

**Town of Winchester**  
8522 Park Way, Larsen, WI 54947 • 920.836.2948  
**CSM / ZONING CHANGE APPLICATION**

**Certified Survey Map**

**Zoning Change Application**

Landowner Name(s): \_\_\_\_\_ Phone: \_\_\_\_\_

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

Name of Agent/Surveyor: \_\_\_\_\_ Phone: \_\_\_\_\_

Site Address / Location: \_\_\_\_\_

Site Tax Parcel #: \_\_\_\_\_

Current Zoning & Use of Site: \_\_\_\_\_

Proposed Zoning & Use of Site: \_\_\_\_\_

**The following materials must be submitted with this application.**

This application is not considered complete and ready for review until all materials are submitted to the Town's satisfaction. Any blanks left incomplete or unmarked could cause a delay in the review process. Please mark items that do not apply as "N/A." An agent or landowner must be present at all Plan Commission and Town Board meetings where the CSM and / or Zoning Change are listed on the agenda.

**Zoning Change Application Requirements:**

- \_\_\_\_\_ Copy of Winnebago County Zoning Change application to include:
  - \_\_\_ (a) existing zoning on, and adjacent to, proposed land division
  - \_\_\_ (b) square footage or acreage for each lot or parcel
  - \_\_\_ (c) any and all easements, including types and widths
- \_\_\_ Application fee – See Town of Winchester Fee Schedule

**CSM Application Requirements:**

- \_\_\_\_\_ Copies of the proposed certified survey map (CSM) including:
  - \_\_\_ All existing buildings, property line fences, watercourses, drainage ditches, and other features pertinent to proper division
  - \_\_\_ Building Lines / Set Backs
  - \_\_\_ Date of map
  - \_\_\_ Graphic scale
  - \_\_\_ Name, address, and phone number of the landowner
  - \_\_\_ Existing zoning for the proposed land division and the adjacent properties
  - \_\_\_ Square footage or acreage for each lot or parcel
  - \_\_\_ Any and all easements, including types and widths
- \_\_\_\_\_ Vicinity map showing relationship of property to the nearest cross street and section corner
- \_\_\_\_\_ Application Fee – See Town of Winchester Fee Schedule

**If applicable, please also include the following:**

- \_\_\_\_\_ Floodplain status of property and location of any wetlands
- \_\_\_\_\_ Is the proposed parcel within 300 ft of a stream? Yes \_\_\_ No \_\_\_
- \_\_\_\_\_ Existing topography with contours no greater than 2-feet
- \_\_\_\_\_ Letter from DOT accepting change, including WDOT certification number, if property abuts a state highway
- \_\_\_\_\_ Preliminary layout of public improvements
- \_\_\_\_\_ Preliminary street plans and profiles
- \_\_\_\_\_ Number of phases of proposed development; construction start /completion dates

**Signature of Applicant(s)** \_\_\_\_\_ **Date** \_\_\_\_\_

Rec'd by \_\_\_\_\_ Date \_\_\_\_\_ Amount \_\_\_\_\_ Check # \_\_\_\_\_