



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) \_\_\_\_\_



**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 on the Town website for submission deadlines.
- ✓ Incomplete applications will not be accepted and/or processed.
- ✓ **The rezoning process may take 2-4 months** because of the meeting schedules and the required public hearing and associated legal notices.

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 requested 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 rezoning. 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.

- ✓ A completed Concept application
- ✓ A fee of \$100
- ✓ Completed Reimbursement Agreement
- ✓ Materials as listed in the Concept Application

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 **Plan Commission meeting. This is the first step for rezones not utilizing the Concept application.** Due **three** weeks before this meeting are the following:

- ✓ A completed Rezone application
- ✓ A fee of \$300
- ✓ Completed Reimbursement Agreement
- ✓ 2 paper copies and one electronic copy of the plot plan, drawn to a scale of one inch equals 100 feet, showing the area proposed to be rezoned, its location, its dimensions, the location and classification of adjacent zoning districts and the location and existing use of all properties within 300 feet of the area proposed to be rezoned, or if determined sufficient,
- ✓ 2 paper copies and one electronic copy of the plat of survey showing area to be rezoned. For major land divisions, 2 paper copies and one electronic copy 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.

Step 3: Following a favorable recommendation to the Town Board from the Plan Commission regarding the rezoning, the Town of Cedarburg will publish a Class 2 public notice and notify all property owners within 1,000 feet of the proposal via post card.

Step 4: A Public Hearing will then be held at the Town Board meeting before it can consider action on the rezoning application.

## **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: Plan Commission review and possible recommendation to the Town Board\*
  - Time allotted for public noticing
- ✓ Month 2: Public Hearing at the Town Board and possible action

**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: Plan Commission review and possible recommendation to the Town Board\*
  - Time allotted for public notice
- ✓ Month 3: Public Hearing at the Town Board and possible action

**\*Additional Plan Commission reviews may be necessary as determined by the Plan Commission.**