

**Application Process Instructions for  
Ch. 17 Zoning Ordinance or Ch. 18 Land Division and Subdivision Ordinance  
Town of Eldorado Plan Commission  
Fond du Lac County, Wisconsin**

The Town of Eldorado Plan Commission members are not able to discuss applications or scenarios outside of a posted public meeting. All inquiries are directed to the Town Clerk to obtain the necessary materials, instruction and to be placed on the agenda for a future Plan Commission meeting. The Plan Commission is *tentatively* scheduled to meet the second Tuesday of the month at 7:00 p.m.

**Town Clerk**

Town of Eldorado  
PO Box 8  
Eldorado, WI 54932

(920) 872-0800  
[clerk.eldorado@gmail.com](mailto:clerk.eldorado@gmail.com)

Additional information can be found on the Town website at  
[www.townofeldorado.com](http://www.townofeldorado.com)

**Process:**

Prior to submittal of an application for a minor land division or parcels merge by Certified Survey Map (CSM), Zoning Change, Conditional Use Permit (CUP) and/or Subdivision, the applicant(s) must first submit a Concept Plan (CP) application to the Town Clerk for review by the Plan Commission. The CP application is available on the Town's website or can be obtained from the Town Clerk.

A complete application packet and fee (as applicable) must be submitted to the Town Clerk. This includes completed application form(s) with signatures by all property owners or legal representatives and appropriate supporting materials (e.g., concept sketch; aerial photo of parcels; final CSM).

**Why do I need a Concept Plan application?**

*The purpose of the CP is to address applicant's questions on what is allowable per Ordinances, identify immediate concerns that need follow-up prior to submittal of the formal application and develop a path forward. An applicant can submit as many CP application iterations as needed. There is no fee for a CP review.*

To be added to the Plan Commission agenda, the required materials must be received by the Town Clerk:

- at least ten (10) days prior to the Plan Commission meeting for a **Concept Plan** or **CSM**, or
- at least three (3) weeks prior to the Plan Commission meeting for a **Zoning Change** or **CUP**.

The time frames established are to allow for distribution of materials, review and research of the application and required public notifications. All applications must be signed by the property owner(s), legal personal representative(s), registered agent or trustee(s), as applicable.

**Fees as of January 2019:**

Contact the Town Clerk for options not listed

Concept Plan (CP) / Preliminary Certified Survey Map (CSM) – **\$0**  
Final CSM - **\$300**

Zoning Change (i.e., Rezone) - **\$350** (public notice required)

Conditional Use Permit (CUP) - **\$350** (public notice required)

Special Meeting/Hearing - **\$350** (public notice may be required)

The application fee is intended to cover the Town's costs associated with publishing notices, the Plan Commission meeting and other administrative expenses. A single fee cannot be paid for multiple requests that will be processed together. For example, an application for a CSM (\$300) and application for a Zoning Change (\$350) submitted at the same time will require payment of \$650 in fees.

The Town has ninety (90) days from the date of receipt of a complete application and associated fee to review the application and map and approve, conditionally approve or reject the application and map based upon a determination of conformity or non-conformity with the standards. The Plan Commission will review the application packet and the recommendation from Town Staff before making a recommendation to the Town Board to approve, conditionally approve or deny the application.

The Plan Commission recommendation will be placed on the agenda of the next Town Board meeting (the fourth Monday of each month, adjusted for holidays). The Town Board will rule on the application. An exception to this process is the CUP, for which the Plan Commission has sole authority to approve, conditionally approve or deny the application.

### **Professional Services:**

In addition to the application fee, the applicant will be responsible for any professional service fees incurred by the Town with the review of the application. Professional service fees will be billed to the applicant separately. All costs of professional services such as legal, engineering, and planning review, research, recording fees and traffic control costs related to any action initiated by a responsible party, other than the Town, to be reviewed or acted upon by the Plan Commission, Board of Appeals or Town Board shall pass to the responsible party.

### **Process Summary – Minimum Three Months:**

1. Obtain Concept Plan (CP) application from Town Clerk or website
2. At least ten (10) days prior to Plan Commission monthly meeting:
  - Submit CP application and map to Town Clerk
3. Second Tuesday of the month (tentatively):
  - Meet with Plan Commission for preliminary review
  - Obtain appropriate applications from the Plan Commission
4. **Option A or B as applicable:**
  - A. At least three (3) weeks prior to Plan Commission monthly meeting:
    - Submit Zoning Change, Conditional Use Permit (CUP) and/or Subdivision application(s), and if applicable, Certified Survey Map (CSM) application, required supporting materials and fee(s) to Town Clerk, **OR**
  - B. At least ten (10) days prior to Plan Commission monthly meeting for only a CSM application:
    - Submit CSM application, required supporting materials and fee to Town Clerk
5. Second Tuesday of the month (tentatively):
  - Meet with the Plan Commission for review of your application(s) – final review for CUPs
  - If CUP approved, Plan Commission and Town Clerk will draft document for signatures (one month)
6. Fourth Monday of the month (adjusted for holidays):
  - Meet with the Town Board for final review of your application(s) – CUPs excluded
  - If approved, Town Board will sign CSM at this meeting
7. Town Clerk will follow-up with Fond du Lac County, as applicable (e.g., Zoning Change, CSM, etc.)

### **Special Meetings**

*For projects on a tight schedule, the Plan Commission may convene a special meeting outside the regular monthly meeting for an additional fee. A quorum must be present. Time frames for submittal of materials & public notice requirements still apply. Contact the Town Clerk for information.*