

**Village of Johnson Creek**  
125 Depot Street – P.O. Box 238, Johnson Creek, WI 53038 (920)-699-2296  
**CSM Application**  
CSM Application required per Village Code -Chapter 245-92

The following information and documentation is required to be submitted to the Village Administrator prior to 2:00 p.m. by the first day of the month in which you wish Plan Commission consideration. Please include the following information with your completed CSM Application.

- One hard copy and one electronic copy of completed application, Agreement for Reimbursable Costs and a plat of survey CSM (11" X 17"), prepared by a land surveyor registered in the State of Wisconsin, as applicable, showing all contiguous lands owned by the applicant. Show the location, elevation, all streets bordering the property, and use of any abutting lands and their structures within 40 feet of the subject site.
- Application Fee \$500.00
- Reimbursable Services Deposit \$500.00 (see Agreement for Reimbursable Costs)
- Provide any additional information as required by the Building Inspector, Plan Commission or Village Board.

Please type or print this information:

Address of property involved	
Parcel number	
Purpose of subdivision (explain in full, attach page if necessary)	
Name of petitioner	
Mailing address of petitioner (Street, city, state, zip)	
Daytime phone number of petitioner	
Name of property owner	
Mailing address of property owner	
Daytime phone number of property owner	

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Legal description of property involved	-Can Attach-
Name of Architect, Professional Engineer, or Contractor	
Property is presently used as	
Type of structure and proposed use of structure or site including number of employees if applicable	
How would this land division affect the Village?	
Property is presently zoned as	

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Signature of Petitioner

\_\_\_\_\_  
Date of Signature

\_\_\_\_\_  
Date of Signature

## ***Agreement for Reimbursable Services*** **Petitioner/Applicant/Property Owner**

In accordance with Village Code -Chapter 250-138 the Village may retain the services of professional consultants (including planners, engineers, architects, attorneys, environmental specialists, recreation specialists, and other experts) to assist in its review of a proposal coming before the Plan Commission. The Village reserves the right to apply the charges for these services as well as for staff time expended in the administration, investigation and processing of applications to the Petitioner.

The Petitioner is required to provide the Village with an executed copy of this agreement as a prerequisite to the processing of the development application. The submittal of a development proposal application or petition shall be construed as an agreement to pay for such professional review services applicable to the proposal. The Village may delay acceptance of the application or petition as complete, or may delay final approval of the proposal, until such fees are paid by the Petitioner. The Property Owner acknowledges that review fees which are applied to a Petitioner, but which are not paid by such Petitioner, may be charged by the Village as an assessment against the subject property for current services provided the property.

Note: Consultant services (e.g. engineering, planning, surveying, legal, etc.) and Village administrative time may be charged in addition to the normal costs payable by the Applicant/Petitioner/Property Owner (e.g. application filing fees, permit fees, publication expenses, recording fees, impact fees, etc.)

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(Project Name/Nature of Application)

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(Property Tax Key Numbers Involved in Project)

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(Signature of Applicant/Petitioner)

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(Date)

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(Signature of Property Owner)

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(Date)