

# Plan Commission Application

## City of Verona – Planning & Development Department

111 Lincoln Street  
Verona, WI 53593-1520  
(608) 848-9941

X	Description	Administrative Fee
	Annexation	\$ 300.00 + Taxes
	Conditional Use Permit	\$ 300.00
	Site Plan	\$ 300.00
	Variance	\$ 300.00
	Zoning Map Amendment (From ____ To ____)	\$ 300.00
	Zoning Text Amendment	\$ 300.00
	Planned Unit Development	Step 2: Concept \$ 300.00
		Step 3: General Development Plan Review \$ 300.00
		Step 4: Precise Implementation Plan Review \$ 300.00
	Certified Survey Map (CSM)	\$ 150.00 + \$100/lot
	Preliminary Plat Review	\$ 300.00 + \$50/lot
	Final Plat Review	\$ 300.00 + \$25/lot

**\*NOTE: Administrative filing fees are due at the time an application is filed with the City and are not refundable. In addition to the Administrative fees, City staff time (City Engineer and City Attorney) will be charged back to the applicant. The Applicant will receive monthly invoices of payments due.**

Date:

Project/Business Name:

Address/Location:

City, State, Zip Code:

Proposed Use of Property:

Applicant:

Property Owner:

Address:

Address

City/State/Zip

City/State/Zip:

Phone:

Phone:

E-mail:

E-mail:

Signature:

Signature:



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Phone: (608) 845-848-9941 Fax: (608) 845-8613  
[www.ci.verona.wi.us](http://www.ci.verona.wi.us)

## ANNEXATION CHECKLIST

1. Application fee: \$300.00
2. A check payable to the 'City of Verona' equal to 5 times (5X) the most recent property tax amount paid to the Township.
3. 10 copies of an Annexation Map, including the current Legal Description of the property from a licensed engineer, surveyor, or attorney.
4. 10 copies of an Annexation Petition.
5. 10 copies (**8 ½" x 11"**) of a Written Description of the Intended Use describing:
  - Proposed zoning
  - Land use plan map designations
  - Current land uses present on the property
  - Proposed land uses for the property
  - Any other information pertinent to adequate understanding by the Plan Commission of the intended use and its relation to nearby properties.
6. 10 copies of a small Location Map (11" x 17") showing the subject property and illustrating its relationship to the nearest street intersection.



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## City of Verona Annexation "Town Taxes" Form For Compliance with State Statute 66.0217(14)

Notice to Petitioner:

State Statute 66.0217(14) became effective on May 7<sup>th</sup> of 2004. This State Statute requires that Town of Verona property taxes continue to be paid for 5 years *after* land is annexed into the City. The town property taxes that must be paid after annexation are equal to five (5) times the amount of property taxes that the town levied on the territory in the year it was annexed. City of Verona Policy 41 requires the annexation petitioner to pay these Town taxes to the City, after which the City then pays the Town the amount due.

Please complete the following form and submit it with your annexation petition.

- Petitioner's Name: \_\_\_\_\_
- Please complete the following table for ALL parcels to be annexed:

Column A	Column B	Column C
Parcel Identification Number(s) [PIN(s)]	Town Taxes for _____ Year	Column B X 5 Years =
Sample: 0608-272-1000-2	Sample: \$849.45	Sample: \$4,247.25
1.		
2.		
3.		
4.		
5.		
<b>TOTAL FROM ABOVE:</b>		

Note—If more than 5 separate parcels are proposed to be annexed with one annexation petition—please use a separate sheet of paper to provide the required information from the table above for all parcels.

- Provide a check payable to the City of Verona for the 'Total' Amount listed in Column C from the table above.