

INSTRUCTIONS FOR FILING A  
TOWN OF CROSS PLAINS  
LAND USE CHANGE APPLICATION

By the 15<sup>th</sup> of the month, submit 15 copies of the following to the Plan Commission Chair or Town Clerk:

- The attached application form.
- One \$150 Application Fee (preferably delivered to the Town Clerk)
- A scaled map of the site and surrounding adjacent parcels. (Estimated driveway lengths should be included on the maps) \*
- Information from Dane County maps about topography, soil type including hydric and erodible soils, streams, floodplains and other features of the site.\*

If splits are requested, include

- A density study from Dane County to determine the number of splits used and currently available.

N/A - SEE EMAIL FROM MAJID ALLAN AT DANE COUNTY

Notes on the process – Applications will be considered at a minimum of three town meetings.

*What will happen?*

Applications must be received by the 15<sup>th</sup> of the month to be included on the agenda and published notice for the meeting on the first Monday of the following month. The Plan Commission Chair will review applications for completeness.

*(Example: Submit all papers by January 15 to Wayne Parrell, PC Chair: (798-4526) or Anne Herger, TCP Clerk (798-0189)*

All completed applications are given initial consideration at the first available Commission meeting. Applicants are required to attend. The Commission will vote to place the application on the agenda of the next available Commission meeting for action, or will vote to table the application pending submission of additional information. Commission agenda items will be published in the local newspaper and on the Town's web site. Public requests for copies of the application and materials will be provided as quickly as possible.

*(Example: First Consideration – 8 pm, 1<sup>st</sup> Monday in February at the Plan Commission meeting, TCP Community Center)*

At the next Commission meeting, the application will be considered again. The applicant must attend and will be given an opportunity to speak. There will be ample opportunity for public comments prior to Commission action. The Commission may vote to recommend approval, disapproval, or approval with changes to the Board of Supervisors. Or it may table the request pending additional information or amendments to the application.

*(Example: Second Consideration – 8 pm 1<sup>st</sup> Monday in March at the Plan Commission meeting, TCP Community Center)*

The Board of Supervisors considers the recommendation of the Plan Commission at its next meeting. It either approves, denies, or approves with conditions, and sends its decision to the County.

*(Example: Board Consideration – 7:30 pm 2<sup>nd</sup> Monday in March at the TCP Board meeting, TCP Community Center)*

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\* Public Access to Dane County maps is available on the Internet at (<http://dcimap.co.dane.wi.us/dcimap/>) or from the Dane County Dept of Planning & Development, City-County Bldg., 210 Martin Luther King Jr. Blvd., Room 116 Madison, WI 53703 Phone: 608-266-4251

## Town of Cross Plains Land Use Petition Application

<b>OFFICIAL USE ONLY</b>	
Dane County Application Petition #: _____	
Site Visit Date: _____	
Plan Commission Meeting Date: _____	
Town Board Meeting Date: _____	\$150..00 Received: _____

**Petitioner:**

Petitioner's Name: Kip Kalscheur		Date:	
Petitioner's Address: 3693 County Hwy P, Cross Plains		Email Address: kandkmfg@tds.net	
Home Phone 608-798-3067	Work Phone	FAX	

**Owner:**

Owner's Name (if different from petitioner)	Home Phone
Full Address	
<p>I, _____, authorize and agree to _____                  (owner's name) (petitioner's name)</p> <p>submitting this petition pertaining to land I own in the Town of Cross Plains.</p>	
Signature of owner	Date

**Agent:**

Agent's Name Williamson Survey & Assoc. LLC	Phone 608-255-5705
Address 104A W. Main St, Waunakee, WI 53597	

**Property information (separate copy for each parcel):**

Section:	Parcel Number:	Acres in Parcel:	Acres to be rezoned:	Present zoning:	New zoning:
20	070720395004	40.8	5.24	FP-35	RR-2
20	070720385024	36.8	2.02	FP-35	RR-1 TDR-R
20	070720290019	34.1	4.76	FP-35	RR-2 TDR-R
Parcel address (if available):					
Intent or purpose (if a Map Amendment Petition, attach a page stating purpose and how it fits the goals and policies of the Plan):					
<b>CREATE 4 NEW RESIDENTIAL BUILDING SITES THAT ARE SEPARATED FROM THE FARM LAND</b>					

**Property information cont'd:**

Is there a house or building on this parcel now? YES  NO

Have you previously submitted an application to rezone this parcel? YES  NO

Is this the original tract of land from December, 1981? YES  NO

Has the property been previously rezoned? YES NO

If yes, how many times? N/A

Are there any deed restrictions on the property? YES NO

How many acres do you own on the parcel you are requesting a split to be taken from? 40.8

How many development rights (splits) have been used from this land since December, 1981, including those taken by previous owners? 0

Explain land divisions, provide dates and attach documentation.

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If this is a petition for a Land Use Plan Map amendment, attach a legal description of the parcel.  
 Attach a map of the parcel as it currently exists, showing public roads.  
 Attach a preliminary map of the parcel(s) as they would exist under the proposed change.  
 The division of this parcel will create how many lots, parcels or building sites? 4  
 Have you made an application for this change with Dane County?  YES NO

**Conditional Use Permit (CUP), Variance and/or Special Exemption**

Are you requesting: N/A CUP VARIANCE OTHER

Is there presently a: N/A CUP VARIANCE OTHER

Please explain:

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Intent or purpose:

The Kalscheur's are looking to create 4 residential lots in accordance with the density bonus provided by the Town TDR program as a group 1 super sending area. Parcel 070720395004 will serve as the "sending" area with 2 of the 4 splits being created on the subject property, and 2 will be transferred to parcels 070720385024 & 070720290019.

**Applicant's Statement:**

If additional parcels are involved in this petition under ownership the same or different from the owners listed above, please provide the information requested above for each owner and the parcel(s) individually owned on a duplicate of this form.

I attest that all the information on this form is accurate.

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Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_

Please return ten copies of the completed application, together with ten copies of any required maps, to the Chair of the Comprehensive Planning Commission of the Town of Cross Plains.  
 Five additional sets of copies should be sent with a \$150.00 fee to the Clerk of the Town of Cross Plains.

# Letter of Intent

April 22, 2024

Dear Town of Cross Plains and Dane County Zoning department,

In November of 2023, we submitted an application for rezone on behalf of the Kalscheur's family to create 1 new residential lot that was to be for their daughter to build on (petition #11999). Through discussions with the town and county staff, we withdrew that application in order to work through the details of this 1 split being used as a density bonus provided by the town of Cross Plains TDR program as a "Group 1 (nonconforming mineral extraction site as of 2017) Super Sending" split. With that information, we are submitting a new application for rezone which will in total create 4 new residential splits.

The sending parcel is 070720395004 and 2 of the 4 splits will be created on the subject property. The 2 parcels located on the subject property will be rezoned to RR-2. The other 2 splits will be transferred to parcels 07072385024 and 070720290019 and will be zoned RR-2 TDR-R overlay and RR-1 TDR-R overlay. It is understood that as part of this TDR, an ag conservation easement prohibiting mineral extraction activity or further residential development will be required on the balance of parcel 070720395004.

We have provided a map of the rezone locations that the Kalscheur's would like these lots to be created. If this rezone is approved by the Town and County, we will follow up this rezone with two 1 lot CSM's for the Garfoot Rd sites and one 2 Lot CSM for the W Mineral Point Rd site.

Thank you for your consideration and insight on this project. Let me know if there are any questions or additional information necessary to consider approval of this rezone.

*Chris Adams*

**Williamson Surveying and Assoc. LLC**  
Member & Professional Land Surveyor  
104 A W. Main St  
Waunakee, WI 53597  
608-255-5705

[Williamsonsurveying.com](http://Williamsonsurveying.com)





