

**ADAMS COUNTY
PLANNING AND ZONING DEPARTMENT**

P. O. Box 187
Friendship, WI 53934

www.co.adams.wi.gov

Phone: (608) 339 - 4222

Fax: (608) 339 - 4504

APPLICATION FOR REZONE

FEE: \$400.00^{(1) (2)}

The following is a review of the overall procedure involved in applying for a Rezone of property. This review is not meant to be all-inclusive for all cases, but will provide an idea of what processes and materials are needed to successfully complete your rezone request. If you have questions involving your individual request, please contact the Planning & Zoning Department Office between 8:00 a.m. and 4:30 p.m.

Contained in this packet should be the following items:

- Rezone Procedure sheet
- A request for Town Participation form.
- A Petition for Zoning Map Amendment form.

The Petition for Zoning Map Amendment form must be completed and submitted to the Planning & Zoning Office before a public hearing date can be scheduled. To expedite the process, the Planning & Zoning Department will allow applicants to be placed on the County Planning & Zoning Committee hearing agenda before they meet with the Town. However, the Department must have the completed Town Participation Form prior to the hearing at the County. ⁽¹⁾If the Town Participation Form is not provided for the hearing and the request is tabled as a result, the applicant shall pay another application fee. Public hearings are scheduled on a first come, first served basis and are held at the Adams County Courthouse as the Planning & Zoning Committee may determine. The Planning & Zoning Department staff will answer questions about the application, but the staff cannot be responsible for any defects that may arise in your application nor provide you with legal advice.

APPLICANT REQUIREMENTS & PUBLIC HEARING INFORMATION

On the PETITION FOR ZONING MAP AMENDMENT APPLICATION form under **Property Location**, the complete legal description of the property must be listed. This legal description can be obtained from the following: (1) Property tax bill (2) Plat of Survey (3) Title policy.

The application must be signed by all property owners of record. If an agent is to sign the application, written proof of authority is required to accompany the application. If the property is in a Trust, the Trustee must sign the application, provide proof of authority and the names and addresses of all those with a beneficial interest in the Trust. If needed, obtain a **TRUST INFORMATION form** the Planning & Zoning Department. The application must be complete including an address and phone number where someone can be reached for questions or information.

Public hearing before the Planning & Development Committee:

At the public hearing, the petitioner will be required to make a presentation pursuant to the items listed below. The Planning & Zoning Committee does not require that the petitioner have an attorney; however, they may be represented by one if they wish. This presentation can be of any length and can involve any additional materials that are relevant to the petition. The Planning & Zoning Committee does request that all presentations be kept as short as possible and also wishes to inform the petitioner that any materials presented as evidence to the Planning & Zoning Committee will be kept permanently with the petition.

Public Hearing Presentation: Items to be addressed at the public hearing are listed below:

- Petitioner, person's attorney or agent must attend the public hearing and present testimony.
- All petitioner's exhibits will be marked and retained by the Planning & Development Committee.
- The order of presentation will be:
 - (1) - Planning & Zoning staff findings
 - (2) - Petitioner
 - (3) - Persons appearing in support
 - (4) - Persons appearing in opposition

- Rationale for zoning relief must be given in narrative form by the petitioner. Provide information that the proposed rezone and associated structures will not be hazardous, harmful, offensive, or otherwise adverse to the general welfare of the community.

All questions arising from the public shall be directed to the Planning & Development Committee Chairperson.

Decisions: After the Public Hearing, the Planning & Zoning Committee will make a recommendation to the County Board, the final decision is made by the Adams County Board. The petitioner may attend the County Board meeting at which the decision will be made, however, it is not mandatory to be there. The petitioner may also contact the Planning & Zoning Department after the County Board meeting to learn of the County Board's decision.

⁽²⁾ Rezone application fees:

- Comprehensive Zoning Ordinance: \$400.00
- Shoreland Protection Ordinance: \$400.00
- Both of the preceding for same parcel at same time: \$500.00

Rezone Procedure

1. Applicant verifies current zoning in the County Planning & Zoning Department.
2. If a zoning change is desired, applicant obtains a rezone packet from the Planning & Zoning Department.
3. If the Town has a Plan Committee (or Commission):
 - The applicant appears before the Plan Committee. The Plan Committee adequately posts the meeting (as one would post a Town Board meeting). The Plan Committee hears the request and refers to their Comprehensive Plan to determine if the request is appropriate and/or reasonable with regard to their overall plan and Future Land Use Plan Map and then makes recommendation to the Town Board⁽¹⁾. The Town Board posts the request on their notice, discusses the request, votes and signs the Town Participation form and indicates they either object or do not object to the request.
 - Whether or not the Town provides a signed Town Participation form, the applicant is entitled to a hearing at the County.
- If the Town does not utilize a Plan Committee:
 - The applicant appears before the Town Board. The Town Board posts the request on their notice, hears and discusses the request and refers to their Comprehensive Plan to determine if the request is appropriate and/or reasonable with regard to their overall plan and Future Land Use Plan Map, votes and signs the Town Participation form and indicates they either object or do not object to the request.
 - Whether or not the Town provides a signed Town Participation form, the applicant is entitled to a hearing at the County.
4. The applicant is responsible to see that the Planning & Zoning Department receives all required paperwork for the request including, but not necessarily limited to: The Petition for Rezone Application, Town Participation Form, maps etc.
 - Property owner or authorized agent must sign all applications.
5. Once all required paperwork is submitted to the Department, the applicants' petition will be placed on the County Planning & Zoning Committee public hearing agenda. The paperwork must also be received by the Department deadline for publishing the notice. The Department is responsible for all required class II notice publishing and mailing of notices.
6. The County Planning & Zoning Committee will hear the request, and refer to the Adams County Comprehensive Plan, relevant ordinances etc. to determine if the request is appropriate and/or reasonable with regard to the overall plan, Future Land Use Plan Map and general welfare, vote and forward recommendation of either approval or denial to the full County Board.
 - The Committee may table a request if further information is required.
 - If an agent is to represent the applicant (landowner), we need that statement in writing from the applicant.
7. The County Board will take action at the next County Board meeting by one of the following:
 - Vote yes to the Committee recommendation.
 - Vote no to the Committee recommendation.
 - Table the request if more information is required.
 - Refer the matter back to the Planning & Development Committee.

⁽¹⁾ If a rezone request is approved that is not consistent with the Comprehensive Plan, the Plan must be amended.

NOTE: In the interest of saving the applicant time by expediting the process, the Planning & Zoning Department will allow applicants to be placed on the County Planning & Zoning Committee hearing agenda before they meet with the Town. However, the Department must have the completed Town Participation Form prior to the hearing at the County.



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PETITION FOR ZONING MAP AMENDMENT

FEE: \$400.00⁽¹⁾ ⁽²⁾

Office use:
 File # _____ Date received _____
 Fee \$ _____ Total acres _____
 Comp. # _____ Parcel # _____

Applicant:

Name of Owner _____
 Mailing Address _____

 Phone _____

Property Location:

_____ 1/4 _____ 1/4 Sec. _____ T _____ N _____ R _____ E
 Lot _____ Block _____ Addition _____
 Subdivision or CSM _____
 Address _____
 Town of _____

Current zoning and use:

The **total** area of the property is _____ acres and is currently zoned as:
 _____ district of the Adams County Zoning Ordinance. **IMPORTANT: If zoned A-1 (Exclusive Agriculture), is this property under any Farmland Preservation Tax Credit Program?** Yes No
 _____ district of the Adams County Zoning Shoreland Protection Ordinance.
 _____ district of the Adams County Floodplain Zoning Ordinance.
 _____ zone of the Airport Height Zoning Ordinance.

Current use is: _____

Rezoning request:

To change the zoning of: _____ the entire parcel
 _____ a portion of the parcel: _____ acres
 _____ district of the Adams County Zoning Ordinance.
 _____ district of the Adams County Zoning Shoreland Protection Ordinance.

Proposed use is: _____

Attach plot plan or location sketch showing the location, boundaries, uses and sizes of the following: subject site, portion to be rezoned, existing and proposed structures, street rights-of-way, easements, driveways and all other pertinent features.

The undersigned hereby applies for the ordinance change requested above and states that the information on this application and the attached plot plan are accurate.

⁽¹⁾If the Town Participation Form is not provided for the hearing and the request is tabled as a result, the applicant shall pay another application fee.

⁽²⁾ - Comprehensive Zoning Ordinance: \$400.00
 - Shoreland Protection Ordinance: \$400.00
 - Both of the preceding for same parcel at same time: \$500.00

 Landowner signature Date

Office notes: _____

ADAMS COUNTY PLANNING & ZONING DEPARTMENT
REQUEST FOR
TOWNSHIP PARTICIPATION

LAWS REGARDING COMPREHENSIVE PLANS:

Wisconsin Statute 66.1001(3) ACTIONS, PROCEDURES THAT MUST BE CONSISTENT WITH COMPREHENSIVE PLANS. Beginning on January 1, 2010, land-use decisions made by local governmental units shall be consistent with that local governmental unit's Comprehensive Plan.

TOWN BOARD: PLEASE FILL OUT INFORMATION BELOW COMPLETELY.

TO THE REQUEST FOR _____ TO BE GRANTED A:
(NAME)

REQUEST TYPE:	BRIEF DESCRIPTION OF REQUEST:
_____ REZONE.....	_____
_____ CONDITIONAL USE.....	_____
_____ VARIANCE.....	_____
_____ SPECIAL EXCEPTION.....	_____
_____ MODIFICATION.....	_____

FOR THE PROPERTY DESCRIBED AS FOLLOWS: _____

DOES THE TOWN HAVE ANY REGULATIONS THAT APPLY TO THE REQUEST {circle one}? Y N
IF YES – PLEASE EXPLAIN: _____

THE REQUEST IS CONSISTENT WITH THE TOWN COMPREHENSIVE PLAN {circle one}: Y N
{THIS IS OF PARTICULAR IMPORTANCE FOR REZONE REQUESTS}

IF NOT CONSISTENT WITH THE TOWN COMPREHENSIVE PLAN, DOES THE TOWN WISH TO AMEND THE COMPREHENSIVE PLAN TO ALLOW THE REQUEST? {circle one} Y N

THE TOWN BOARD OF THE TOWN OF _____
_____ **DOES NOT OBJECT** to the request _____ **OBJECTS** to the request

REASON(S) FOR THE TOWN BOARD DECISION: _____

_____ TOWN CLERK	_____ CHAIRPERSON
_____ SUPERVISOR	_____ SUPERVISOR

DATE: _____

APPLICANT: To get this form completed, request from the Town to be placed on their Board Meeting Agenda. To ensure that the Planning & Zoning Committee or the Board of Adjustment makes a prompt decision on your request, be sure to return this completed form with your application.



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OFFICE USE ONLY:
File #:
Date:
Computer #:
Parcel #:
County Zoning District:
Shoreland Zoning District:
FIRM / Flood Study Zone:
Airport Height Zoning:

INVENTORY CHECKLIST

Greater Than Two (2) Acre Conservancy or Shoreland/Wetland

Rezone Request

Property Description:

Gov. Lot: or 1/4, 1/4, Sec. T N, R E
Lot: ; Block: ; Addition: ; Subdivision:
Town of: Property Address (if any)
Lot / Parcel Size: Width: Length: Acres / Sq. Ft.:

Submittals:

- Maps: Location, Parcel, Topography, Proposed Land Divisions, Soils, Floodplain, Critical Habitat Area.
Proposed Activity (Residential, Commercial)
Location of Wetlands delineated on orthophoto map.
Location of all Surface Waters on orthophoto map.
Location of all Man-made Features Onsite on orthophoto map.
Narrative describing existing vegetation within proposed rezone area.
A map locating and a narrative describing existing Cultural Resources within proposed rezone area.
A map locating and a narrative describing existing Historical Resources within proposed rezone area.
A map locating and a narrative describing existing Threatened/Endangered/Special Interest Species and Sites/critical habitat areas within proposed rezone area.
A narrative describing the elevation of groundwater within proposed rezone area.
Copy of all Deeds, other Recorded Documents describing the location of Easements, Utilities.
If applicable, a narrative describing potential impacts to the area due to wastewater treatment system(s).
If applicable, a narrative and pictures describing current Storm-water/Erosion Control Concerns.

Applicant comments:



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OFFICE USE ONLY:

Date: _____ File #: _____

Computer #: _____

Parcel #: _____

County Zoning District: _____

Shoreland Zoning District: _____

FIRM / Flood Study Zone: _____

Airport Height Zoning: _____

INVENTORY CHECKLIST
***Up To & Including Two (2) Acre Conservancy or Shoreland/Wetland
 Rezone Request***

Property Description:

Gov. Lot: _____ or _____ 1/4, _____ 1/4, Sec. _____, T _____ N, R
E

Lot: _____; Block: _____; Addition: _____
_____; Subdivision: _____

Town of: _____ Property Address (if any) _____
Lot / Parcel Size: Width: _____ Length: _____ Acres / Sq. Ft.: _____

- Map of parcel, proposed land divisions.
- Proposed activity.
(Residential, Commercial)
- Location of wetlands on orthophoto map.
- Location of all surface waters on orthophoto map.
(Lakes, streams, ponds, rivers, ditches, intermittent flows, springs etc.)
- Location of all man-made features onsite on orthophoto map.
(Buildings, roads, driveways, parking lots, etc.)
- Narrative describing existing vegetation within proposed rezone area.
(Classify percent ground cover, species, density, invasive species present, season of inventory)
- Copy of all deeds and other documents describing the location of easements, utilities.
- If applicable, a narrative and pictures describing current storm-water & erosion control concerns.
- Provide proof (narrative, documents etc.) that the proposed rezone is in the best interest of Adams County citizens.
- Provide proof (narrative, documents etc.) that the proposed rezone will not have significant adverse impact.

Applicant comments & narrative {use additional sheets if necessary}: _____

