

PLANNING SERVICES APPLICATION

Department of Community Development
 211 Walnut St. P.O. Box 426
 Neenah, WI 54957-0426
 Phone (920) 886-6125 | Fax (920) 886-6129



PROPERTY OWNER	APPLICANT
Name:	Name:
Mailing Address:	Mailing Address:
Email:	Email:
Phone:	Phone:

PROPERTY	
Site Address:	Parcel Number (PIN):
Current Use:	Proposed Use:
Current Zoning:	Proposed Zoning:

SITE PLAN	ZONING
Description of Proposed Project / Request:	
Minor Site Plan ¹ Parking Lot ³ Major Site Plan ² Change of Use ⁴ Telecommunications Tower	Rezoning PDD Project Approval Special Use Permit TND Project Approval Appeal or Variance CH Project Approval Future Land Use Map Amendment

CERTIFIED SURVEY MAP / PLAT REVIEW	ANNEXATION
Property Identification / Legal Description:	
Number of Lots / Outlots:	Temporary Zoning Requested: Yes No
City CSM Preliminary Plat Extraterritorial CSM Final Plat	If yes, Describe Request:

Date	Owner / Agent Signature (Agent acknowledges they can sign on property owner's behalf)

- 1: Minor Site Plan: Building addition less than or equal to 5,000 SqFt or less than 50% of existing building, parking lot addition greater than 10 parking stalls, construction of accessory structure.
- 2: Major Site Plan: New construction, building addition greater than or equal to 5,000 SqFt or more than 50% of existing building.
- 3: Parking Lot: Parking lot construction / addition of 10 stalls or more.
- 4: Change of Use: No new construction or additions; Property use changing from one land use to another.

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Applications can also be Emailed to:
BSchmidt@NeenahWI.gov
 See the [Development Manual](#) for detailed processes of provided services.

[Neenah Plan Commission Schedule](#)
[City of Neenah Zoning Code](#)

FOR OFFICE USE ONLY
Date Received:
Case / Plan Number:
Fee:
Check Number:
Receipt Number:

Developments may incur more fees than listed. Please see the [Schedule of Fees](#) for a complete list.

SITE PLAN	ZONING	CSM / PLAT REV.	ANNEXATION
Site Plan (Minor) \$200 / Application	Rezoning \$500 / Application	City CSM \$150 / Map	Non-R1 Annexation \$400 / Review
Site Plan (Major) \$400 / Application	Special Use Permit \$500 / Application	Extraterritorial CSM \$150 / Review	
Site Plan (Parking Lot) \$100 / Application	Appeal or Variance \$350 / Application	Preliminary Plat Review \$150 + (\$35/lot) / Review	
Site Plan (Change of Use) \$150 / Application	Land Use Map Amdt. \$500 / Letter	Final Plat Review \$100 + (\$10/lot) / Map	
Site Plan (Telecom Tower) \$3,000 / Application	P.D.D. / T.N.D. Review \$500 / Approval		
	Master Plan Approval \$500 / Approval		
	Project Plan Approval \$400 / Approval		

FOR OFFICE USE ONLY			
Staff Review:	Approved	Denied	Date:
Neenah Plan Commission:	Approved	Denied	Date:
Board of Appeals:	Approved	Denied	Date:
Common Council:	Approved	Denied	Date:
Conditions for Approval (If Any):			
Informal Hearing:		Notice Mailed:	
Formal Hearing:		Notice Mailed:	
Notice Published:			