

New Home/Rezoning Procedures for Town of Arlington

1. Verify if it is a buildable lot
2. Confirm Zoning &/or Parcel requirements
3. Town of Arlington Planning Commission Preliminary Consultation
 - a. You will be required to explain your proposed request
 - b. Complete Town's Application & pay non-refundable \$500 filing fee
 - c. Pay \$2,500 escrow fee to cover the cost of the Town's consultants (attorney and engineer). Any unused escrow will be refunded; however, if for any reason the escrow is insufficient, any shortfall needs to be brought current and paid in full.
 - d. Provide preliminary Site Plan or Certified Survey Map (CSM)
4. Public Hearing, if required
 - a. At least 10 days prior to the public hearing, written notice will be sent by the Town, to all property owners within 1000 feet of the real estate to be rezoned & Notice will be placed in the local papers for 21 days prior to hearing
 - b. At the Public Hearing you will be required to explain your proposed request and the Public may then ask you to clarify any questions they have regarding your proposal
5. Town Planning Commission Meeting – follows Public Hearing
 - a. Final Site Plan or Certified Survey Map (CSM)
 - b. Provide completed Environmental Assessment Questionnaire
 - c. Boardman & Clark will prepare a draft copy of a Declaration of Covenants, Conditions and Restrictions, if deemed necessary. The approval of your request by the Plan Commission, and subsequently Town Board, will be subject to the execution of such documents. The Evidence of Title is required under the land division ordinance to assure all involved parties are represented in the execution of the documents.
6. Town Board Approval Meeting
 - a. EJT Approval if within 1.5 miles of Village Boundary
 - b. The minutes from this meeting will be provided to Columbia County Planning & Zoning Department to satisfy their requirement under the County application process.
7. Get Sanitary Permit from Columbia County Planning & Zoning Dept.- \$435
8. Get Zoning Permit from Columbia County Planning & Zoning Dept.- \$510
9. Get Driveway Permit from Town Building Inspector
 - a. General Engineering - Kelly Green 608-697-7771
10. Get Emergency Response Number from Columbia County Planning & Zoning Dept.- \$75

Town of Arlington Town Clerk – Becky Struck. 608-635-4808

Town of Arlington Building Inspector - Kelly Green 608-697-7771

Columbia County Planning & Zoning

112 E. Edgewater St.

Portage, WI 53901

608-742-9660

Office Hours: 8-4:30 Monday thru Friday

Email: Planning.zoning@co.columbia.wi.us