



COMPREHENSIVE PLAN AMENDMENT

Village Hall, 89 Main Street West, PO Box 485

Milltown WI 54858

Phone: (715) 825-3258 | milltownvillage@lakeland.ws

APPLICATION

Instructions: The Village has prepared instructions on what materials may be required along with a submitted application. Please review the instructions prior to filling out and submitting the application.

Submission of Materials: All application materials must be submitted to the Village at least 45 days prior to each meeting in order for the application to be placed on the agenda for review by the Plan Commission. Plan Commission meetings are typically the second Monday of each month at 6:00 pm at the Milltown Public Library.

Attendance: Attendance at Plan Commission and Village Board meetings is not required, but it is strongly advised that applicants or their representatives attend. Failure to attend can result in the denial or delay of review due to lack of information.

APPLICANT INFORMATION					
Name:			Phone:		
Mailing Address, City, State, Zip:					
Applicant is (check one):	Owner <input type="checkbox"/>	Authorized Representative <input type="checkbox"/>	Other (describe): <input type="checkbox"/>		
Landowner Information (if different from Applicant)					
Name:			Phone:		
Mailing Address, City, State, Zip:					

SITE INFORMATION	
Address, City, State, Zip (if no address, describe location):	
Tax Key:	151-
Current Use:	
Proposed Use:	
Current Zoning:	
Legal Description:	

ADDITIONAL MATERIALS REQUIRED WITH APPLICATION*
<input type="checkbox"/> Scaled Plot Plan (If requesting to change Future Land Use Map)
*Additional information may be required by the Plan Commission, or the Village Board.

FEES
See Village of Milltown Fee Schedule. Fee is non-refundable and will not be refunded if the request is denied.



INSTRUCTIONS

To protect and promote the public health, safety, and general welfare of the Village of Milltown and to implement the Village of Milltown's Comprehensive Plan, the Milltown Village Board adopted the Zoning Chapter of the Village Code.

Comprehensive Plan Amendment applications to petition for any change in the Comprehensive Plan shall be filed with the Village Clerk. Applications and the Comprehensive Plan can be found on the Village's website:

<https://milltownvillage.com/>. Applications shall include the following information/materials:

Application Requirements

1. Fill in and sign the Comprehensive Plan Amendment application form with all required information. Please note that certain information can be obtained from a property tax bill, deed, or the Polk County GIS mapping system available online. A copy of the Village of Milltown's Comprehensive Plan is also available on the Village's website.
2. If requesting a change to the Future Land Use Map, an area map must be submitted showing, to scale, the area proposed to be amended. The map must also show the location and classification of adjacent future uses and the location and existing use of all properties within 300 feet of the area proposed to be amended.

Procedure (per Wis. Stats. 66.1001)

The Village of Milltown uses its Comprehensive Plan to guide land use decisions within the Village. According to Wis. Stats 66.1001, land use decisions such as rezonings and land divisions must be in accordance with the Village's comprehensive plan.

1. A pre-application meeting with Village staff may be required prior to submitting a complete application.
2. Applications and fee must be submitted to the Village Clerk prior to scheduling the required public hearing – at least 45 days prior to the meeting.
3. Amendments to the Village comprehensive plan will require a public hearing which must be posted as a Class 1 notice (one posting at least 30 days prior to the public hearing). (Completed by the Village Clerk.)
4. Once deemed complete, the application, along with Village Staff comments, will be forwarded to the PC for review and recommendation.
5. The PC will hold a public hearing, review the request, and make recommendations to the Village Board. (2nd Monday of the month at 6:00 pm in the Milltown Public Library)
6. If the PC recommends approval of the amendment request, the Village Board will review the request at their next meeting.
7. Village Board may act on the request following the recommendation by the Plan Commission. (2nd Monday of the month at 6:30 pm in the Milltown Public Library)
8. Action must be approved by majority vote of the Village Board and adopted by ordinance for the request to be approved.
9. The approved Comprehensive Plan Amendment Ordinance will be forwarded to the agencies specified in Wis. Stats. 66.1001(4)(b), numbers 1 through 6.

A timeline for application review by the Village will be set by the Village during the initial application consultation with the applicant or their designated agent.

Village Hall Office Hours: Monday – Friday, 8:00 am through 4:30 pm. Call us at (715) 825-3258 or email us at milltownvillage@lakeland.ws to speak with our Clerk / Treasurer for assistance.