

Village of Birchwood - Washburn County  
**Application for Land Use Request**  
 All Applicant/Owners Need to Complete this Page

Name of Applicant/Agent: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Property Owner's Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_

Property Information

Tax Parcel # \_\_\_\_\_ Currently Zoned: \_\_\_\_\_  
 Street Address (if applicable): \_\_\_\_\_  
 Complete Legal Description: \_\_\_\_\_ 1/4 \_\_\_\_\_ 1/4, Section \_\_\_\_\_  
 Plat # \_\_\_\_\_ Lot(s) \_\_\_\_\_, CSM pg. \_\_\_\_\_ Vol. \_\_\_\_\_  
 Subdivision \_\_\_\_\_ Acreage \_\_\_\_\_ OR Lot Size \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ sq. ft.  
 Additional description: \_\_\_\_\_

Our request is to: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

List on the following chart what the adjoining properties are zoned and presently used for:

Adjoining Property	Zoned	Use

Approval process for land use issues in the Village of Birchwood including: Rezoning Subdivision (CSMs or Plats), Special Exceptions, and Variances.

1. Village of Birchwood Planning Commission - Meetings are held upon request at the Village Hall, 101 N. Main Street. Contact Clerks Office at 715-354-3300 to call a meeting.
2. Village of Birchwood Board of Trustees - Meetings are held on the second Tuesday of each month at the Village Hall, 101 N. Main Street. Contact Clerks Office at 715-354-3300 to request to be on the agenda.

Application is being made for consideration of the following type of land use (check all that apply):

\_\_\_\_\_ Variance      \_\_\_\_\_ Re-Zoning      \_\_\_\_\_ Subdivision

Petitions for a change, amendment or supplement of the established zoning districts and regulations connected therewith shall be filed by the person requesting such action on forms furnished by the village clerk/treasurer. The person requesting such action shall provide all information requested on the petition, including the following: *(Failure to supply such information shall be grounds for dismissal of the petition.)*

- Name and street address of the petitioner.
- The lot number of any real estate owned by the petitioner adjacent to the area proposed to be changed.
- Legal description of the property to be altered.
- The existing use of all buildings on such land.
- The principal use of all properties within 30 feet of such land.
- Purpose for which such property is to be used.
- Reciting of facts indicating that the proposed change will not be detrimental to the general public interest and the purposes of this article.
- Name and addresses of all abutting and opposite property owners within 30 feet of the property to be altered.
- Plot plan or survey plat, drawn to scale, showing the property to be rezoned, location of the structures and property lines within 30 feet of parcel.
- Any further information requested on the petition or which may be required by the planning commission to facilitate the making of a comprehensive report to the Village Board of Trustees.

A petition for change or amendment submitted by a private property owner shall be filed with the village clerk/treasurer and shall be accompanied by the appropriate fee to defray the cost of giving notice, investigation and other administrative processing.

#### Planning Commission Review and Recommendation

- The village clerk/treasurer shall transit the petition to the Planning Commission.
- The Planning Commission shall conduct a study and investigation of all proposed changes and amendments within the corporate limits and shall recommend that the petition be granted as requested, modified or denied. The recommendation shall be made within 60 days from which the petition is first received and shall be made in writing to the Village Board.

#### Hearing

The Village Board shall hold a public hearing upon each proposed change or amendment recommended by the Planning Commission, giving notice of the time, place and the change or amendment proposed with the publication of a Class 2 notice under Wis. Stats. ch 985. The Village Board shall also give at least ten days prior written notice to the village clerk/treasurer of any municipality within 1,000 feet of any land to be affected by the proposed change or amendment.

#### Village Board Action

Following such hearing, and after careful consideration of the Village Planning Commission recommendations, the Village Board shall vote on the passage of the proposed change or amendment.

#### Protest

In the event of a protest against such district change or amendment to the regulations of this article, signed and acknowledged by the owners of 20 percent or more either of the acres of the land included in such proposed change; the owners of 20 percent or more of the land immediately adjacent extending 100 therefrom; or by the owners of 20 percent or more of the land directly opposite thereto extending 100 from the street frontage of such opposite land, such changes or amendments shall not become effective except by the favorable vote of three-fourths of the full village council membership.