



Concept Fee: **\$100**
 Receipt No. _____
 Date _____
 Staff _____

 Application fee: **\$300.00**
 Receipt No. _____
 Date _____
 Staff _____

APPLICATION FOR REZONING PETITION

See reverse side for materials to be submitted with this application

Applicant Name: _____
 Address _____
 Phone No. (____) _____ Fax No.(____) _____ E-mail: _____
 Cell No.: (____) _____

Landowner of Record (if different than applicant):
 Name _____
 Address _____
 Phone No. (____) _____ Fax No.(____) _____ E-mail: _____
 Cell No.: (____) _____

Engineer / Consultant: _____
 Address _____
 Phone No. (____) _____ Fax No.(____) _____ E-mail: _____
 Gross Land Acreage _____ Location _____ 1/4 Sec. _____

Current Zoning: _____ Requested Zoning: _____

Existing buildings on Property: _____ Yes _____ No If Yes, please describe:

Does this rezoning also involve a proposed or pending land division? _____ Yes _____ No

Describe specifically the reasons justifying this rezoning petition and specifying the proposed use.

Applicant's Signature _____ Date _____ Town Initials (Office Use) _____

Landowner of Record's Signature (if different than applicant) _____ Date _____ Town Initials (Office Use) _____

Note: The applicant shall be required to pay a fee to the Town equal to the actual cost for all engineering work incurred by the Town in connection with the Rezone Permit review whether or not the permit is approved.

The Rezone process and requirements are as follows:

Please note:

- ✓ Materials must be submitted **three weeks** before the desired meeting date; see the meeting schedule for submission deadlines.
- ✓ Incomplete applications will not be accepted and/or processed.
- ✓ **The rezone process may take 2-4 months** because of the meeting schedules and the required public hearing and associated legal notices. Examples of possible timelines are included on the last sheet of this packet.

Step 1: The first step for rezoning property associated with major land divisions of greater than 4 lots is a **concept discussion** before the Plan Commission (this may also be required for rezones associated with minor land divisions of 4 or fewer lots). This requires a \$100 fee, and is paid separate from and before the \$300 for the rezone. Your completed application and **2 copies of the plat of survey** must be submitted **3 weeks** before the Plan Commission meeting date. Following direction from the Plan Commission at the concept discussion, proceed to step 2.

Step 2: The second step for rezones associated with major land divisions (and rezones associated with minor land divisions requiring the concept discussion) is the **Preliminary Plan Commission meeting. This is the first step for rezones associated with minor land divisions not requiring a concept discussion with the Plan Commission, as well as rezones not associated with land divisions.** Due **three** weeks before this meeting are the following:

- ✓ A completed application (which may have been submitted at Step 1)
- ✓ A fee of \$300.
- ✓ 2 copies of the plat of survey showing area to be rezoned. For major land divisions, 2 copies of the mapping requirements shown on the following pages must be submitted.

The Plan Commission will review the materials and make a recommendation to the Town Board to grant the rezoning as requested, or to modify or deny the application. You may be asked to return to the Plan Commission with amendments to your maps or petition. Each additional review will add one month to the process. **ADDITIONAL COPIES WILL NEED TO BE SUBMITTED FOR EACH ADDITIONAL MEETING, 3 WEEKS BEFORE THE MEETING. CHECK WITH TOWN STAFF FOR WHAT WILL NEED TO BE RE-SUBMITTED.**

Step 3: Following a favorable recommendation to the Town Board from the Plan Commission regarding the rezone, the Town of Cedarburg will publish a public notice and notify all property owners within 1,000 feet of the proposal.

Step 4: A Public Hearing will then be held at the Town Board meeting before it can act on the rezoning petition; the Town Board will make a decision on the matter at this meeting.

Step 5: *When the rezoning petition involves rezoning to or from Prime Agricultural land (zoned A-2), the "Notice of Rezoning or Conditional Use/Special Exception in the Exclusive Agricultural Use District" form must be completed **after the rezone has been approved** to submit to the Wisconsin Department of Agricultural, Trade and Consumer Protection. Town staff will complete and mail this form. **Also, if rezoned out of Agricultural zoning, a penalty fee will be charged by Ozaukee County as determined by Grota Appraisals (253-1143).***

GENERAL MAPPING REQUIREMENTS (required for major land divisions)

One or more maps can be used to display the following required information. Please ensure that the map (or maps) do not contain so much information that it becomes difficult to read.

1. A map showing one-half mile in all directions from the land to be rezoned. Scale should be no smaller than 1"=1000', on paper size no larger than 11" x 17"
2. Mapping should include the following information:
 - a. Names of property owner, petitioner, and land surveyor
 - b. Date
 - c. Scale
 - d. North arrow
 - e. Entire area owned by the petitioner, even if it is not being rezoned
 - f. Corporate limit lines within the exterior boundaries of the plat immediately adjacent to properties involved in the rezoning
 - g. Exact length and bearing of the exterior boundaries of the proposed rezoning (reference to a corner established in the US Public Land Survey)
 - h. Total acreage encompassed in the petition
3. Existing streams, watercourses, marshes, rock outcrops, wooded areas, railroad tracks, and other significant features in and around areas involved in this petition
4. Existing property boundary lines, buildings, structures, driveways, and septic fields along with measurements of footprints of buildings and distances from lot lines and other structures
5. Locations of right of ways with widths, existing streets with names, other public ways, easements, railroad and utility right of ways
6. Locations and names of adjacent subdivisions and parks
7. Any proposed stream, pond, or lake improvement or relocation.

MAPPING OF REQUIRED DRAINAGE INFORMATION

1. A map displaying the drainage pattern and showing outfall to a natural destination
2. Location of all known drainage tiles, proposals to reroute or abandon
3. Existing contours at vertical intervals of not more than two (2) feet and where any mass grading is planned. All pertinent elevations should be drawn
4. High water elevation at the date of survey of all ponds, streams, lakes, flowages and wetlands within the exterior boundaries of the plat and 100 feet outside the exterior boundaries of the plat
5. Floodplain and shoreland boundaries

MAPPING OF SOILS INFORMATION

1. Soil types and their boundaries as shown on the soil survey maps prepared by the Natural Resource Conservation Service (part of the U.S. Department of Agriculture), or soil maps prepared for the Town by the Southeastern Wisconsin Regional Planning Commission.
2. Location and results of soil boring tests within the exterior boundaries of the plan conducted in accordance with Section ILHR 85.06 of the Wisconsin Administrative Code and delineation of areas with three (3) and six (6) foot groundwater and bedrock levels. (One per planned/possible building site). NOTE: Not necessary for parcel with existing homestead.

POSSIBLE TIMELINE SCENARIOS:

Rezone associated with a Minor Land Division (4 lots or less) not requiring a concept discussion with the Plan Commission and rezones not associated with a land division.

- ✓ Month 1: Preliminary review before the Plan Commission and possible recommendation to the Town Board*
 - Time allotted for public notice
- ✓ Month 2: Public Hearing at the Town Board and possible approval

Rezone associated with a Major Land Division (more than 4 lots), and rezones associated with Minor Land Divisions requiring a concept discussion with the Plan Commission

- ✓ Month 1: Concept discussion with the Plan Commission
- ✓ Month 2: Preliminary review before the Plan Commission and possible recommendation to the Town Board*
 - Time allotted for public notice
- ✓ Month 3: Public Hearing at the Town Board and possible approval

***Additional Plan Commission reviews may be necessary as determined by the Plan Commission. Each additional review will add one month to the process. ADDITIONAL COPIES WILL NEED TO BE SUBMITTED FOR EACH ADDITIONAL MEETING, 3 WEEKS BEFORE THE MEETING. CHECK WITH TOWN STAFF FOR WHAT WILL NEED TO BE RE-SUBMITTED.**