can be found in 529-9E3	PDF of site plan showing dimensional variance request Code Section of Variance Request
Appeal FILE NO:	\$300	Yes	525-9	PDF of request
Certified Survey Map FILE NO:	\$225+\$25 per additional lot	No	Chapter 460 Article IV	PDF of CSM see 460-24
Preliminary Plat FILE NO:	\$250 + \$10 for each lot	No	Chapter 460	PDF of Preliminary Plat and Plans and other required documents per Chapter 460
Final Plat FILE NO:	\$200 + \$5 per additional lot	No	Chapter 460	PDF of Final Plat and other required documents per Chapter 460

*\*\*note: Applicant/Owner will be invoiced for any additional charges for engineering, inspections, legal, etc.*

This is to certify that the information on this form is COMPLETE, TRUE, and CORRECT and the under signed is authorized to make this application. I understand that submitting this application does not constitute approval, and incomplete applications will result in delays and possible denial. I also attended a pre-application meeting with the Town Administrator prior to submitting this application. I agree to pay for any additional charges for engineering review/inspections, legal and other third-party fees associated with my request.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

**OFFICE USE ONLY** Date Filed: \_\_\_\_\_ Fee Paid: \_\_\_\_\_

Town Board Meeting: \_\_\_\_\_ Town Plan Commission/PH (if needed) Meeting: \_\_\_\_\_ Board of Appeals Meeting: \_\_\_\_\_

**A pre-application meeting is required with the Town Administrator prior to application submittal.**