

PETITION TO DIVIDE AN A-3 AGRICULTURAL AND RURAL RESIDENTIAL ZONED

LOT

TO: Jefferson County Zoning Administrator
Jefferson County Planning and Zoning Committee

PETITION NO. _____

_____ Request that the A-3 zoned lot located in the Town of _____ be subdivided.
(Petitioner's Name-Please Print)

Petitioner (s)

Name _____ Mailing Address _____
Street City State Zip

Phone Number _____ E-Mail Address _____

PROPERTY OWNER(S)

Name _____ Mailing Address _____
Street City State Zip

Phone Number _____ E-Mail Address _____

PROPERTY DESCRIPTION

Tax Parcel/
PIN Number _____ Property Address _____

Subdivision _____ Lot _____ Block _____ CSM _____ Vol. _____ Page _____

Parent Parcel Size _____ Present Use _____

PLEASE ATTACH THE FOLLOWING WITH YOUR COMPLETED APPLICATION FORM. *Failure to submit a completed application that includes the below-mentioned items could delay scheduling your petition for the next public hearing.* All pages including plot plan to be no larger than 11" X 17".

1. Preliminary Certified Survey delineating proposed land division.
2. Reasons for the land division, evidence that the division meets the Jefferson County Agricultural Preservation and Land Use Plan and Jefferson County Ordinances.
3. Type of use proposed and structures needed.
4. Land modifications necessary.
5. Town Board decision.
6. Other pertinent information such as proposed road access, extraterritorial plat review, etc.
7. Application Fee: Hearing Fee \$300, Preliminary CSM Fee \$50

PETITIONERS/OWNERS UNDERSTAND THAT NOTICE OF PUBLIC HEARING WILL BE SENT TO THEM, TO TOWNSHIP OFFICIALS, COUNTY BOARD SUPERVISOR FOR THE AREA OF REZONING, AND PROPERTY OWNERS ACCORDING TO THE ZONING ORDINANCE.

AS PETITIONER/OWNER, I UNDERSTAND THAT I MUST CONTACT TOWNSHIP OFFICIALS AND ATTEND A TOWN BOARD/TOWN PLAN COMMISSION MEETING(S) ON THIS MATTER PRIOR TO THE COUNTY'S PUBLIC HEARING; I UNDERSTAND THAT I MUST ALSO ATTEND THE COUNTY'S PUBLIC HEARING OR SEND AN AGENT TO REPRESENT ME.

(Signature of **OWNER**) (Date)

(Address, if Different From Above)

(Signature of **PETITIONER**) (Date)

(Address, if Different From Above)

Extraterritorial _____
County Board Supervisor _____
Decision Sheet sent to Town on _____

A-3 Lot Division Procedures

1. Contact a Registered Land Surveyor to prepare preliminary certified survey map (CSM) showing the proposed lot(s)/area to be divided.
2. Complete a "Petition to Divide an A-3 Zoned Lot," also referred to as a A-3 lot division application.
3. Submit an application, preliminary CSM, other supporting documentation and fees to the **Jefferson County Zoning Department**, 311 South Center Avenue, Room C1040, Jefferson, WI 53549. Your application should include:
 - a) Application
 - b) Application Fee
 - c) Written explanation
 - d) Preliminary certified survey map (CSM)
 - e) Plot plan or drawing to support request. All pages, including plot plan, shall be no larger than 11" x 17".

Keep a copy of this information for submittal to your Town Clerk.

4. Contact Clerk of the Town in which the proposed zoning amendment is located for Planning Commission/Town Board meeting dates and times.
5. Attend Town Planning Commission meeting (if applicable).
6. Attend Town Board meeting.
7. Once the Town Board has acted on the petition, Jefferson County Zoning needs the signed preliminary certified survey map and signed decision sheet which have been provided to your Town Clerk. Receipt of this information will complete your application and will allow Jefferson County Zoning to schedule your petition for the County's public hearing. The second Friday of each month is the deadline for acceptance of a complete application for the following month's public hearing.
8. Clearly mark proposed lot(s) with flags for the Planning & Zoning Committee's visual inspection prior to public hearing. If the proposed lot(s) are not marked prior to the Zoning Committee's inspection, your petition may be delayed!
9. Attend Jefferson County Planning & Zoning Committee public hearing (public hearing notice will be sent to you in the mail prior to hearing.)
10. The Planning and Zoning Committee will meet on the last Monday of the month (unless affected by a holiday) to make their decision on the proposed lot division.
11. If approved, the lot division becomes effective when all conditions of the approval have been met (i.e. soil test, final CSM recording, affidavit, etc.)