



APPLICATION TO BE PLACED ON PLANNING COMMISSION AGENDA

This application is used when a request is made to be on the Planning Commission Agenda. When this application is filed with the Village Clerk and fees are paid, the party requesting to meet with the Planning Commission will be added to the next meeting agenda. *Meetings are held the 1st Monday of every month as needed.*

Filing fee: \$200 non-refundable fee

Additional Fees: Preliminary Plat \$50.00 + \$5.00 for each lot
Final Plat \$10.00 for each lot
Certified Survey Map \$ 50.00

Due date: Completed application and materials are due by the **15th of the month**

PARTIAL INFORMATION SUBMITTED WILL DELAY REVIEW

CONTACT INFORMATION

Owner or Agent:

Company Name:

Address:

City:

State:

Zip:

Phone:

Second Phone:

Email:

Purpose for meeting with Planning Commission (site ordinance reference):

OTHER REQUIREMENTS

- 1). Eleven (11) copies of maps, plans, diagrams, photos etc.
- 2). At least one (1) map NO larger than 11x17
- 3). Electronic copy of maps, plans, diagrams, photos etc.
Emailed to: planning@villageofbaldwin.com.
- 4). Attendance at Planning Commission meeting is highly recommended.

ADDITIONAL FEE REQUIREMENTS

- 1). Developer or applicant agrees to reimburse the Village for any costs related to preliminary plat, final plat or project approval by attorney, engineer, or administration. Additional costs will be invoiced to the developer or contact person when received by the Village.
 - 2). Impact Fees (if applicable) are due prior to issuing a building permit or at the time of plat approval for new development.
-

