



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

Application fee: **\$150.00**  
**+\$1,000 deposit to cover Town costs**  
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)



**REIMBURSEMENT NOTICE &  
PROFESSIONAL SERVICES REIMBURSEMENT AGREEMENT**

Pursuant to section 21-16 of the Town Code, the undersigned acknowledges receipt of this Notice and agrees to reimburse the Town of Cedarburg for costs, expenses and fees charged the Town of Cedarburg for legal, engineering, planning, and other required professional consultants as well as Town staff, and which services relate to the following project or matter (regardless of outcome):

**PROJECT NAME:** \_\_\_\_\_

**PROJECT ADDRESS:** \_\_\_\_\_

**SEND ALL INVOICES TO:  
(NAME & ADDRESS)** \_\_\_\_\_

**TAX KEY #(s):** \_\_\_\_\_

I represent and warrant to the Town of Cedarburg that I am authorized to execute this Agreement on behalf of the Applicant and/or Property Owner, and in those cases where the Applicant and/or Property Owner is a corporation, limited liability company, partnership or other business entity (herein collectively "Business Entity"), I represent and warrant that the Business Entity is authorized to do business in the State of Wisconsin, is a Business Entity in good standing, and that I have been authorized to execute and bind the Business Entity to the terms and conditions of this Agreement.

**RESPONSIBLE PARTIES OR PARTY NAME, MAILING ADDRESS, SIGNATURE & DATE:**

Printed Name	Signature <i>(Required)</i>	Date
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Mailing Address	City	State & Zip
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Phone/Fax	E-mail
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**PROPERTY OWNER NAME, MAILING ADDRESS, SIGNATURE & DATE (If different than that of the Applicant):**

Printed Name	Signature <i>(Required)</i>	Date
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Mailing Address	City	State & Zip
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Phone	Fax	E-mail
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**The Text Amendment process and requirements are as follows:**

Please note:

- ✓ Materials must be submitted three **weeks** before the desired meeting date; refer to the Plan Commission meeting deadline schedule on the Town website.
- ✓ 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: (Optional) The optional first step for a text amendment to the Town Code is a **concept discussion** before the Plan Commission. The concept discussion generates feedback for the applicant, but will not result in a recommendation or approval. This requires the submittal of the following 3 weeks before the meeting:

- ✓ A completed application along with the \$100 concept fee
- ✓ Completed Reimbursement Agreement
- ✓ Written description of the specific section of the Town Code you propose to amend and the reasons justifying the amendment.
- ✓ Other materials as requested by the Town.

Step 2: The second step for a text amendment application is a **Plan Commission meeting**. This would be Step 1 if the applicant bypasses the concept discussion. Due **three** weeks before this meeting are the following:

- ✓ A completed application (which may have been submitted at Step 1)
- ✓ A separate fee of \$150 + \$1,000 deposit to cover Town related review costs (balance of unused funds, if any, will be refunded at the end of the process).
- ✓ Completed Reimbursement Agreement
- ✓ 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)
- ✓ Other materials as requested by the Town.

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.

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 next 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 for chapters other than the Zoning chapter.
- ✓ 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.**