



## 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 Village of Milltown Board adopted the Zoning Chapter of the Village Code.

Zoning Map applications to petition for any change in the district boundaries shall be addressed to the Village Board and filed with the Zoning Administrator. Applications and the Zoning Chapter can be found on the Village's website:

<https://milltownvillage.com/>. Per the Zoning Chapter, applications shall include the following information/materials:

### Application Requirements (per Section 13-1-182 of the Zoning Chapter)

1. **Plot Plan Required.** Plot plan, drawn to a scale of one (1) inch equals one hundred (100) feet showing the area proposed to be rezoned, its location, its dimensions, the location and classification of adjacent zoning districts and the location and existing use of all properties within three hundred (300) feet of the area proposed to be rezoned.
2. **Owner Names and Addresses Required.** Owner names and addresses of all properties lying within one hundred (100) feet of the area proposed to be rezoned.
3. **Description of Requested Zoning District Boundary Change Required.** The petitioner shall provide a complete legal description of the property for which a change in zoning is requested.
4. **Petition Justification Required.** A list of the reasons justifying the proposed change in zoning.
5. **General Description of Proposed Development Required.** A general description of the proposed development of the property is required.
6. **Division or Platting of Land.** If the proposed development involves the division or platting of the land by certified survey map, subdivision plat or condominium plat, said petition for a change of zoning district boundaries shall be accompanied with a proposed certified survey map, preliminary plat or condominium plat, as applicable, which meets the requirements of the Village of Milltown Land Division Chapter.
7. **Site Plan.** If Site Plan review is required for the proposed development (per Section 13-1-174 of the Zoning Chapter), a copy of said site plan should be submitted along with the Zoning Amendment. A separate site plan application and fee must be filed with the Village Clerk and reviewed by the Plan Commission.
8. **Additional Information May be Required.** Additional information may be required by the Plan Commission, or the Village Board.

### Procedure (per Section 13-1-182 of the Zoning Chapter)

1. The Village of Milltown Plan Commission generally meets on the second Monday of the month. All applications are due with fee and required materials at least 45 days prior to each meeting.
2. Upon receipt of completed application, the Village Board or Village Clerk-Treasurer shall cause the petition to be forwarded to the Plan Commission for its consideration and recommendation.
3. The Plan Commission shall review all proposed amendments to zoning map(s) within the corporate limits and shall recommend in writing that the petition be granted as requested, modified, or denied.
4. A recording of the recommendation in the Plan Commission's official minutes shall constitute the required written recommendation.
5. In arriving at its recommendation, the Commission may on occasion, of its own volition, conduct its own public hearing on proposed amendment(s).

6. At least ten (10) days prior, written notice shall also be given to the clerk of any municipality within one thousand (1,000) feet of any land to be affected by the proposed change or amendment, and any property owner within one hundred (100) feet.
7. The Village Board may delegate to the Plan Commission the responsibility to hold public hearings as required under this Section.
8. Following such hearing and after consideration of the Plan Commission's recommendations, the Village Board shall vote on the proposed ordinance effecting the proposed change or amendment.

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



## 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 Clerk 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"/>		
Owner 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:			Proposed Zoning:		
Legal Description:					

ADDITIONAL MATERIALS REQUIRED WITH APPLICATION (see Section 13-1-182 of the Zoning Code for more details)	
<input type="checkbox"/>	Scaled plot plan
<input type="checkbox"/>	Owner names and addresses of all properties lying within one hundred feet of the area proposed to be rezoned
<input type="checkbox"/>	Survey (if subdividing the land)
<input type="checkbox"/>	Site Plan (if required by Section 13-1-174 of the Zoning Chapter)
<input type="checkbox"/>	Additional information as required by the Plan Commission or Village Board

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

