

TOWN OF DELAFIELD
APPLICATION FOR TOWN BOARD AGENDA

1. <u>Owner</u>	<u>Applicant or Owner's Agent</u>
Name _____	Name _____
Address _____ (street)	Company _____
_____	Address _____ (street)
(city) _____ (state) (zip code) _____	(city) _____ (state) (zip code) _____
Telephone: office _____ fax _____	Telephone: office _____ fax _____
E-mail address: _____	E- mail address: _____

2. Nature of Request: (Attach additional sheets as necessary.)

Tax Key No: _____

Location of Property _____

Present Zoning _____ Present Use _____

Description of Request: _____

3. Action Requested: _____ Approval
 _____ Discussion

4. Required Forms Checklist:

- _____ Application
- _____ Professional Staff/Fees Chargeback Acknowledgement (all applications)

5. If you have information that is to be placed into the packets to support your request, submit ten (10) copies of all materials, i.e., drawings, plans and written documentation (no larger than 11' x 17")

I understand that this application and any supporting information shall be submitted to the Town Clerk by 4:30 p.m. on the Wednesday preceding the meeting on which I desire to be heard or as required in the Town Code, whichever is longer. Town Board meetings are held the second and fourth Tuesday of each month. Furthermore, I understand that any engineering or legal review fees associated with this project may be charged to me.

FAILURE TO PROVIDE ALL REQUIRED MATERIALS AND INFORMATION CAN RESULT IN THIS APPLICATION BEING WITHDRAWN FOR CONSIDERATION BY THE TOWN BOARD.

Signature of Owner

Date

Print name

(Office Use Only)

Fee Received	_____	Date	_____	Amount	_____	Received By	_____
Date Application Received	_____		_____		_____		
Town Board Meeting Date	_____						_____
Public Hearing Date	_____		_____		_____		
Town Board Action	_____		Date	_____			
Zoning Amendment Publishing Date	_____						

TOWN OF DELAFIELD

PROFESSIONAL STAFF FEES CHARGEBACK ACKNOWLEDGEMENT

PLEASE BE ADVISED

That pursuant to the Town of Delafield Code of Ordinances, the Town of Delafield Town Board has determined that whenever the services of the Town Attorney, Town Engineer or any of the other Town's professional staff results in a charge to the Town for that professional's time and services, and such service is not a service supplied to the Town as a whole, the Town Clerk shall charge that service and the fees incurred by the Town to the owner of the property. Also be advised that pursuant to the Town of Delafield Code of Ordinances certain other fees, costs and charges are the responsibility of the property owner.

I, the undersigned, have been advised that, pursuant to the Town of Delafield Code of Ordinances, if the Town Attorney, Town Engineer or any other Town professional provides services to the Town as a result of my activities, whether at my request or at the request of the Town, I shall be responsible for the fees incurred by the Town. Also, I have been advised that pursuant to the Town of Delafield Code of Ordinances, certain other fees, costs and charges are my responsibility.

Signature of Owner

Date

Owner's name (please print)

Form received by: _____

Date: _____