

If a Landowner in the Hampden township is planning on splitting their land off from the buildings or selling part of the land to someone else, the Plan Commission is required to hold a public hearing. Also, a public hearing is required for certain land use applications other than land division. The town incurs certain costs and expenses in connection with holding a public hearing. The following is a fee schedule to follow.

TOWN OF HAMPDEN  
PLANNING & ZONING  
**FEE SCHEDULE**

**\*Escrow Fee – Due at Application time**  
**Minimum \$300.00 up to \$1000.00**

**LAND DIVISION** - A Public Hearing is required.

Preliminary Plat	\$150.00
Each Additional Lot	\$10.00
Final Plat	\$150.00
Each Additional Lot	\$5.00
Certified Survey Map Review	\$150.00
Each Additional Lot	\$10.00
Certified Survey Map Resubmitted	\$10.00
Land Dedication	\$500.00

**LAND USE APPLICATIONS** - A Public Hearing is required.

Variance	\$200.00
Rezoning	\$275.00
Conditional Use Permit	\$300.00

**TOWN COST FOR PUBLIC HEARINGS**

Publications	At cost – approx. \$25.00 - \$50.00
Plan Commission Members	At cost – approx. \$150.00 - \$250.00
Mailings	At cost – approx. \$10.00
Attorney Fees	At cost – approx. \$250.00 - \$400.00

\*Escrow fee amounts to be used for charges incurred for Public Hearings, Attorney Fees, Recordings, or other charges directly related to individuals application.

Township fees are in addition to any fees that may be incurred at the County Level.

TOWN OF HAMPDEN  
PLANNING & ZONING  
PUBLIC HEARING

**For a public hearing the following documents and requests are needed:**

1. Proposed Certified Survey
2. Surveyors Certificate
3. Legal Description
4. Deed Restriction with Drawing
5. Declaration of Covenants and Restrictions (Drafted by applicants Attorney)
  - Eight copies of each document need to be delivered to the Town Clerk 7 to 10 days prior to the Public Hearing.
  - The clerk needs to be notified 2 weeks prior to the public hearing for publication purposes.

If the Public Hearing and Notice has been scheduled and applicant fails to provide documents within the above schedule, applicant will be billed for an additional Public Hearing.

For a Land Division and/or Rezoning an example time line would be 3 - 4 months.

The following are things that would happen each month.

1. Informational meeting with the local Plan Commission.
  - a. The applicant would attend a Plan Commission meeting to get information on what the applicant needs to do.
2. Present a petition for Land Division and/or Rezoning – the individual requesting a land division and/or rezoning does this.
  - a. When the petition is presented to the Plan Commission the Commission will schedule a date for the Public Hearing.
3. Public Hearing and Plan Commission Meeting.
  - a. The Public Hearing will be held first and the petition will be discussed. After discussion the hearing will be closed and then the Plan Commission meeting will start. The members will approve or disapprove the petition.
4. Town Board Meeting.
  - a. At the next Town Board Meeting the petition for the Land Division and/or Rezoning will be on the agenda. The Town Board will approve or disapprove the recommendation from the Plan Commission.

If the land division requires that some of the land needs to be rezoned the applicant will also apply for and receive approval from the County and this could take an additional 1 – 2 months.

**BUILDING PERMITS** - Issued and Enforced by General Engineering Co.  
General Engineering Co. – Office # 608-742-2169  
Kelly Green, GEC – 608-697-7771