

KINNICKINNIC SUBMITTAL PROCEDURE & REQUIREMENTS

Town of Kinnickinnic

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River Falls, WI 54022

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SUBMITTAL REQUIREMENTS (Variance, Waiver, Conditional Use/Special Exception or Rezoning)

1. A completed Kinnickinnic Land Development Application & must be signed by property owner.
2. Letter of intent briefly describing the reason for the requested approval of the following:
Variance, Waiver, Conditional Use/Special Exception or Rezoning
3. Town fees to be included at time of submittal: Zoning fee, consultation & site visit with DZA and the Consultation with Plan Commission.
4. Copies (10) of completed St. Croix County Application which was submitted to the county.
5. Stamped unsealed notification letters to adjacent landowners.
6. Letter from St. Croix County TRC meeting or any other correspondence.
7. Additional information may be required by the Town.

PROCEDURE

Submittal deadline is the first Wednesday of the month.

Applicant or applicants agent meets with Town Deputy Zoning Administrator to submit application, fees and 10 copies of any necessary paperwork for Plan Commission meeting. A copy of a plat book page or map from the County GIS website highlighting the area being discussed.

Plan Commission meeting – typically the 3rd Wednesday of the month @ 7:00pm.

Applicant or applicant's agent attends plan commission meeting to present and answer any questions. The Plan Commission will review the application, Deputy Zoning Administrator's report and make a recommendation to the Town Board. **Any changes requested by plan commission shall be made prior to submitting an additional 8 copies for the town board meeting.**

Town Board meeting – typically the 1st Tuesday of the month @ 7:00pm.

Applicant or applicant's agent attends Town Board meeting to present and answer any questions. The Town Board will review the application, Deputy Zoning Administrator's report and consider the recommendation made by the plan commission. Any changes other than those requested or approved by the Plan Commission will require a re-submittal and review of the changes by the Plan Commission prior to action by the Town Board.

The Land Development Application will be found on the Town website @ (<http://www.kinnickinnictwp.org>) under forms and permits.

The fee schedule will be found there also, except under ordinances.