

PERMIT APPLICATION CHECKLIST

Town of Spring Green
E4411 Kennedy Road
Spring Green, WI 53588

Date: ___/___/___

Name: _____ Address: _____

City, State, Zip: _____ Phone: _____

Address of property in question: _____

Property's Legal Description: _____¹/₄, _____¹/₄, S _____, T _____ N, R _____ E

Subdivision: _____ Lot: _____ Zoning District: _____

1. Conditional Use, Variance or Rezoning Permit:

When applying for a Conditional Use or Variance from the Sauk County Board of Adjustment or a Rezoning Petition from Sauk County

1a. County Permit Forms available at:

Sauk County Planning and Zoning

505 Broadway; Baraboo, WI 53913

Ph#: (608) 355-3285

Web site: <http://www.co.sauk.wi.us/planningandzoning>

Permit site: <http://www.co.sauk.wi.us/planningandzoningpage/info-about-permits-and-applications>

1b. Fill out and make copies of all applications and information requested by the County.

1c. Bring copies of information to a Town of Spring Green **Plan Commission** meeting. Contact Chairperson to be placed on the agenda

Spring Green Plan Commission; Chairperson: Fred Iausly Ph#: (608) 588-2053

Plan Commission meeting scheduled: second Tuesday of the month, 7PM, Town Hall

1d. Check type of application being made:

Rezoning Permit

Information Requested

Sauk County Development Application

Including the following

a. Project fact sheet page #3

b. site /plot plan

c. aerial photo of Site

Copies of any other materials Sauk County requires of applicant

Board of Adjustment/Special Exception Permit

Notice of Appeal Form/Special Exception

A letter of explanation per Sauk County guidelines a through f
Town Acknowledgement Form

Required plans per Sauk County

Board of Adjustment/ Variance

Notice of Appeal Form/Variance

A letter of explanation per Sauk County guidelines a through c
Town Acknowledgement Form

Copies of any other materials Sauk County requires of applicant

2. Certified Surveys

When creating a Certified Survey Map (CSM)

2a. Contact Sauk County Planning and Zoning (contact information above)

2b. Contact Plan Commission Chairperson (contact information above)

2c. The CSM will be reviewed by the Town Plan Commission, once approved it will be forwarded to the Town Board for signature.