

TOWN OF CHRISTIANA PLAN COMMISSION

INFORMATION, REQUIREMENTS AND APPLICATION FOR REZONE, CONDITIONAL USE PERMIT OR LAND DIVISION

Application for the Christiana Plan Commission maybe obtained from the Town Office or Town web site, www.twp.christiana.wi.us. The Town office is located at 773 Koshkonong Rd., Cambridge, WI 53523 or Town Clerks email address is nbrattlie@twp.christiana.wi.us. Telephone: (608) 423-3816 Fax: (608) 423-7626. Town office hours are Tuesday and Thursday from 8:00 am - 12:00 pm.

Once you have received this packet, the **first** thing you must do, is have a **density study report** done. Fill out the **Dane County application** for the **density study report** (application included in this packet). Mail to:

Dane County Planning and Development
Attn: Majid Allen
210 Martin Luther King Jr., Blvd. Rm 116
Madison, WI 53703

Enclose a check for \$100.00 made payable to Dane County Planning and Development. When you have received this report back, complete the following steps.

1. Fill out the Town of Christiana Plan Commission application, a site plan and any required attachments. **Application fee is \$100.00 if 2 applicants or more for same agenda or \$175.00 if only 1 applicant,** made payable to the Town of Christiana.
2. All rezone, conditional use permits or land division requests must include an aerial photo. This photo can be obtained from the FSA office, (608) 244-3767. (There may be a charge for this).
3. A driveway placement/permit must be completed and signed by the Christiana Road Supervisor. Road Supervisor is George Waag. Call him at the Town Garage, (608) 423-3816, to set up a time to meet with him. **Driveway permit fee is \$50.00,** made payable to the Town of Christiana. This is given to the Road Supervisor, George Waag, at the time you meet with him.
4. When everything is done, submit the original application and 9 copies with all attachments and applications fees to Town Clerk. If application is submitted 14 days prior to the next Plan Commission meeting, it will be on the agenda for that meeting. If application is submitted less than 14 days prior to the next Plan Commission meeting it will be on the next months agenda. The Plan Commission meets the fourth Tuesday of each month at 7:30pm. You must attend the Plan Commission meeting.
5. A contact person from the Plan Commission may be assigned to your application.

6. After the Plan Commission takes action, this item will be put on the next month's regular Town Board meeting. The Town Board meets the second Tuesday of each month. You must also attend the Town Board meeting.
7. After Town Board takes action, then apply to Dane County for re-zone, conditional use permit or land division.

OR

If you are unsure of what it is that you are looking to do with your property, you may request to be on the Plan Commission Agenda for discussion purposes only. You will only be put on the agenda when there are 2 applications or more on the agenda.