

PROCEDURES FOR TOWN OF LINN PLAN COMMISSION

For all matters that come before the Town of Linn Plan Commission, except for requests to amend the Town's Comprehensive Plan and an accompanying re-zoning request, the following are requirements for both the applicant and the members of the Plan Commission:

1. **As of April 1, 2015** plans / drawings/ surveys must be presented in an electronic format, either pdf or a word document, so that they may be projected on the Town's screen for the Public Hearing for the Plan Commission. Contact the Town's IT consultant, or the Town Clerk at 262-275-6300 ext.10 for specific details.
2. The applicant must submit its application (the application he/she/it has filed with Walworth County) or a narrative of what the applicant is intending to accomplish to the Town Clerk at least thirty (30) days prior to the hearing before the Plan Commission.
3. The applicant must submit the fee to the Town Clerk for the processing of the application together with twelve (12) copies of the application/narrative, survey, if required, and any other documentation deemed necessary by the applicant. See attached fee schedule.
4. The Town Clerk shall notify all property owners within one hundred (100) feet of the exterior boundaries of the applicant's property by certified mail, return receipt requested. This notification shall be done as soon as practical but at least ten (10) days prior to the hearing. The notification shall also be posted on the Town's website at least ten (10) days prior to the hearing.
5. Between the date of the filing of the application and the public hearing, all members of the Town of Linn Plan Commission who vote on the matter must personally view the property. All members of the Plan Commission and Town Board who personally view the property must sign a statement that they personally viewed the property. Any member of Town of Linn Plan Commission or Town of Linn Board who fails to view the property may not vote on the matter.
6. At the public hearing, the applicant shall present his/her proposal first. The Chairperson shall then ask for any staff input on the matter. The Chairperson shall then ask for those in favor of the matter to speak for it. The Chairperson shall then ask those against it to speak. The Chairperson shall then allow the applicant time for rebuttal to those

speaking against it. The Plan Commission Chairperson, in his/her discretion, may limit the time a person can speak if he/she deems there are special circumstances for such limitation.

7. Once all persons have had an opportunity to speak, the Plan Commission Chairperson shall close the public hearing. The Plan Commission shall then deliberate on the matter and vote on its recommendation to the TownBoard.
8. After the Plan Commission hearing, the matter shall be brought before the Town Board for its decision on the matter. At the Town Board meeting, there is no opportunity for input from the applicant or any other person/entity regarding the matter. However, the Town Board may ask questions of the applicant or other persons/entities if it deems necessary.
9. The Town Board shall then deliberate and vote on the matter and the Clerk shall then notify Walworth County of the Board's decision.
10. The Town Clerk shall provide standard signs to be posted on the, property in a prominent location visible from a public roadway at least ten (10) days before the scheduled hearing before the Plan Commission. The Town shall utilize its best efforts to assure that the signs remain in place on the property until the Town Board has acted on the applicant's request. At the time of the installation of the signs, the Highway Superintendent shall take a picture of said signs which shall include a time and date stamp of said signs.
11. The applicant will be responsible for payment of all Town attorney and engineering costs associated with the application process, including, but not limited to, certified mail fees and copy fees.
12. Pursuant to Section 74-125(1) of the Code of Ordinances for Walworth County, a party shall not initiate action for a zoning change affecting the same land more often than once every twelve (12) months unless there is a substantial change in the area or a change in use. The twelve (12) month period is to be calculated from the effective date of the Town Board's decision.
13. Plan Commission meetings are on the fourth Monday of each month at 7:00 p.m.

TOWN OF LINN
Site Plan Application

**Agreement for Reimbursable Services By
Petitioner/ Applicant/ Property Owner**

As part of my application, I understand that the Town may retain the services of professional consultants (including planners, engineers, architects, attorneys, environmental specialists, recreation specialists, and other experts) to assist in its review of a proposal coming before the Plan Commission. The Town reserves the right to apply the charges for these services as well as for staff time expended in the administration, investigation, and processing of applications to the Petitioner.

The petitioner is required to provide the Town with an executed copy of this agreement as a prerequisite to the processing of the development application. The submittal of a development proposal application or petition shall be construed as an agreement to pay for such professional review services applicable to the proposal. The Town may delay acceptance of the application or petition as complete, or may delay final approval of the proposal, until the Petitioner pay such fees. Review fees which are applied to a Petitioner, but which are not paid, may be assigned by the Town as a special assessment to the subject property.

_____, the application/petitioner/property owner(s) for
(Name(s) please **PRINT**)

_____ dated _____, 20____
(Nature of application/petition)

agrees to reimburse the Town of Linn for all consultant services (e.g. engineering, planning, surveying, legal) required to process this application in addition to those normal costs payable by an applicant/petitioner (e.g. filing or permit fees, publication expenses, recording fees, impact fees, etc.), and further, agrees to reimburse the Town for other administrative staff review if, in the judgement of the Town Board, such reimbursement is warranted.

Dated this ____ day of _____, 20____

(Signature of Applicant/Petitioner)

(Signature of Property Owner, if
different from Applicant/Petitioner)

PRINTED name of
property owner