



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)

**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 **two weeks** before the desired meeting date; see the attached 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 **18 copies of the plat of survey** must be submitted **2 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 **two weeks** before this meeting are the following:

- ✓ A completed application (which may have been submitted at Step 1)
- ✓ A fee of \$300.
- ✓ One (1) copy of a list of names and full addresses of all owners of record for property within one thousand (1,000) feet of the area proposed to be rezoned. This can be created through the Ozaukee County GIS website (see page 4 for directions).
- ✓ **18 copies** of the plat of survey showing area to be rezoned. For major land divisions, **18 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, 2 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, 2 WEEKS BEFORE THE MEETING. CHECK WITH TOWN STAFF FOR WHAT WILL NEED TO BE RE-SUBMITTED.**

## **DIRECTIONS TO CREATE THE MAILING ADDRESS LIST**

Mailing lists can be created at the Ozaukee County GIS Website,  
<http://ozaukeeco.mge.ruekert-mielke.com/>

To do this yourself, please use the following steps:

1. Once in the website, Click **“GIS Map”**
2. Search for the target property via the parcel ID number
3. Zoom to Parcel
4. In the options menu located in the upper left hand side of the window, click the arrow next to **“Parcels/Districts/Wards”** to obtain a dropdown of additional options
5. Click on the arrow **“Parcel Buffer”** to obtain a dropdown of additional options
6. Click on **“Buffer Parameters”** and enter 1,000 feet as the distance
7. Click **“Parcel Buffer Report”**
8. Affected Parcels will be highlighted a hashed polygon. Notice that parcels that are partially within the buffer area are also selected.
9. In the options area **“Parcels/Districts/Wards”** - Click the dropdown option **“Parcel Data Report”** (All Pop Up Blockers must be off)
10. A list of the buffered parcels will appear. At the bottom of that list, it gives you the option to **“Close”, “Print”, or “Save”**
11. Click **“Print”** to submit it with your application
12. You could also click **“Save”**, and save the file as a text file
13. This text file can then be emailed to the Town to save additional time at [eryer@town.cedarburg.wi.us](mailto:eryer@town.cedarburg.wi.us)



## 2012 REZONE PLAN COMMISSION MEETINGS & DEADLINES

Rezone applications require submittal of materials **three weeks** prior to the desired meeting on the Plan Commission Agenda:

Plan Commission Meeting Dates	Submittal Deadlines
January 18	December 28
February 15	January 25
March 21	February 29
April 18	March 28
May 16	April 25
June 20	May 30
July 18	June 27
August 15	July 25
September 19	August 29
October 17	September 26
November 21	October 31
December 19	November 28

- ✓ These dates are subject to the discretion of Town officials.
- ✓ 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 application review whether or not the permit is approved.

Please be advised that if you want your matter to appear on the Town Plan Commission agenda, a complete application and all required materials must be submitted to the Town Hall by the dates noted above. This schedule allows time for the staff (and engineering consultant if necessary) to review submissions, obtain additional information and prepare memorandums to the Plan Commission.

**It is the applicant's responsibility to submit eighteen (18) copies or more of the materials** for Town staff, Plan Commission, and Town Board distribution. One copy is made available for public review.