

ZONING

250 Attachment 8

Village of Johnson Creek

Appendix F
Procedural Checklists

Procedural Checklist for Amendment of Zoning Regulations
(Requirements per § 250-121)

This form is designed to be used by the Applicant as a guide to submitting a complete application to amend the Zoning Ordinance text and by the Village to process said application. Parts II and III are to be used by the Applicant to submit a complete application; Parts I – IV are to be used by the Village when processing said application.

I. Record of Administrative Procedures for Village Use.

- Presubmittal staff meeting scheduled
Date of Meeting: Time of Meeting: Date: By:
Follow-up staff meetings scheduled
Date of Meeting: Time of Meeting: Date: By:
Date of Meeting: Time of Meeting: Date: By:
Date of Meeting: Time of Meeting: Date: By:
Application form filed with Zoning Administrator Date: By:
Application fee of \$ received by Village Treasurer Date: By:
Reimbursement of professional consultant costs agreement executed Date: By:

II. Application Submittal Packet Requirements For Village and Applicant Use.

Prior to submitting the 20 final complete applications as certified by the Zoning Administrator, the Applicant shall submit 5 initial draft application packets for staff review, followed by one revised draft final application packet based upon staff review and comments.

Initial Packet (5 copies to Zoning Administrator) Date: By:

↓ Draft Final Packet (1 copy to Zoning Administrator) Date: By:

- (a) A copy of the provisions of the current Zoning Ordinance which are to be amended.
With said provisions clearly indicated in a manner which is clearly reproducible with a photocopier.
(b) A copy of the text which is proposed to replace the current text.
(c) Written justification for the proposed text amendment.
Indicating reasons why the Applicant believes the proposed text amendment is in harmony with the recommendations of the Village of Johnson Creek Comprehensive Plan, particularly as evidenced by compliance with the standards set out in § 250-121D(3)(a) through (e).

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**III. Justification of the proposed Zoning Ordinance amendment for Applicant Use.**

- 1. How does the proposed official Zoning Ordinance amendment further the purposes of the Zoning Ordinance as outlined in § 250-5?

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- 2. How does the proposed text amendment further the purposes of the general article in which the amendment is proposed to be located?

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- 3. How does the proposed text amendment further the purposes of the specific section in which the amendment is proposed to be located?

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- 4. Which of the following have arisen that are not properly addressed in the current zoning text?
  - a. The provisions of the Zoning Ordinance should be brought into conformity with the Comprehensive Plan. (If a factor related to the proposed amendment, note pertinent portions of the Comprehensive Plan.)
  - b. A change has occurred in the land market or other factors have arisen which require a new form of development, a new type of land use, or a new procedure to meet said change(s).
  - c. New methods of development or providing infrastructure make it necessary to alter the Zoning Ordinance to meet these new factors.
  - d. Changing governmental finances require amending the Zoning Ordinance to meet the needs of the government in terms of providing and affording public services.

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- 5. If the proposed text amendment is concerned with the provisions of Articles III and/or IV: how does the proposed amendment maintain the desired overall consistency of land uses, land use intensities, and land use impacts within the pertinent zoning districts?

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**IV. Final Application Packet Information for Village Use.**

- Receipt of final application packet by Zoning Administrator**      **Date:** \_\_\_\_\_ **By:** \_\_\_\_\_
- Receipt of 20 copies of final application by Zoning Administrator**      **Date:** \_\_\_\_\_ **By:** \_\_\_\_\_
- Certification of complete final application packet and  
required copies to Zoning Administrator by Village Clerk**      **Date:** \_\_\_\_\_ **By:** \_\_\_\_\_
- Notified Neighboring Property Owners (within 300 feet)**      **Date:** \_\_\_\_\_ **By:** \_\_\_\_\_
- Notified Neighboring Township Clerks (within 1,000 feet)**      **Date:** \_\_\_\_\_ **By:** \_\_\_\_\_
- Class 2 legal notice sent to official newspaper by Village Clerk**      **Date:** \_\_\_\_\_ **By:** \_\_\_\_\_
- Class 2 legal notice published on \_\_\_\_\_ and \_\_\_\_\_**      **Date:** \_\_\_\_\_ **By:** \_\_\_\_\_

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**Procedural Checklist for Amendment of Official Zoning Map  
(Requirements per § 250-122)**

This form is designed to be used by the Applicant as a guide to submitting a complete application to amend the Official Zoning Map and by the Village to process said application. Parts II and III are to be used by the Applicant to submit a complete application; Parts I – IV are to be used by the Village when processing said application.

**I. Record of Administrative Procedures for Village Use.**

- Presubmittal staff meeting scheduled**  
**Date of Meeting:** \_\_\_\_\_ **Time of Meeting:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **By:** \_\_\_\_\_
- Follow-up staff meetings scheduled**  
**Date of Meeting:** \_\_\_\_\_ **Time of Meeting:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **By:** \_\_\_\_\_  
**Date of Meeting:** \_\_\_\_\_ **Time of Meeting:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **By:** \_\_\_\_\_
- Application form filed with Zoning Administrator** **Date:** \_\_\_\_\_ **By:** \_\_\_\_\_
- Application fee of \$ \_\_\_\_\_ received by Village Treasurer** **Date:** \_\_\_\_\_ **By:** \_\_\_\_\_
- Reimbursement of professional consultant costs agreement executed** **Date:** \_\_\_\_\_ **By:** \_\_\_\_\_

**II Application Submittal Packet Requirements for Village and Applicant Use.**

Prior to submitting the 20 final complete applications as certified by the Zoning Administrator, the Applicant shall submit 5 initial draft application packets for staff review, followed by one revised draft final application packet based upon staff review and comments.

*Initial Packet (5 copies to Zoning Administrator)* **Date:** \_\_\_\_\_ **By:** \_\_\_\_\_

↓ *Draft Final Packet (1 copy to Zoning Administrator)* **Date:** \_\_\_\_\_ **By:** \_\_\_\_\_

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- (a) A copy of the Current Zoning Map of the subject property and vicinity:**
  - Showing all lands for which the zoning is proposed to be amended.
  - Showing all other lands within 300 feet of the subject property.
  - Referenced to a list of the names and addresses of the owners of said lands.
  - Map and all its parts are clearly reproducible with a photocopier.
  - Map size of 11 inches by 17 inches and map scale not less than one inch equals 800 feet.
  - All lot dimensions of the subject property provided.
  - Graphic scale and North arrow provided.
- (b) A copy of the Land Use Plan Map of the subject property and vicinity.**
- (c) Written justification for the proposed text amendment.**
  - Indicating reasons why the Applicant believes the proposed map amendment is in harmony with the recommendations of the Village of Johnson Creek Master Comprehensive Plan, particularly as evidenced by compliance with the standards set out in § 250-122D(3)(a) through (c).

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**III Justification of the Proposed Zoning Map Amendment for Applicant Use.**

- 6. How does the proposed official Zoning Map amendment further the purposes of the Zoning Ordinance as outlined in § 250-5 [and, for floodplains or wetlands, the applicable rules and regulations of the Wisconsin Department of Natural Resources (DNR) and the Federal Emergency Management Agency (FEMA)]?

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- 7. Which of the following has arisen that are not properly addressed in the current Official Zoning Map? (Please provide explanation in space below.)

- a. The designations of the Official Zoning Map should be brought into conformity with the Comprehensive Plan.
- b. A mistake was made in mapping on the Official Zoning Map. (That is, an area is developing in a manner and purpose different from that for which it is mapped.) NOTE: If this reason is cited, it must be demonstrated that the discussed inconsistency between actual land use and designated zoning is not intended, as the Village may intend to stop an undesirable land use pattern from spreading.
- c. Factors have changed (such as the availability of new data, the presence of new roads or other infrastructure, additional development, annexation, or other zoning changes), making the subject property more appropriate for a different zoning district.
- d. Growth patterns or rates have changed, thereby creating the need for an amendment to the Official Zoning Map.

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- 8. How does the proposed amendment to the Official Zoning Map maintain the desired consistency of land uses, land use intensities, and land use impacts as related to the environs of the subject property?

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IV. Final Application Packet Information for Village Use.

- Receipt of 5 full-scale copies in blueline or blackline of complete final application packet by Zoning Administrator      Date: \_\_\_\_\_ By: \_\_\_\_\_
- Receipt of 20 reduced (8.5" by 11" text and 11" by 17" graphics) copies of final application packet by Zoning Administrator      Date: \_\_\_\_\_ By: \_\_\_\_\_
- Certification of complete final application packet and required copies to Zoning Administrator by Village Clerk      Date: \_\_\_\_\_ By: \_\_\_\_\_
- Notified Neighboring Property Owners (within 300 feet)      Date: \_\_\_\_\_ By: \_\_\_\_\_
- Notified Neighboring Township Clerks (within 1,000 feet)      Date: \_\_\_\_\_ By: \_\_\_\_\_
- Class 2 legal notice sent to official newspaper by Village Clerk      Date: \_\_\_\_\_ By: \_\_\_\_\_
- Class 2 legal notice published on \_\_\_\_\_ and \_\_\_\_\_      Date: \_\_\_\_\_ By: \_\_\_\_\_

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**Procedural Checklist for Conditional Use Review and Approval  
(Requirements per § 250-124)**

This form is designed to be used by the Applicant as a guide to submitting a complete application for a conditional use and by the Village to process said application. Parts II and III are to be used by the Applicant to submit a complete application; Parts I – IV are to be used by the Village when processing said application.

**I. Record of Administrative Procedures for Village Use.**

**Presubmittal staff meeting scheduled**

**Date of Meeting:** \_\_\_\_\_ **Time of Meeting:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **By:** \_\_\_\_\_

**Follow-up staff meetings scheduled**

**Date of Meeting:** \_\_\_\_\_ **Time of Meeting:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **By:** \_\_\_\_\_

**Date of Meeting:** \_\_\_\_\_ **Time of Meeting:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **By:** \_\_\_\_\_

**Date of Meeting:** \_\_\_\_\_ **Time of Meeting:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **By:** \_\_\_\_\_

**Date of Meeting:** \_\_\_\_\_ **Time of Meeting:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **By:** \_\_\_\_\_

**Application form filed with Zoning Administrator** **Date:** \_\_\_\_\_ **By:** \_\_\_\_\_

**Application fee of \$ \_\_\_\_\_ received by Village Treasurer** **Date:** \_\_\_\_\_ **By:** \_\_\_\_\_

**Reimbursement of professional consultant costs agreement executed** **Date:** \_\_\_\_\_ **By:** \_\_\_\_\_

**II Application Submittal Packet Requirements for Village and Applicant Use.**

Prior to submitting the 20 final complete applications as certified by the Zoning Administrator, the Applicant shall submit 5 initial draft application packets for staff review, followed by one revised draft final application packet based upon staff review and comments.

*Initial Packet (5 copies to Zoning Administrator)* **Date:** \_\_\_\_\_ **By:** \_\_\_\_\_

↓ *Draft Final Packet (1 copy to Zoning Administrator)* **Date:** \_\_\_\_\_ **By:** \_\_\_\_\_

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**(a) A map of the proposed conditional use:**

Showing all lands for which the zoning is proposed to be amended.

Showing all other lands within 300 feet of the boundaries of the subject property.

Referenced to a list of the names and addresses of the owners of said lands as they appear on the current records of the Register of Deeds of Jefferson County (as provided by the Village of Johnson Creek).

Map and all its parts are clearly reproducible with a photocopier.

Map size of 11 inches by 17 inches and map scale not less than one inch equals 800 feet.

All lot dimensions of the subject property provided.

Graphic scale and North arrow provided.

**(b) A map, such as the Land Use Plan Map, of the generalized location of the subject property in relation to the Village as a whole.**

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- (c) A written description of the proposed conditional use describing the type of activities, buildings, and structures proposed for the subject property and their general locations.
- (d) A site plan (conforming to the requirements of § 250-127C) of the subject property as proposed for development OR, if the proposed conditional use is a group development (per § 250-47), a proposed preliminary plat or conceptual plat may be substituted for the required site plan, provided said plat contains all information required on said site plan per § 250-127.
- (e) Written justification for the proposed conditional use:
  - Indicating reasons why the Applicant believes the proposed conditional use is appropriate with the recommendations of the Village of Johnson Creek Comprehensive Plan, particularly as evidenced by compliance with the standards set out in § 250-124D(3)(a) through (f).

**III Justification of the Proposed Zoning Ordinance Amendment for Applicant Use.**

1. How is the proposed conditional use (the use in general, independent of its location) in harmony with the purposes, goals, objectives, policies and standards of the Village of Johnson Creek Comprehensive Plan, the Zoning Ordinance, and any other plan, program or ordinance adopted or under consideration pursuant to official notice by the Village?

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2. How is the proposed conditional use, in its specific location, in harmony with the purposes, goals, objectives, policies and standards of the Village of Johnson Creek Comprehensive Plan, the Zoning Ordinance, and any other plan, program or ordinance adopted or under consideration pursuant to official notice by the Village?

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3. Does the proposed conditional use, in its proposed location and as depicted on the required site plan [see § 250-124C(4)], result in any substantial or undue adverse impact on nearby property, the character of the neighborhood, environmental factors, traffic factors, parking, public improvements, public property or rights-of-way, or other matters affecting the public health, safety or general welfare, either as they now exist or as they may in the future be developed as a result of the implementation of the provisions of the Zoning Ordinance, the Comprehensive Plan, or any other plan, program, map ordinance adopted or under consideration pursuant to official notice by the Village or other governmental agency having jurisdiction to guide development?

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4. How does the proposed conditional use maintain the desired consistency of land uses, land use intensities, and land use impacts as related to the environs of the subject property?

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5. Is the proposed conditional use located in an area that will be adequately served by and will not impose an undue burden on any of the improvements, facilities, utilities or services provided by public agencies serving the subject property?

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6. Do the potential public benefits of the proposed conditional use outweigh all potential adverse impacts of the proposed conditional use [as identified in § 250-124D(3)(a) through (e)], after taking into consideration the Applicant's proposal and any requirements recommended by the Applicant to ameliorate such impacts?

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**IV. Final Application Packet Information for Village Use.**

- Receipt of 5 full-scale copies in blue/line or black/line complete final application packet by Zoning Administrator      Date: \_\_\_\_\_ By: \_\_\_\_\_
- Receipt of 20 reduced (8.5" by 11" text and 11" by 17" graphics) copies of final application packet by Zoning Administrator      Date: \_\_\_\_\_ By: \_\_\_\_\_
- Certification of complete final application packet and required copies to Zoning Administrator by Village Clerk      Date: \_\_\_\_\_ By: \_\_\_\_\_
- Notified Neighboring Property Owners (within 300 feet)      Date: \_\_\_\_\_ By: \_\_\_\_\_
- Notified Neighboring Township Clerks (within 1,000 feet)      Date: \_\_\_\_\_ By: \_\_\_\_\_
- Class 2 legal notice sent to official newspaper by Village Clerk      Date: \_\_\_\_\_ By: \_\_\_\_\_
- Class 2 legal notice published on \_\_\_\_\_ and \_\_\_\_\_      Date: \_\_\_\_\_ By: \_\_\_\_\_
- Conditional Use recorded with the County Register of Deeds      Date: \_\_\_\_\_ By: \_\_\_\_\_

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**Procedural Checklist for Temporary Use Review and Approval  
(Requirements per § 250-125)**

This form is designed to be used by the Applicant as a guide to submitting a complete application for a temporary use and by the Village to process said application. Part II is to be used by the Applicant to submit a complete application; Parts I – III are to be used by the Village when processing said application.

**I. Recordation of Administrative Procedures for Village Use.**

- Presubmittal staff meeting scheduled**  
**Date of Meeting:** \_\_\_\_\_ **Time of Meeting:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **By:** \_\_\_\_\_
- Follow-up staff meeting scheduled**  
**Date of Meeting:** \_\_\_\_\_ **Time of Meeting:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **By:** \_\_\_\_\_
- Application form filed with Zoning Administrator** **Date:** \_\_\_\_\_ **By:** \_\_\_\_\_
- Application fee of \$\_\_\_\_\_ received by Treasurer** **Date:** \_\_\_\_\_ **By:** \_\_\_\_\_
- Reimbursement of professional consultant costs agreement executed** **Date:** \_\_\_\_\_ **By:** \_\_\_\_\_

**II Application Submittal Packet Requirements for Applicant Use.**

The Applicant shall submit an application packet for staff review which includes the following information:

*Application Packet (1 copy to Zoning Administrator)* **Date:** \_\_\_\_\_ **By:** \_\_\_\_\_

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- (a) A map of the subject property:**
  - Showing all lands for which the temporary use is proposed.
  - Showing all other lands within 300 feet of the boundaries of the subject property.
  - Indicating current zoning of the subject property and environs and the jurisdiction(s) which maintains that control.
  - Map and all its parts are clearly reproducible with a photocopier.
  - Map scale not less than one inch equals 800 feet.
  - All lot dimensions of the subject property provided.
  - Graphic scale and North arrow provided.
- (b) A map, such as the Land Use Plan Map, of the generalized location of the subject property in relation to the Village as a whole.**
- (c) A written description of the proposed temporary use:**
  - Describing the type of activities, buildings and structures proposed for the subject property and their general locations.
- (d) A site plan of the subject property as proposed for development confirming to all requirements of § 250-127C. (See “Site Plan Approval” checklist.)**

**III. Final Application Packet Information for Village Use.**

- Certification of complete application by Zoning Administrator** **Date:** \_\_\_\_\_ **By:** \_\_\_\_\_

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**Procedural Checklist for Site Plan Review and Approval  
(Requirements per § 250-127)**

This form is designed to be used by the Applicant as a guide to submitting a complete application for a site plan review and by the Village to process said application. Part II is to be used by the Applicant to submit a complete application; Parts I – III are to be used by the Village when processing said application.

**I. Record of Administrative Procedures for Village Use.**

- Presubmittal staff meeting scheduled

Date of Meeting: \_\_\_\_\_ Time of Meeting: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_

- Follow-up presubmittal staff meetings scheduled

Date of Meeting: \_\_\_\_\_ Time of Meeting: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_

Date of Meeting: \_\_\_\_\_ Time of Meeting: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_

Date of Meeting: \_\_\_\_\_ Time of Meeting: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_

Date of Meeting: \_\_\_\_\_ Time of Meeting: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_

- Application form filed with Zoning Administrator Date: \_\_\_\_\_ By: \_\_\_\_\_

- Application fee of \$ \_\_\_\_\_ received by Village Treasurer Date: \_\_\_\_\_ By: \_\_\_\_\_

- Reimbursement of professional consultant costs agreement executed Date: \_\_\_\_\_ By: \_\_\_\_\_

**II Application Submittal Packet Requirements for Applicants Use.**

Prior to submitting the 20 final complete applications as certified by the Zoning Administrator, the Applicant shall submit 5 initial draft application packets for staff review, followed by one revised draft final application packet based upon staff review and comments.

*Initial Packet (5 copies to Zoning Administrator)* Date: \_\_\_\_\_ By: \_\_\_\_\_

↓ *Draft Final Packet (1 copy to Zoning Administrator)* Date: \_\_\_\_\_ By: \_\_\_\_\_

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- (a) A written description of the intended use describing in reasonable detail the following:

- Existing zoning district(s) — and proposed zoning district(s) if different.
- Land Use Plan Map designation(s).
- Current land uses present on the subject property.
- Proposed land uses for the subject property (per §§ 250-34 through 250-44).
- Projected number of residents, employees, and daily customers.
- Proposed amount of dwelling units, floor area, impervious surface area, and landscape surface area, and resulting site density, floor area ratio, impervious surface area ratio, and landscape surface area ratio.
- Operational considerations relating to hours of operation, projected normal and peak water usage, sanitary sewer or septic loadings, and traffic generation.
- Operational considerations relating to potential nuisance creation pertaining to noncompliance with the performance standards addressed in Article VIII (§§ 250-84 through 250-103), including street access, traffic visibility, parking, loading, exterior storage, exterior lighting, vibration, noise, air pollution, odor, electromagnetic radiation, glare and heat, fire and explosion, toxic or noxious materials, waste materials, drainage, and hazardous materials.

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- If no nuisances will be created (as indicated by complete and continuous compliance with the provisions of Article VIII), then include the statement “The proposed development shall comply with all requirements of Article VIII”.
- Exterior building and fencing materials (§§ 250-101 and 250-103).
- Possible future expansion and related implications for points above.
- Any other information pertinent to adequate understanding by the Plan Commission of the intended use and its relation to nearby properties.
- (b) **A Small Location Map at 11” x 17” showing the subject property, all properties within 300 feet, and illustrating its relationship to the nearest street intersection. (A photocopy of the pertinent section of the Village’s Official Zoning Map with the subject property clearly indicated shall suffice to meet this requirement.)**
- (c) **A Property Site Plan drawing which includes the following:**
  - A title block which indicates the name, address and phone/fax number(s) of the current property owner and/or agent(s) (developer, architect, engineer, planner) for project.
  - The date of the original plan and the latest date of revision to the plan.
  - A North arrow and a graphic scale (not smaller than one inch equals 100 feet).
  - A reduction of the drawing at 11” x 17”.
  - A legal description of the subject property.
  - All property lines and existing and proposed right-of-way lines with bearings and dimensions clearly labeled.
  - All existing and proposed easement lines and dimensions with a key provided and explained on the margins of the plan as to ownership and purpose.
  - All required building setback lines.
  - All existing and proposed buildings, structures and paved areas, including building entrances, walks, drives, decks, patios, fences, utility poles, drainage facilities, and walls.
  - The location and dimension (cross section and entry throat) of all access points onto public streets.
  - The location and dimension of all on-site parking (and off-site parking provisions if they are to be employed), including a summary of the number of parking stalls provided versus required by the Zoning Ordinance.
  - The location and dimension of all loading and service areas on the subject property and labels indicating the dimension of such areas.
  - The location of all outdoor storage areas and the design of all screening devices.
  - The location, type, height, size and lighting of all signage on the subject property.
  - The location, height, design/type, illumination power and orientation of all exterior lighting on the subject property—including the clear demonstration of compliance with § 250-90.
  - The location and type of any permanently protected green space areas.
  - The location of existing and proposed drainage facilities.
  - In the legend, data for the subject property on the following
    - a. Lot Area
    - b. Floor Area
    - c. Floor Area Ratio (b/a)

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- d. Impervious Surface Area
- e. Impervious Surface Ratio (d/a)
- f. Building height.

(d) **A Detailed Landscaping Plan of the subject property:**

- Scale same as main plan (greater than or equal to one inch equals 100 feet).
- Map reduction at 11 inches by 17 inches.
- Showing the location of all required bufferyard and landscaping areas.
- Showing existing and proposed Landscape Point fencing.
- Showing berm options for meeting said requirements.
- Demonstrating complete compliance with the requirements of Article VII.
- Providing individual plant locations and species, fencing types and heights, and berm heights.

(e) **A Grading and Erosion Control Plan:**

- Scale same as main plan (greater than or equal to one inch equals 100 feet).
- Map reduction at 11 inches by 17 inches.
- Showing existing and proposed grades including retention walls and related devices and erosion control measures.

(f) **Elevation Drawings of proposed buildings or remodeling of existing buildings:**

- Showing finished exterior treatment.
- With adequate labels provided to clearly depict exterior materials, texture, color and overall appearance.
- Perspective renderings of the proposed project and/or photos of similar structures may be submitted but not in lieu of adequate drawings showing the actual intended appearance of the buildings.

**NOTE:** Initiation of Land Use or Development Activity: Absolutely no land use or development activity, including site clearing, grubbing or grading shall occur on the subject property prior to the approval of the required site plan. Any such activity prior to such approval shall be a violation of law and shall be subject to all applicable enforcement mechanisms and penalties.

**NOTE:** Modification of an Approved Site Plan: Any and all variation between development and/or land use activity on the subject property and the approved site plan is a violation of law. An approved site plan shall be revised and approved via the procedures of § 250-127B and D so as to clearly and completely depict any and all proposed modifications to the previously approved site plan, prior to the initiation of said modifications.

**III. Final Application Packet Information for Village Use**

- Receipt of 5 full-scale copies in blue/line or black/line of complete Final Application Packet by Zoning Administrator**      **Date:** \_\_\_\_\_      **By:** \_\_\_\_\_
- Receipt of 20 reduced (8.5" by 11" text and 11" by 17" graphics) copies of complete final application packet by Zoning Administrator**      **Date:** \_\_\_\_\_      **By:** \_\_\_\_\_

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**Procedural Checklist for Variance Review and Approval  
(Requirements per § 250-129)**

This form is designed to be used by the Applicant as a guide to submitting a complete application for a variance and by the Village to process said application. Part II is to be used by the Applicant to submit a complete application; Parts I – IV are to be used by the Village as a guide when processing said application.

**I. Recordation of Administrative Procedures for Village Use.**

- Presubmittal staff meeting scheduled**  
**Date of Meeting:** \_\_\_\_\_ **Time of Meeting:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **By:** \_\_\_\_\_
- Follow-up presubmittal staff meetings scheduled**  
**Date of Meeting:** \_\_\_\_\_ **Time of Meeting:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **By:** \_\_\_\_\_  
**Date of Meeting:** \_\_\_\_\_ **Time of Meeting:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **By:** \_\_\_\_\_
- Application form filed with Zoning Administrator** **Date:** \_\_\_\_\_ **By:** \_\_\_\_\_
- Application fee of \$ \_\_\_\_\_ received by Village Treasurer** **Date:** \_\_\_\_\_ **By:** \_\_\_\_\_
- Reimbursement of professional consultant costs agreement executed** **Date:** \_\_\_\_\_ **By:** \_\_\_\_\_

**II Application Submittal Packet Requirements for Applicant Use.**

Prior to submitting the 20 final complete applications as certified by the Zoning Administrator, the Applicant shall submit 5 initial draft application packets for staff review, followed by one revised draft final application packet based upon staff review and comments.

*Initial Packet (5 copies to Zoning Administrator)* **Date:** \_\_\_\_\_ **By:** \_\_\_\_\_

↓ *Draft Final Packet (1 copy to Zoning Administrator)* **Date:** \_\_\_\_\_ **By:** \_\_\_\_\_

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- (a) A map of the subject property:**
  - Showing all lands for which the variance is proposed.
  - Showing all other lands within 300 feet of the subject property.
  - Referencing a list of names and addresses of the owners of all lands on said map as the same appear on the current records of the Register of Deeds of Jefferson County (as determined by the Village of Johnson Creek).
  - Indicating current zoning of the subject property and environs, and the jurisdiction(s) which maintains that control.
  - Map and all its parts are clearly reproducible with a photocopier.
  - Map scale not less than one inch equals 800 feet.
  - All lot dimensions of the subject property provided.
  - Graphic scale and North arrow provided.
- (b) A map, such as the Land Use Plan Map, of the generalized location of the subject property to the Village as a whole.**
- (c) A written description of the proposed variance describing the type of specific requirements of the variance proposed for the subject property.**

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- (d) A site plan of the subject property as proposed for development conforming to all requirements of § 250-127C. (See “Site Plan Approval checklist”)
- (e) Written justification for the requested variance consisting of the reasons why the Applicant believes the proposed variance is appropriate, particularly as evidenced by compliance with the standards set out in § 250-129D(3)(a) through (f). (See Part III below.)

**III Justification of the Proposed Variance for Village Use.**

1. What exceptional or extraordinary circumstances or special factors are present which apply only to the subject property? The response to this question shall clearly indicate how the subject property contains factors which are not present on other properties in the same zoning district.
  - a. Describe the hardship or difficulty that is peculiar to the subject property and different from that of other properties, and not one which affects all properties similarly. Such a hardship or difficulty shall have arisen because of the unusual shape of the original acreage parcel; unusual topography or elevation; or because the property was created before the passage of the current, applicable zoning regulations, and is not economically suitable for a permitted use or will not accommodate a structure of reasonable design for a permitted use if all area, yard, green space, and setback requirements are observed.

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- NOTES:**
- Loss of profit or pecuniary hardship shall not, in and of itself, be grounds for a variance.
  - Self-imposed hardship shall not be grounds for a variance. Reductions resulting from the sale of portions of a property reducing the remainder of said property below buildable size or cutting off existing access to a public right-of-way or deed restrictions imposed by the owner’s predecessor in title are considered to be such self-imposed hardships.
  - Violations by, or variances granted to, neighboring properties shall not justify a variance.
  - The alleged hardship shall not be one that would have existed in the absence of a zoning ordinance. (For example, if a lot were unbuildable because of topography in the absence of any or all setback requirements.)

2. In what manner do the factors identified in Subsection 1 above prohibit the development of the subject property in a manner similar to that of other properties under the same zoning district? The response to this question shall clearly indicate how the requested variance is essential to make the subject property developable so that property rights enjoyed by the owners of similar properties can be enjoyed by the owners of the subject property.

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JOHNSON CREEK CODE

- 3. Would the granting of the proposed variance be of substantial detriment to adjacent properties? The response to this question shall clearly indicate how the proposed variance will have no substantial impact on adjacent properties.

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- 4. Would the granting of the proposed variance as depicted on the required site plan [see Part II, (d), above] result in a substantial or undue adverse impact on the character of the neighborhood, environmental factors, traffic factors, parking, public improvements, public property or rights-of-way, or other matters affecting the public health, safety or general welfare, either as they now exist or as they may in the future be developed as a result of the implementation of the intent, provisions and policies of the Zoning Ordinance, the Comprehensive Plan, or any other plan, program, map or ordinance adopted or under consideration pursuant to official notice by the Village or other governmental agency having jurisdiction to guide growth and development? The response to this question shall clearly indicate how the proposed variance will have no substantial impact on such long-range planning matters.

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- 5. Have the factors which present the reason for the proposed variance been created by the act of the applicant or previous property owner or their agent (for example: previous development decisions such as building placement, floor plan, or orientation, lotting pattern, or grading) after the effective date of the Zoning Ordinance (see § 250-11). The response to this question shall clearly indicate that such factors existed prior to the effective date of the ordinance and were not created by action of the applicant, a previous property owner, or their agent.

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- 6. Does the proposed variance involve the regulations of § 250-32 (Table of Land Uses)? The response to this question shall clearly indicate that the requested variance does not involve the provisions of this section.

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ZONING

**IV. Final Application Packet Information for Village Use.**

- Receipt of Final Application Packet by Zoning Administrator**      **Date:** \_\_\_\_\_ **By:** \_\_\_\_\_
- Receipt of 20 copies of final applications by Zoning Administrator** **Date:** \_\_\_\_\_ **By:** \_\_\_\_\_
- Certification of complete Final Application Packet and required copies to the Zoning Administrator by Village Clerk**      **Date:** \_\_\_\_\_ **By:** \_\_\_\_\_
- Notified Neighboring Property Owners (within 300 feet)**      **Date:** \_\_\_\_\_ **By:** \_\_\_\_\_
- Notified Neighboring Township Clerks (within 1,000 feet)**      **Date:** \_\_\_\_\_ **By:** \_\_\_\_\_
- Class 2 legal notice sent to official newspaper by Village Clerk**      **Date:** \_\_\_\_\_ **By:** \_\_\_\_\_
- Class 2 legal notice published on \_\_\_\_\_ and \_\_\_\_\_**      **Date:** \_\_\_\_\_ **By:** \_\_\_\_\_

JOHNSON CREEK CODE

**Procedural Checklist for Planned Development Review and Approval  
(Requirements per § 250-133)**

This form is designed to be used by the Applicant as a guide to submitting a complete application for a planned development and by the Village to process said application. Parts II, III, V, VII are to be used by the Applicant to submit a complete application; Parts I – VIII are to be used by the Village as a guide when processing said application.

**I. Recordation of Administrative Procedures for Village Use.**

- Presubmittal staff meeting scheduled**

**Date of Meeting:** \_\_\_\_\_ **Time of Meeting:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **By:** \_\_\_\_\_

- Follow-up presubmittal staff meetings scheduled**

**Date of Meeting:** \_\_\_\_\_ **Time of Meeting:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **By:** \_\_\_\_\_

**Date of Meeting:** \_\_\_\_\_ **Time of Meeting:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **By:** \_\_\_\_\_

**Date of Meeting:** \_\_\_\_\_ **Time of Meeting:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **By:** \_\_\_\_\_

**Date of Meeting:** \_\_\_\_\_ **Time of Meeting:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **By:** \_\_\_\_\_

- Application form filed with Zoning Administrator** **Date:** \_\_\_\_\_ **By:** \_\_\_\_\_

- Application fee of \$ \_\_\_\_\_ received by Zoning Administrator** **Date:** \_\_\_\_\_ **By:** \_\_\_\_\_

- Reimbursement of professional consultant costs agreement executed** **Date:** \_\_\_\_\_ **By:** \_\_\_\_\_

**II. Application Submittal Packet Requirements for Applicant Use.**

**PD Process Step 1: Preapplication**

Step 1 does not require the submittal of an application packet; however, Steps 2-4 do require submittal of all draft and final application packets to the Zoning Administrator prior to Plan Commission review.

- A.** Contact the Zoning Administrator to place an informal discussion item for the PD on the Plan Commission agenda. No details beyond the name of the Applicant and the identification of the discussion item as a PD is required to be given in the agenda.

- B.** Engage in an informal discussion with the Plan Commission regarding the potential PD. Appropriate topics may include: location, project themes and images, general mix of dwelling unit types and/or land uses being considered, approximate residential densities, and nonresidential intensities, general treatment of natural features, general relationship to nearby properties and public streets, and relationship to the Comprehensive Plan.

**NOTE:** Points of discussion and conclusions reached in this stage of the process shall in no way be binding upon the Applicant or the Village but should be considered as the informal, nonbinding basis for proceeding to the next step.

## ZONING

### III. Application Submittal Packet Requirements for Applicant Use.

#### PD Process Step 2: Concept Plan

Prior to submitting the 20 final complete applications as certified by the Zoning Administrator, the Applicant shall submit 5 initial draft application packets for staff review, followed by one revised draft final application packet based upon staff review and comments.

*Initial Packet (5 copies to Zoning Administrator)* *Date:* \_\_\_\_\_ *By:* \_\_\_\_\_

↓ *Draft Final Packet (1 copy to Zoning Administrator)* *Date:* \_\_\_\_\_ *By:* \_\_\_\_\_

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- A.** Provide Zoning Administrator with draft PD Concept Plan Submittal Packet for determination of completeness prior to placing the proposed PD on the Plan Commission agenda for Concept Plan review. The submittal packet shall contain all of the following items:
- (1)** A location map of the subject property and its vicinity, at 11 inches by 17 inches, as depicted on a copy of the Village of Johnson Creek Land Use Plan Map.
  - (2)** A general written description of proposed PD, including the following:
    - General project themes and images.
    - The general mix of dwelling unit types and/or land uses.
    - Approximate residential densities and nonresidential intensities as described by dwelling units per acre, floor area ratio and impervious surface area ratio.
    - The general treatment of natural features.
    - The general relationship to nearby properties and public streets.
    - The general relationship of the project to the Master Plan.
    - An initial draft list of zoning standards which will not be met by the proposed PD and the location(s) in which they apply and, a complete list of zoning standards which will be more than met by the proposed PD and the location(s) in which they apply. Essentially, the purpose of this listing shall be to provide the Plan Commission with information necessary to determine the relative merits of the project in regard to private benefit versus public benefit, and in regard to the mitigation of potential adverse impacts created by design flexibility.
  - (3)** A written description of potentially requested exemption from the requirements of the underlying zoning district, in the following order:
    1. Land Use Exemptions
    2. Density and Intensity Exemptions
    3. Bulk Exemptions
    4. Landscaping Exceptions
    5. Parking and Loading Requirements Exceptions
  - (4)** A conceptual plan drawing (at 11" x 17") of the general land use layout and the general location of major public streets and/or private drives. The Applicant may submit copies of a larger version of the plan in addition to the 11" x 17" reduction.

JOHNSON CREEK CODE

IV. Final Application Packet Information for Village Use.

PD Process Step 2: Concept Plan

- Receipt of 5 full-scale copies in blue/line or black/line of complete final application packet by Zoning Administrator Date: \_\_\_\_\_ By: \_\_\_\_\_
- Receipt of 20 reduced (8.5" by 11" text and 11" by 17" graphics) copies of complete final application packet by Zoning Administrator Date: \_\_\_\_\_ By: \_\_\_\_\_
- Certification of complete Final Application Packet and required copies to the Zoning Administrator by Village Clerk Date: \_\_\_\_\_ By: \_\_\_\_\_

V. Application Submittal Packet Requirements for Village Use.

PD Process Step 3: General Development Plan (GDP)

Prior to submitting the 20 complete applications as certified by the Zoning Administrator, the Applicant shall submit 5 initial draft application packets for staff review, followed by one revised draft final application packet based upon staff review and comments.

Initial Packet (5 copies to Zoning Administrator) Date: \_\_\_\_\_ By: \_\_\_\_\_

↓ Draft Final Packet (1 copy to Zoning Administrator) Date: \_\_\_\_\_ By: \_\_\_\_\_

- ↓
- A. Provide Zoning Administrator with a draft GDP Submittal Packet for determination of completeness prior to placing the proposed PD on the Plan Commission agenda for GDP review. The submittal packet shall contain all of the following items:
  - (1) A location map of the subject property and its vicinity at 11 inches by 17 inches, as depicted on a copy of the Village of Johnson Creek Land Use Plan Map.
  - (2) A map of the subject property for which the PD is proposed:
    - Showing all lands within 300 feet of the boundaries of the subject property.
    - Referenced to a list of the names and addresses of the owners of all lands on said map as the same appear on the current records of the Register of Deeds of Jefferson County (as provided by the Village of Johnson Creek).
    - Clearly indicating the current zoning of the subject property and its environs, and the jurisdiction(s) which maintains that control.
    - Map and all its parts clearly reproducible with a photocopier.
    - Map size of 11" x 17" and map scale not less than one inch equals 800 feet.
    - All lot dimensions of the subject property provided.
    - Graphic scale and North arrow provided.
  - (3) A general written description of proposed PD, including:
    - General project themes and images.
    - The general mix of dwelling unit types and/or land uses.
    - Approximate residential densities and nonresidential intensities as described by dwelling units per acre, floor area ratio and impervious surface area ratio.
    - The general treatment of natural features.
    - The general relationship to nearby properties and public streets.
    - The general relationship of the project to the Master Plan.

## ZONING

- A statement of rationale as to why PD zoning is proposed. This shall identify barriers that the Applicant perceives in the form of requirements of standard zoning districts and opportunities for community betterment the Applicant suggests are available through the proposed PD zoning.
- A complete list of zoning standards which will not be met by the proposed PD and the location(s) in which they apply and a complete list of zoning standards which will be more than met by the proposed PD and the location(s) in which they apply shall be identified. Essentially, the purpose of this listing shall be to provide the Plan Commission with information necessary to determine the relative merits of the project in regard to private benefit versus public benefit, and in regard to the mitigation of potential adverse impacts created by design flexibility.
- A written description of potentially requested exemptions from the requirements of the underlying zoning district, in the following order:
  1. Land Use Exemptions.
  2. Density and Intensity Exemptions.
  3. Bulk Exemptions.
  4. Landscaping Exceptions.
  5. Parking and Loading Requirements Exceptions.
- (4) A General Development Plan Drawing at a minimum scale of 1 inch = 100 feet (11" x 17" reduction shall also be provided by Applicant) of the proposed project showing at least the following information in sufficient detail to make an evaluation against criteria for approval:
  - A conceptual plan drawing (at 11 inches by 17 inches) of the general land use layout and the general location of major public streets and/or private drives. The Applicant may submit copies of a larger version of the plan in addition to the 11" x 17" reduction.
  - Location of recreational and open space areas and facilities and specifically describing those that are to be reserved or dedicated for public acquisition and use.
  - Statistical data on minimum lot sizes in the development, the approximate areas of large development lots and pads, density/intensity of various parts of the development, floor area ratio, impervious surface area ratio and landscape surface area ratio of various land uses, expected staging, and any other plans required by the Plan Commission or Village Board.
  - Notations relating the written information provided in Subsection (3) above to specific areas on the GDP Drawing.
- (5) General conceptual landscaping plan for subject property, noting approximate locations of foundation, street, yard and paving, landscaping, and the compliance of development with all landscaping requirements of this chapter (except as noted in the listing of exceptions) and the use of extra landscaping and bufferyards.
- (6) A general signage plan for the project, including all
  - Project identification signs.
  - Concepts for public fixtures and signs (street light fixtures and/or poles or street sign faces and/or poles) which are proposed to vary from Village standards or common practices.
- (7) Written justification for the proposed Planned Development. (See § 250-124 for requirements of the conditional use procedure.)

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VI. Final Application Packet Information for Applicant Use.

PD Step 3: General Development Plan (GDP)

The process for review and approval of the PD shall be identical to that for conditional use permits per § 250-124 of the chapter and (if land is to be divided) to that for preliminary and final plats of subdivision per the Municipal Code. All portions of an approved PD/GDP not fully developed within five years of final Village Board approval shall expire, and no additional PD-based development shall be permitted. The Village Board may extend this five-year period by up to five additional years via a majority vote following a public hearing.

- checkbox Receipt of 5 full-scale copies in blue/line or black/line of the complete final application packet by Zoning Administrator Date: By:
checkbox Receipt of 20 reduced (8.5" by 11" text and 11" by 17" graphics) copies of complete final application packet by Zoning Administrator Date: By:
checkbox Certification of complete Final Application Packet and required copies to the Zoning Administrator by Village Clerk Date: By:
checkbox Notified Neighboring Property Owners (within 300 feet) Date: By:
checkbox Notified Neighboring Township Clerks (within 1,000 feet) Date: By:
checkbox Class 2 legal notice sent to official newspaper by Village Clerk Date: By:
checkbox Class 2 legal notice published on and Date: By:

VII. Application Submittal Requirements for Applicant Use.

PD Step 4: Precise Implementation Plan (PIP)

Prior to submitting the 20 complete applications as certified by the Zoning Administrator, the Applicant shall submit 5 initial draft application packets for staff review, followed by one revised draft final application packet based upon staff review and comments.

- Initial Packet (5 copies to Zoning Administrator) Date: By:
Draft Final Packet (1 copy to Zoning Administrator) Date: By:

- A. After the effective date of the rezoning to PD/GDP, the Applicant may file an application for the proposed PIP with the Plan Commission. This submittal packet shall contain the following items, prior to its acceptance by the Zoning Administrator and placing the item on the Plan Commission agenda for PIP review.
(1) A location map of the subject property and its vicinity at 11 inches by 17 inches as depicted on a copy of the Village of Johnson Creek Land Use Plan Map.
(2) A map of the subject property for which the PD is proposed:
Showing all lands within 300 feet of the boundaries of the subject property.
Referenced to a list of the names and addresses of the owners of all lands on said map as the same appear on the current records of the Register of Deeds of Jefferson County (as provided by the Village of Johnson Creek).
Clearly indicating the current zoning of the subject property and its environs, and the jurisdiction(s) which maintains that control.
Map and all its parts clearly reproducible with a photocopier.

## ZONING

- Map size of 11 inches by 17 inches and map scale not less than one inch equals 800 feet.
- All lot dimensions of the subject property provided.
- Graphic scale and North arrow provided.
- (3) A general written description of proposed PIP, including:
  - Specific project themes and images.
  - The specific mix of dwelling unit types and/or land uses.
  - Specific residential densities and nonresidential intensities as described by dwelling units per acre, floor area ratio and impervious surface area ratio.
  - The specific treatment of natural features.
  - The specific relationship to nearby properties and public streets.
  - A Statement of Rationale as to why PD zoning is proposed, identifying perceived barriers in the form of requirements of standard zoning districts and opportunities for community betterment through the proposed PD zoning.
  - A complete list of zoning standards which will not be met by the proposed PIP and the location(s) in which they apply and a complete list of zoning standards which will be more than met by the proposed PIP and the location(s) in which they apply shall be identified. Essentially, the purpose of this listing shall be to provide the Plan Commission with information necessary to determine the relative merits of the project in regard to private benefit versus public benefit, and in regard to the mitigation of potential adverse impacts created by design flexibility.
- (4) A Precise Implementation Plan Drawing at a minimum scale of 1 inch = 100 feet (and reduced to 11 inches by 17 inches) of the proposed project, showing at least the following information in sufficient detail: (See following page.)
  - A PIP site plan conforming to all requirements of § 250-127C. If the proposed PD is a group development (per § 250-47) also provide a proposed preliminary plat or conceptual plat.
  - Location of recreational and open space areas and facilities specifically describing those that are to be reserved or dedicated for public acquisition and use.
  - Statistical data on minimum lot sizes in the development, the precise areas of all development lots and pads, density/intensity of various parts of the development, floor area ratio, impervious surface area ratio and landscape surface area ratio of various land uses, expected staging, and any other plans required by the Plan Commission or Village Board.
  - Notations relating the written information in Subsection (3) above to specific areas on the GDP Drawing.
- (5) A landscaping plan for subject property, specifying the location, species and installed size of all trees and shrubs. Include a chart which provides a cumulative total for each species, type and required location (foundation, yard, street, paved area or bufferyard) of all trees and shrubs.
- (6) A series of building elevations for the entire exterior of all buildings in the PD, including detailed notes as to the materials and colors proposed.

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- (7) A general signage plan including all project identification signs, concepts for public fixtures and signs (such as street light fixtures and/or poles or street sign faces and/or poles), and group development signage themes which are proposed to vary from Village standards or common practices.
- (8) A general outline of the intended organizational structure for a property owners' association, if any; deed restrictions and provisions for private provision of common services, if any.
- (9) A written description which demonstrates the full consistency of the proposed PIP with the approved GDP.
- (10) A written description of any and all variations between the requirements of the applicable PD/GDP zoning district and the proposed PIP development
- (11) Proof of financing capability pertaining to construction and maintenance and operation of public works elements of the proposed development.

**VIII. Final Application Packet Information for Applicant Use.**

**PD Step 4: Precise Implementation Plan (PIP)**

The process for review and approval of the PD shall be identical to that for conditional use permits per § 250-124 of the chapter and (if land is to be divided) to that for preliminary and final plats of subdivision per the Municipal Code. All portions of an approved PD/PIP not fully developed within five years of final Village Board approval shall expire, and no additional PD-based development shall be permitted. The Village Board may extend this five-year period by up to five additional years via a majority vote following a public hearing.

- Receipt of 5 full-scale copies in blue/line or black/line of the complete final application packet by Zoning Administrator**      **Date:** \_\_\_\_\_      **By:** \_\_\_\_\_
- Receipt of 20 reduced (8.5" by 11" text and 11" by 17" graphics) copies of complete final application packet by Zoning Administrator**      **Date:** \_\_\_\_\_      **By:** \_\_\_\_\_
- Certification of complete Final Application Packet and required copies to the Zoning Administrator by Village Clerk**      **Date:** \_\_\_\_\_      **By:** \_\_\_\_\_
- Notified Neighboring Property Owners (within 300 feet)**      **Date:** \_\_\_\_\_      **By:** \_\_\_\_\_
- Notified Neighboring Township Clerks (within 1,000 feet)**      **Date:** \_\_\_\_\_      **By:** \_\_\_\_\_
- Class 2 legal notice sent to official newspaper by Village Clerk**      **Date:** \_\_\_\_\_      **By:** \_\_\_\_\_
- Class 2 legal notice published on \_\_\_\_\_ and \_\_\_\_\_**      **Date:** \_\_\_\_\_      **By:** \_\_\_\_\_