

# Amendments to the Official Zoning Map (Rezoning) Information Sheet



## When does this process apply?

When a property owner desires to change their property's zoning district (residential, commercial, industrial, etc...) the request to have the Village change the district goes through this process.

## Application Process

Applicants are required to submit all materials outlined in the attached checklist before it is considered complete.

## Administrative Review

Once the application is complete the Zoning Administrator completes an evaluation of the request. This evaluation is forwarded to the Plan Commission for their review.

## Public Hearing

A public hearing will be set with the Plan Commission so that members of the public can express their opinions on the proposed changes. A public hearing requires a Class 2 Public Notice, which is two insertions of the notice in the newspaper. Noticing must be completed before the public hearing can be held. This is a State law.

## Plan Commission Review

The Plan Commission will review the submitted materials and comments made during the public hearing. The Plan Commission will recommend, reject or modify the proposed amendment and forward its decision to the Village Board.

## Village Board Action

The Village Board will review the proposal and Plan Commission's decision. The Board will approve or reject the proposal. This is the final action of this process.

If a formal protest of the rezoning is filed under State law the approval will require  $\frac{3}{4}$  of the Village Board to approve.

## Timing

Applicants who desire an expedited approval timeline are advised to submit materials at least four weeks in advance of the Plan Commission meeting.

## Effect of Denial

If the proposal is rejected a new application submittal of the same or similar proposal will not be considered for 12 months.

# Amendments to the Official Zoning Map (Rezoning) Checklist



This document is published to provide supplemental information to applicants. Applicants should reference Title III Chapter 2 Section 13.03 of the Poynette Village Code for a full description of requirements.

## STEPS PRIOR TO SUBMITTING APPLICATION MATERIALS – NO FEE

<u>Step</u>	<u>Completed</u>
Pre-Application Consultation with Village Staff (optional)	
Pre-Application Consultation with Plan Commission (optional)	

## MATERIALS REQUIRED PRIOR TO PLACEMENT ON AGENDA

<u>Document</u>	<u>Received</u>
Application Form	
A map with a graphic scale and a north arrow showing the entire subject property included in the proposed map amendment including lot boundaries and dimensions of the subject property, and all other lands within 300 feet of the boundaries of the subject property. Said map shall clearly indicate the current zoning of the subject property, the current zoning of all property within 300 feet of the boundaries of the subject property, and the jurisdiction(s) in which the subject and adjacent properties lie.	
A list of the names and addresses of the owners of all property within 300 feet of the subject property as they appear on the current tax records shall be provided by the applicant, though the Zoning Administrator or Village Clerk may at their discretion instead provide this list.	
A map, such as the Planned Land Use Map from the Comprehensive Plan, showing the generalized location of the subject property in relation to the Village as a whole.	
\$500 fee	
Digital Versions (PDFs) of all materials.	

## ADMINISTRATIVE REVIEW PROCESS

<u>Review</u>	<u>Completed</u>
Zoning Administrator Certifies Completed Application	
Zoning Administration Evaluation	
Notice of Public Hearing – Class 2 Notice	

## PUBLIC HEARING

<u>Action</u>	<u>Completed</u>
Plan Commission Public Hearing	

## LEGISLATIVE APPROVAL PROCESS

<u>Action</u>	<u>Approve</u>	<u>Reject</u>	<u>Modify</u>
Plan Commission Recommendation			
Village Board Action			

# Amendments to the Official Zoning Map (Rezoning) Application



**Applicant Information:**

Name(s): \_\_\_\_\_

Firm Name (if any): \_\_\_\_\_

Relationship (check one):  Owner  Tenant  Prospective Owner/Tenant  Representing: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Property Owner Information:**

Name(s): \_\_\_\_\_

Ownership (check one):  Individual  Trust  Partnership  Corporation/LLC  Other: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Parcel Number or Legal Description of Subject Property:**

\_\_\_\_\_

**Zoning District of Subject Property:** Existing: \_\_\_\_\_ Proposed: \_\_\_\_\_

**Summary of Proposal/Reasoning (attach pages as necessary):**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Amendments to the Official Zoning Map (Rezoning) Application



**REQUIRED:** *Written justification for the proposed map amendment, consisting of the reasons why the applicant believes the proposed map amendment is in harmony with the Comprehensive Plan:*

**1. Is the proposed amendment to the Official Zoning Map consistent with the Comprehensive Plan?**

---

---

---

**2. Does the proposed Official Zoning Map amendment further the purposes and intent of the Zoning Ordinance?**

---

---

---

**3. Does the proposed Official Zoning Map amendment address any of the following that are not properly addressed on the current Official Zoning Map? (a) A mistake was made in mapping on the Official Zoning Map. That is, an area is or has developed in a manner and purpose different from that for which it is mapped. If this reason is cited, it must be demonstrated that the discussed inconsistency between actual land use and designated zoning is not intended, as the Village may intend to stop an undesirable land use pattern from being perpetuated. (b) Factors have changed, such as availability of new data, the presence of new roads or other infrastructure, additional development, annexation, or other zoning changes, making the subject property more appropriate for a different zoning district. (c) Growth patterns or rates have changed, thereby creating the need for an amendment to the Official Zoning Map.**

---

---

---

**4. Does the proposed amendment to the Official Zoning Map maintain the desired consistency of land uses, land use intensities, and land use impacts as related to the environs of the subject property?**

---

---

---

# Expectations and Tips: Reimbursement for Village Development Review



## ATTENTION READ CAREFULLY

Development review processes often require the use of Village consultants, such as planning, engineering and legal consultants. Because it is the applicant who is generating the need for the service, the Village’s policy is to assign consultant costs to the applicant, as opposed to asking general taxpayers to cover these costs. This policy also helps maintain a relatively small permanent Village staff. Applicants are asked on the “Signature of Understanding” page to acknowledge that costs for development review services will be billed back to them for reimbursement. Unpaid costs by the applicant will be applied to the property tax bill or intercepted through the State’s income tax process.

The development review costs provided below represent the *estimated* range of costs associated with each particular type of development review. This usually involves analysis and preparation of a written recommendation to a Village committee, Board, or staff. Costs vary depending on a range of factors, including the type of application, completeness and clarity of the development application, complexity of the proposed development, degree of cooperation from the applicant, and level of community interest.

Type of Development Review Being Requested	Typical Consultant Review Costs
<b>Land Division</b>	
Certified Survey Map	\$100-400
Preliminary Subdivision Plat	\$1,500 to \$2,500
Final Plat (does not include any development agreement time)	\$500 to \$1,200
Condominium Plat	\$1,500 to \$2,500
<b>Rezoning</b>	
To a standard (not Planned Neighborhood) zoning district	\$400 to \$2,000
To PN zoning district, including General Development Plan	\$2,000 to \$5,000
Text Amendment	\$100-\$500
<b>Conditional Use</b>	\$100 to \$500
<b>Sign Permit</b>	\$0 - \$50
<b>Site Plan</b>	\$100 to \$500
<b>Variance</b>	\$100 - \$1,000
<b>Zoning Interpretations</b>	\$100 - \$500
<b>Annexation</b>	\$500 - \$1,000
<b>Vacate Village Land/Right of Way</b>	\$300 - \$1,000

# Expectations and Tips: Reimbursement for Village Development Review



Applicants for Village development approvals can help manage and minimize their development review costs and often speed up development review by following these tips:

- 1. Talk or meet with Village Zoning Administrator before submitting an application.** Before you make significant investments in your project, the Administrator can help you understand the feasibility of your proposal, what Village plans and ordinances will apply, the type of review process there will be, and how to prepare a complete application.
- 2. Submit a complete and thorough application.** One of the most important things you can do to make your review process less costly to you is to submit a complete, thorough, and well-organized application in accordance with Village ordinance requirements. There are checklists built into development approval applications to help you make sure your application is complete. To help you prepare an application that has the right level of detail and information, assume that the people reviewing the application have never seen your property before, have no prior understanding of what you are proposing, and don't necessarily understand the reasons for your request.
- 3. Consider working with an experienced professional to help prepare your plans.** Professional engineers, land planners, architects, surveyors and landscape architects should be familiar with standard development review processes and expectations. They are also generally capable of preparing high-quality plans that will ultimately require less time (i.e., less cost for you) for the Village's consultants to review, saving you money in the long run. Any project that includes site grading, stormwater management, or utility work; significant landscaping; or building remodeling or expansion generally requires professionals. For less complicated proposals, it is acceptable to prepare plans yourself rather than paying to have them prepared by a professional. However, keep in mind that even though the project may be less complex, the Village's staff and planning consultant still need to ensure that your proposal meets all requirements. All plans must be prepared with attention to detail.
- 4. For more complex projects, submit your project for conceptual review.** Conceptual review of preliminary plans almost always saves time, money, stress, and frustration in the long run for everyone involved. Conceptual plans may be submitted to the Zoning Administrator, who may share with the planning consultant for a quick, informal review. This will allow you to gauge initial reactions to your proposal and help identify key issues.
- 5. Hold a neighborhood meeting for larger and potentially more controversial projects.** For these types of projects, one way to help the formal development review process go more smoothly is to host a meeting for the neighbors. This usually should happen before you even submit a formal development review application. A neighborhood meeting will give you an opportunity to describe your proposal, respond to questions, and address issues in an environment that is less formal and potentially less emotional than a Plan Commission or Village Board meeting. Please notify Zoning Administrator of your neighborhood meeting date, time, and place; make sure all neighbors are fully aware; and document the outcomes of the meeting to include with your application.

# Signature of Understanding



## **APPLICATION WILL NOT BE CONSIDERED COMPLETE UNTIL THIS PAGE IS SIGNED.**

By signing and dating below, I/We:

1. Reviewed and understand the applicable Village of Poynette ordinances and its standards of approval related to this application;
2. Read, understand, and accept my/our responsibilities under the reimbursement section above;
3. Submitted an application that is true, correct, and complete to the best of my/our knowledge;
4. Acknowledge that Village officials and/or employees may, in the performance of their functions, enter upon the subject property to inspect or gather information necessary to process this application;
5. Understand that all meeting dates are tentative and may be postponed by the Village for the reason of incomplete submittals or other administrative reasons;
6. If this application is approved, agree to abide by this application, approved plans, and required conditions associated with plan approval in the development of the subject property; and
7. Understand that the Village's ordinances and/or the conditions of development approval may specify timeframes within which I/we must take certain actions related to the development of the subject property, or risk having the approval being nullified.

---

Signature of Applicant

---

Date

---

Signature of Property Owner (if different)

---

Date