

**TOWN OF STOCKTON**  
**Procedures for filing requests to the**  
**STOCKTON AREA PLANNING COMMISSION**

**Background Information:**

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Parcel No.: \_\_\_\_\_

Address: \_\_\_\_\_

Section: \_\_\_\_\_

\_\_\_\_\_

Current Zoning: \_\_\_\_\_

Phone: \_\_\_\_\_

Owner: \_\_\_\_\_

Buyer: \_\_\_\_\_

Signature

Date

Request: \_\_\_\_\_

**Initial Findings:**

Surrounding Zonings: N \_\_\_\_\_ S \_\_\_\_\_ W \_\_\_\_\_ E \_\_\_\_\_

Does this request conform to the Town Land Use Plan \_\_\_\_\_

Improvements on Parcel: Yes \_\_\_\_\_ No \_\_\_\_\_ Proposed \_\_\_\_\_

Directions to Property of request: \_\_\_\_\_

**PROCEDURES TO FOLLOW:**

1. Committee Chair (preferred) or Town Clerk needs to be called (592-4712) by the **10<sup>th</sup>** of the month for a request to be on the current months meeting agenda. The Plan Commission usually meets on the 1st Wednesday of the month at 7:00 pm.
2. Forms can be e-mailed, or mailed to you through the postal service.
3. At the Town level there is no filing fee except the 13 copies of form requested.
4. **This form needs to be complete up to and including the signature, date, and 13 copies of it filed with the Committee Chair by the 3rd Monday of the month. The owner of the property must sign the request form.**
5. Include a map or drawing of property, (8 1/2 x 11" is the best size). The map should include any changes the request is concerning. **You should provide 13 copies of the map with no. 4 above.**
6. Under the area listed as "**Request**", state what is being requested.
7. The owner, buyer, agent or someone familiar with the request should be present at the public hearing to answer questions about the request.
8. The Stockton Area Planning Commission will review your request and make a recommendation to the Town Board.
9. The Town Board will review the request at the next Town Board meeting and make a recommendation to Portage County Planning and Zoning if necessary.
10. In most instances Planning and Zoning will have a public hearing concerning your request. At the end of this meeting P & Z will either approve the request, or make a recommendation to the final approving body.

If you have any questions on the above information, contact the Town Hall 715-592-4712 at 7252 6<sup>th</sup> Street or the current chair of the Commission is Cindy Davis, 600 Oak Road N, Custer WI 54423, Phone # is 715-592-4204.