# Prior Review of Land Transfers

Village of Richfield, Wisconsin
Version: April 9, 2015

**Overview:** The Village of Richfield has a procedure to ensure that a transfer of land between adjoining property owners complies with Section 330-21A of the municipal code. If the land transfer is approved, this form should be submitted to the Washington County Register of Deeds along with the documents transferring the land.

**1. Applicant information**

Applicant name _____

Street address _____

City, state, zip code _____

Daytime telephone number _____

Email _____

**2. Agent contact information**. Include the names of those agents, if any, that helped prepare this application including the supplemental information. Agents may include surveyors, engineers, planners, and attorneys.

| | Agent 1 | Agent 2 |
|---|---|---|
| Name | | |
| Company | | |
| Street address | | |
| City, state, zip code | | |
| Daytime telephone number | | |
| Email | | |

**3. Subject property information**

Physical address(es) _____

Tax key number(s) _____ _____ _____ _____

Note: The tax key number can be found on the tax bill for the property or it may be obtained from the Village Clerk.

**4. Concept plan**. Attach a concept plan with the following information:

1. All existing property boundary lines
2. The proposed boundary line
3. Existing structures and related dimensions to existing and proposed property boundary lines

After reviewing the concept plan, the Village may request a plat of survey to ensure compliance with all applicable zoning requirements.

**5. Applicant certification**

- I certify that all of the information in this application, along with any attachments, is true and correct to the best of my knowledge and belief.
- I understand that this application and any written materials relating to this application will become a permanent public record and that by submitting this application I acknowledge that I have no right to confidentiality. Any person has the right to obtain copies of this application and related materials or view it online.

Property Owner(s):

| Name – print | Name – Signature | Date |
|---|---|---|
| | | |
| | | |

Decision: ☐ Approved ☐ Denied by _____ Date: _____

Conditions of approval, if granted