



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

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

APPLICATION FOR TEXT AMENDMENT TO THE TOWN CODE

See reverse side for materials to be submitted with this application

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

Consultant (IF APPLICABLE):

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

Property Information (IF APPLICABLE)

Current Zoning: _____ Requested Zoning: _____

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

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

Describe specifically the Section of the Town Code you propose the Town amend and reasons justifying this application. Also specify the proposed use if applicable.

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

The Text Amendment process and requirements are as follows:

Please note:

- ✓ Materials must be submitted several **weeks** before the desired meeting date; see below for submission deadlines.
- ✓ Incomplete applications will not be accepted and/or processed.
- ✓ **The text amendment 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 a text amendment to the Town Code is a **concept discussion** before the Plan Commission. This requires a \$100 fee, and is paid separate from and before the \$300 for the text amendment. Your completed application and proposed text amendment 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 text amendments is the regular **Plan Commission meeting**. Due **three** weeks before this meeting are the following:

- ✓ A completed application (which may have been submitted at Step 1)
- ✓ A fee of \$300.
- ✓ Written description of the specific section of the Town Code you propose to amend and the reasons justifying the amendment.
- ✓ 2 copies of the plat of survey for the applicable property (if development related)

The Plan Commission will review the materials and consider a recommendation to the Town Board. You may be asked to return to the Plan Commission with amendments to your application. Each additional review will add one month to the process.

Step 3: Following any recommendation to the Town Board from the Plan Commission regarding the text amendment, the Town of Cedarburg will publish a public notice if required.

Step 4: The Town Board will address the application at their monthly meeting. A Public Hearing will be held if required by Code.

POSSIBLE TIMELINE SCENARIOS:

Text Amendment to the Zoning Chapter

- ✓ Month 1: Concept discussion before the Plan Commission and possible direction to the applicant on how to proceed.
- ✓ Month 2: Discussion at regular Plan Commission meeting. Possible recommendation to the Town Board on the matter. Time is then allotted for public noticing.
- ✓ Month 3: Public Hearing at the Town Board and possible action on the application.

Text Amendment to all sections of the Code other than the Zoning Chapter

- ✓ Month 1: Concept discussion before the Plan Commission and possible direction to the applicant on how to proceed.
- ✓ Month 2: Discussion at regular Plan Commission meeting. Possible recommendation to the Town Board on the matter. No public noticing is required.
- ✓ Month 3: Town Board meeting and possible action on the application (no public hearing required for amendments to sections of the Code other than the Zoning Chapter).

***Additional Plan Commission reviews may be necessary as determined by the Plan Commission. Each additional review will add one month to the process.**