

# Town of Kinnickinnic

1271 County Road J  
River Falls, WI 54022

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## Certified Survey Map Submittal Requirements and Procedure

### \* Review Ordinances

- CHECK IF DONE – All Concept Review Submittal Requirements plus:**

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

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

**PROCEDURE:** Submittal deadline is the last Tuesday of the month.

Applicant(s) submit application, fees and 10 copies of any necessary paperwork for Plan Commission Meeting.

Plan Commission meeting – typically the 3<sup>rd</sup> Wednesday of the month at 7:00pm.

Applicant(s)'s agent attends Plan Commission meeting to present and answer any questions.

The Plan Commission will review the application and make a recommendation to the Town Board.

Any changes requested by Plan Commission shall be made prior to submitting a copy for the Town Board meeting.

Town Board meeting – typically the 1<sup>st</sup> Tuesday of the month at 7:00pm.

Applicant(s)'s agent attends Town Board meeting to present and answer any questions. The Town Board will review the application 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.

Visit the Town website [www.kinnickinnictwp.org](http://www.kinnickinnictwp.org) for:  
The Land Development Application can be found under Forms & Permits.  
The Fee Schedule can be found under Resolutions.

\*The Subdivision Ordinance for the town of Kinnickinnic is also on the website and should be consulted by the applicant for full compliance as this is only a checklist for their convenience.