

**Village of Brooklyn  
Zoning or Rezoning Permit Application  
210 Commercial Street, P.O. Box 189  
Brooklyn, WI 53521  
608-455-4201/fax 455-1385**

[clerk@brooklynwi.gov](mailto:clerk@brooklynwi.gov) or [deputyclerk@brooklynwi.gov](mailto:deputyclerk@brooklynwi.gov)

Zoning       Rezoning

Contact Information	
Name:	Co. Name (if Applicable)
Address:	City/State/Zip
Work Phone	Home or Cell Phone
Email	Fax
Best Way to reach me is: Phone                  Email	I am the: Owner      Tenant      Representative
Procedure	
New	Rezoning
<input type="checkbox"/>	<input type="checkbox"/> Pick up application. Read through expectations. Ordinance(s) 117-303, 117-304, 117-544
<input type="checkbox"/>	<input type="checkbox"/> Meet with Village officials (zoning inspector) to discuss planned use and necessary submittals.
<input type="checkbox"/>	<input type="checkbox"/> Complete application and submit via paper copy and send a pdf version via emailed to clerk's office 21 days before Plan Commission Meeting.
<input type="checkbox"/>	<input type="checkbox"/> Clerk to publish, and notify property owners within 300' and set public hearing date.
<input type="checkbox"/>	<input type="checkbox"/> Attend Plan Commission meeting at which application will be considered.
<input type="checkbox"/>	<input type="checkbox"/> Plan Commission public hearing held. Date: _____
Reference Materials – <a href="http://www.brooklynwi.gov">www.brooklynwi.gov</a>	
Village Ordinance (s) 117-303, 117-304, 117-544 Zoning Map	
Property Information	
Property Address: _____	
Lot or Block#: _____	Subdivision: _____
Tax Parcel#: _____	Total Acreage: _____
Current Use of Property: _____	
Proposed Use of Property: _____	
Proposed Rezoning <input type="checkbox"/> Not Applicable	
Current Zoning: _____ Current Conditional Use Permit in Place? _____	
Proposed Zoning: _____ Will Conditional Use Permit be needed? _____	
If Residential: Number of Dwelling Units _____ Number of Parking Stalls _____	

**Non-Residential: Number of Employees\_\_\_\_\_ Number of Parking Stalls\_\_\_\_\_ Handicapped\_\_\_\_\_**  
**Hours of operation\_\_\_\_\_**

## **Submittals**

**Submit 1 paper copy and also submit documents via email in pdf format the following applicable items to the [clerk@brooklynwi.gov](mailto:clerk@brooklynwi.gov) and [deputyclerk@brooklynwi.gov](mailto:deputyclerk@brooklynwi.gov)**

### **Certified Survey Map, Plat or Drawing showing the following:**

Lots involved, location size, boundaries, dimensions, uses, and size of the subject site; existing proposed structures; existing proposed easements, streets and other public ways; public utilities; off-street parking, loading areas and driveways; existing highway access restrictions; high water; channel, floodway and floodplain boundaries; steep slopes, wooded areas; and existing and proposed street, side and rear yards. In addition, the plat of survey shall show the location, elevation, and use of any abutting lands and their structures within 40 feet of the subject.

Additional info may be required by the zoning administrator, plan commission, village board, and building inspector, village engineering, fire and safety, or public works, and other personnel/consultants, including all information required for site plan approval under Ordinance 117-400.

### **Petitions for change shall describe the premises to be rezoned:**

Specify in writing a description of the proposed change, reason for the amendment and other supporting information and attach the following:

A plot plan drawn to a scale of one-inch equals 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 200 feet of the area proposed to be rezoned.

### **Letter of Intent:**

Letter of Intent should describe, in detail, what the property will be used for. Include the purpose for the request, construction schedules, names of people involved (applicant, owner, contractor, architect, landscaper, business manager). Give a detailed description of the type of business proposed, the hours of operation, number of employees, access and parking property. If residential, describe how many dwelling units and expected number of residents, as well as access and parking on property.

Include physical information on the size and layout of the site, as well as any features of the property such as wetlands, floodplain, woodlands or other environmental features.

The Plan Commission is required to base its decision on whether the applicant demonstrated that the proposed zoning will meet the standards of the zoning code. Include any additional information that you wish to submit in support of the requested action.

**Owner's Signature – Statement of Understanding**

By signing below, I \_\_\_\_\_, certify that the information contained in this application is true and accurate to the best of my knowledge, and understand that a deliberate misrepresentation of information may be grounds for denial or reversal of this application, and/or revocation of any approval already awarded based on this application.

I also authorize the Village of Brooklyn staff permission to view and enter the subject property for the purpose of reviewing and investigating this request.

I understand that the submittal of this application and payment of the proper fees does not mean that issuance of a Zoning change is imminent and guaranteed.

I understand that issuance of a zoning change does not qualify as, nor replace the necessity for proper permitting for the proposed project.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

**Office Use Only**

Date Received: \_\_\_\_\_ By: \_\_\_\_\_ Parcel#: \_\_\_\_\_

Referred to: \_\_\_\_\_ Fee: \_\_\_\_\_ Check# \_\_\_\_\_

Notify Property Owners within 300 feet \_\_\_\_\_ Sent on: \_\_\_\_\_ By: \_\_\_\_\_

Publish/Post Hearing Notice \_\_\_\_\_ Sent on: \_\_\_\_\_ By: \_\_\_\_\_

**Office Use Only – Materials Sent To:**

	Date Sent:	Return By:	Response:
Zoning Administrator	_____	_____	_____
Building Inspector	_____	_____	_____
Public Works	_____	_____	_____
Police Department	_____	_____	_____
Fire Inspector	_____	_____	_____
EMS	_____	_____	_____
Village Attorney (as needed)	_____	_____	_____
Village Engineer (as needed)	_____	_____	_____

**Approvals**

Plan Commission meeting date: \_\_\_\_\_

Your request has been: \_\_\_ Approved \_\_\_ Not Approved  
                                  \_\_\_ Approved with these Conditions:

Village Board meeting date: \_\_\_\_\_

Your request has been: \_\_\_ Approved \_\_\_ Not Approved  
                                  \_\_\_ Approved with these Conditions: