

# General Permit Checklist

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The following information is required before the application will be accepted and considered complete:

*For more information on required application materials, refer to Town of Warren Ordinances.*

## **Check-In**

- Complete St. Croix County permit application, signed and dated by applicant and landowner
- Application fee per Town Ordinance 1-3-1:
- Town Board Resolution stating authorization per township requirements
- Complete legal description and parcel address for all subject parcels
- One (1) digital 8.5"x11" copy of application materials and related plans
- Written explanation of proposal and how it complies with criteria for approval
- Detailed plan or plans, including site plans (if applicable)
- Letter of Credit and Copy of Certification of Insurance
- Copy of Liquor License Permit (if applicable)
- Other application materials as required by staff: \_\_\_\_\_

*I hereby certify that the application and related materials contain all the required information and the supporting data are true and correct to the best of my knowledge.*

*Applicant Signature and phone number:* \_\_\_\_\_

**Plan Commission Meeting Date:** \_\_\_\_\_

**Town Board Meeting Date:** \_\_\_\_\_

**Recommend:**

**Approval/Denial**    **Town Chairman, Mike Kamm** \_\_\_\_\_

**Approval/Denial**    **Supervisor, Grace Hoyer** \_\_\_\_\_

**Approval/Denial**    **Supervisor, Ann Magee** \_\_\_\_\_

**Approval/Denial**    **Supervisor, David Cowles** \_\_\_\_\_

**Approval/Denial**    **Supervisor, Gerald Mueller** \_\_\_\_\_

**Dated:** \_\_\_\_\_

\_\_\_\_\_  
**Attest: Deina Shirmer, Clerk-Treasurer**