



City of Fitchburg  
 Planning/Zoning Department  
 5520 Lacy Road  
 Fitchburg, WI 53711 (608-270-4200)

# SMARTCODE ADMINISTRATIVE APPROVAL APPLICATION

**Location of Property:**

**Street Address:** \_\_\_\_\_

**Legal Description - (Metes & Bounds, or Lot No. And Plat):** \_\_\_\_\_

\_\_\_\_\_

**Administrative Approval Details:**

1. Administrative Approval Application shall be submitted concurrent with a SmartCode Rezoning Application, a Regulating Plan Application or Site/Building Plan Application.
2. All documentation, including maps, text, drawings and statistical data that the applicant wishes to be considered in support of their Approval(s) should be submitted with this application.

**Administrative Approval Checklist:**

- 1. Describe each specific Approval requested, including citation of the provision from Chapter 23 SmartCode District, clearly noting what is required by the Code and what is being proposed.
- 2. The effect of the approval on the overall Regulating Plan and how such requested approval will meet the standards of Section 1.6.5 of Chapter 23 SmartCode District.

**The preceding information is considered to be the minimum information for submission, and the Zoning Administrator may require additional information for review.**

**Current Owner(s) of Property:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone No.:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone No.:** \_\_\_\_\_

**Respectfully Submitted By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Owner's or Authorized Agent's Signature

\*(If multiple owners, application shall include statement of consent by all property owners)

**PLEASE NOTE** – Applicants shall be responsible for legal or outside consultant costs incurred by the City. It is the responsibility of the owner/applicant to insure compliance with all local and state requirements.

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**FOR CITY USE ONLY**

**Date Received:** \_\_\_\_\_

**Comments:** \_\_\_\_\_

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