

POLK COUNTY DISTRICT CHANGE APPLICATION

Receipt Number	Fee: \$500.00
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MAKE CHECKS PAYABLE TO:
 Polk County Zoning Department
 100 Polk County Plaza, Suite 130
 Balsam Lake, WI 54810
 715-485-9111, Mon- Fri, 8:30am-4:30pm

Property Address (Number & Street or Ave)

**COMPLETE ALL UNSHADED AREAS
 INCOMPLETE APPLICATIONS MAY BE
 RETURNED
 PLEASE PRINT – USE INK
 RETURN ORIGINAL FORM**

Property Owner _____
 Mailing Address _____
 City _____ State _____ Zip _____

Home/ Work/ Cell Phone Number: _____

LEGAL DESCRIPTION OF PROPERTY – SEE TAX BILL

Parcel # / Computer #	Lot #	Subdivision/CSM #	Gov't Lot
_____ ¼ _____ ¼, Sec _____ /T _____ N /R _____ W		Town of _____	
Size of Parcel X = SQ FT OR Acres		Size of proposed REZONE parcel X = SQ FT OR Acres	

ADDITIONAL INFORMATION

Previous Owner	Date Purchased	Are there buildings on the parcel? <input type="checkbox"/> yes <input type="checkbox"/> no	What percent of the buildings are to be rezoned?	Name of Lake/Pond/River/Flowage	Lake Classification <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3
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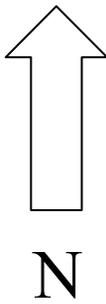
I request a District Change/Rezone (State briefly what is being requested & why):

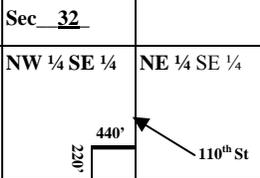
The applicant, as witnessed by the applicant's signature on this application hereby attests that the information contained therein is accurate and true. Any assistance by County staff was at the applicant's request.

Sign Here: _____ Date: _____ Cash Check # _____

COMMENTS:

Received by: _____		Date: _____		Fee _____	
Letter/Minutes from town board hearing <input type="checkbox"/> Yes	Hearing Date/Time	Land Information Committee approval <input type="checkbox"/> Yes <input type="checkbox"/> No	County Board Meeting Date	County Board approval <input type="checkbox"/> Yes <input type="checkbox"/> No	Date Received

NW ¼ NW ¼	NE ¼ NW ¼,	NW ¼ NE ¼,	NE ¼ NE ¼		<p><u>SAMPLE PROPOSED LEGAL DESCRIPTION</u></p> <p>“Beginning at the SE Corner of Sec 32/T35N/R16W due north 1320’ thence due west 1320 to the Point of Beginning (POB) at the southeast corner of the NW ¼, SE ¼, thence 220’ due north, thence 440’ due west, thence 220’ due south, thence 440’ due east to the “Point of Beginning” (P.O.B.).—2.22 acres”</p> <p>If the property has a Certified Survey Map, please submit a copy of the map along with the application.</p>
SW ¼ NW ¼	SE ¼ NW ¼	SW ¼ NE ¼	SE ¼ NE ¼		
NW ¼ SW ¼	NE ¼ SW ¼	NW ¼ SE ¼	NE ¼ SE ¼		
SW ¼ SW ¼	SE ¼ SW ¼	SW ¼ SE ¼	SE ¼ SE ¼		



SAMPLE
SAMPLE

PLOT PLAN

NW ¼ NW ¼	NE ¼ NW ¼	NW ¼ NE ¼	NE ¼, NE ¼	<p><input type="checkbox"/> <u>PLOT PLAN</u> Complete Plot Plan as shown above. Draw in the location of property to be rezoned only. Describe legal description as per above sample. Locate adjoining roads/highways</p>
SW ¼ NW ¼	SE ¼, NW ¼,	SW ¼ NE ¼	SE ¼ NE ¼	
NW ¼ SW ¼	NE ¼ SW ¼	NW ¼ SE ¼	NE ¼ SE ¼	
SW ¼ SW ¼	SE ¼ SW ¼	SW ¼ SE ¼	SE ¼ SE ¼	

Proposed Legal Description

Please list all names and **complete mailing addresses** of all adjoining property owners within **300 feet** (including across the road). Provide property address if known.

Name		
Mailing Address		
----- Property Address	-----	-----
Name		
Mailing Address		
----- Property Address	-----	-----
Name		
Mailing Address		
----- Property Address	-----	-----
Name		
Mailing Address		
----- Property Address	-----	-----

To the right, please indicate precisely the location of your property with directions on how to get there from Balsam Lake, WI. The Committee may visit the property and if they cannot find the property they may delay considering your request to a later date. Please use RURAL ADDRESS NUMBERS & STREET NAMES, colors of buildings or adjoining properties, etc... Your lot must be accessible (plowed road.) Pictures are helpful at hearing.

NOTE: This application will not be processed until all information required has been provided. Once we receive your application, it takes at least 4-6 weeks to process your application. You will receive a notice by mail, indicating when the hearing will take place. The applicant or a representative must attend the hearing.

The Polk County Land Information Committee members will receive information regarding your request before the scheduled hearing date. Decisions by the Committee are generally made immediately following the applicant's hearing.

CONTACT YOUR LOCAL TOWNSHIP FOR ADDITIONAL REQUIREMENTS