



**Waupaca County
Planning & Zoning Office**

811 Harding St
Waupaca WI 54981-2087
Phone: 715-258-6255 Fax: 715-258-6212
www.co.waupaca.wi.us

Zoning Map Amendment Application Packet for Areas within Farmland Preservation

Zoning Amendment Packet Includes:

- Checklist
- Zoning Map Amendment Application
- Town Recommendation Form for Rezoning

PRIOR TO SUBMITTING YOUR PETITION TO REZONE:

- ☐ Consult Planning & Zoning Staff regarding your proposal
- ☐ Complete the Zoning Map Amendment Application with the Waupaca County Planning & Zoning Office and submit the following along with the Application:
 - Where the property is not owned by the applicant, a letter must be attached giving consent of the owner to apply for the Zoning Map Amendment.
 - Detailed map showing the proposed area of the property being petitioned (must include all dimensions or survey map). A Certified Survey Map is required if a new parcel is created.
 - A detailed legal description of the area being petitioned
 - Application Fee (payable to Waupaca County)**Check with your Township to see if additional fees will be charged.**
 - Once the Petition for Zone Map Amendment Application packet is submitted with completed application, the Waupaca County Planning & Zoning Office will forward it to the Town.

AFTER SUBMITTING YOUR ZONING MAP AMENDMENT APPLICATION PACKET:

- ☐ Attend Town Planning Commission Meeting
 - Have Planning Commission complete applicable portions of the Town Recommendation Form
- ☐ Attend Town Board Meeting
 - Have Town Board complete applicable portions of the Town Recommendation Form
- ☐ After the Town meetings, the Town will submit the Town Recommendation Form to Waupaca County Planning & Zoning Office

NOTE: This requires a public hearing, which are scheduled as needed. Neighbors within 300' of the property are notified and the Waupaca County official newspaper carries the notice for 2 weeks prior to the hearing, so it can take 3 weeks or more to schedule a hearing. Incomplete applications will not be scheduled. Final approval is by the County Board at a regularly scheduled meeting. The Planning and Zoning Committee will conduct an onsite inspection of the property prior to the public hearing. No testimony can be taken by the Planning and Zoning Committee during the onsite inspections.

Waupaca County

Fee _____ Check # _____

☐ ATF

Zoning Map Amendment Application for Areas within Farmland Preservation

Note: In order to avoid any delays, please complete all parts of this application. Incomplete applications will not be processed.

Applicant Information (check the box for who will be appearing at the public hearing)

☐ **Owner:** _____ E-mail Address: _____

Last Name: _____ First Name: _____ Phone #: _____

Address: _____ City: _____ State & Zip: _____

If you wish to appoint an agent to speak at the hearing, please complete the following:

☐ **Agent:** _____ E-mail Address: _____

Last Name: _____ First Name: _____ Phone #: _____

Address: _____ City: _____ State & Zip: _____

Property Information (attach list if multiple properties)

Check if part of a parcel ☐

Parcel Number: _____ - _____ - _____ - _____ Size of Parcel: _____

Physical Address: _____

Location: (Gov. Lot _____ or _____ $\frac{1}{4}$, _____ $\frac{1}{4}$), Section _____, T _____ N, R _____ E, Town of _____

Current Zoning District: _____ Current Use and Improvements: _____

Map Amendment Information

Proposed Zoning District: _____

Proposed Use: (State exactly what use is intended for the property.)

All Town Overlays will be amended to the overlays of the proposed district unless noted otherwise.

Once the complete application has been received and processed by the Waupaca County Planning & Zoning Office, you will be notified of the date and time of the hearing at the Waupaca County Courthouse. You or your agent are required to attend the hearing.

Submittal of this application grants permission to allow free and unlimited access to the project site during normal working hours to any Planning & Zoning Office representative acting in an official capacity. Property owner signature is required. You or your agent are required to attend the hearing.

Property Owner Signature _____ Date _____

Agent Signature: _____ Date _____

DIAGRAM OF PLANS

Diagram of Plans: It is required that only one zone classification exist per tax parcel. A Certified Survey Map (CSM) completed by a Registered Land Surveyor will be required for the creation of new parcels. If a CSM is required it must be received with all applicable fees and approved by the Planning and Zoning Office prior to the public hearing in front of the Planning and Zoning Committee . If the Zoning Map Amendment is approved by the County Board the CSM will be recorded thereafter as previously approved.

TOWN RECOMMENDATION FORM

Waupaca County Zoning Map Amendment Petition within Farmland Pres.

THIS TOWN RECOMMENDATION FORM MUST BE SUBMITTED TO THE PLANNING & ZONING OFFICE WITH THE REZONE APPLICATION. PLEASE NOTE THAT INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED. PLEASE CONTACT THE WAUPACA COUNTY PLANNING & ZONING OFFICE WITH ANY QUESTIONS AT 715-258-6255.

Petitioner Information

Owner: _____ E-mail Address: _____
Last Name: _____ First Name: _____ Phone #: _____
Address: _____ City: _____ State & Zip: _____

If you wish to appoint an agent to speak at the hearing, please complete the following:

Agent: _____ E-mail Address: _____
Last Name: _____ First Name: _____ Phone #: _____
Address: _____ City: _____ State & Zip: _____

Property Information (attach list if multiple properties)

Check if part of a parcel ☐

Parcel Number: _____ - _____ - _____ - _____ Size of Parcel: _____

Physical Address: _____

Location: (Gov. Lot _____ or _____ $\frac{1}{4}$, _____ $\frac{1}{4}$), Section _____, T _____ N, R _____ E, Town of _____

Current Zoning District: _____ Current Use and Improvements: _____

Zoning Information

Current Zoning District: (check)

- ☐ Conservancy (CV)
- ☐ Private Recreation & Forestry (PVRF)
- ☐ Agriculture Enterprise (AE)
- ☐ Agriculture Retention (AR)
- ☐ Rural Residential Overlay (RR-O)
- ☐ Rural Commercial Overlay (RC-O)

Proposed Zoning District: (check)

- ☐ Conservancy (CV)
- ☐ Private Recreation & Forestry (PVRF)
- ☐ Agriculture Enterprise (AE)
- ☐ Agriculture Retention (AR)
- ☐ Rural Residential Overlay (RR-O)
- ☐ Rural Commercial Overlay (RC-O)

All Town Overlays will be amended to the overlays of the proposed district unless noted otherwise.

For Parcel and Zoning Maps go to: https://www.waupacacounty-wi.gov/departments/land_information/maps_and_apps.php

- THE FOLLOWING QUESTION SHALL BE ANSWERED BY THE OWNER/AGENT -

What will be the proposed use(s) of the parcel if the rezoning is approved?

- THE FOLLOWING QUESTIONS SHALL BE ANSWERED BY THE TOWNSHIP -

In accordance with WI State Statutes 91.48(1):

(a) The land is better suited for a use not allowed in the Farmland Preservation Zoning District. ☐ Yes ☐ No

(b) The rezoning is consistent with any applicable Comprehensive Plan. ☐ Yes ☐ No

(c) The rezoning is substantially consistent with the County certified Farmland Preservation Plan. ☐ Yes ☐ No

(d) The rezoning will not substantially impair or limit current or future agricultural use of surrounding parcels of land that are zoned for or legally restricted to agricultural use. ☐ Yes ☐ No

Please attach any additional comments, minutes, or information further supporting the recommendation.

Town Planning Commission

☐ Recommend Approval

☐ Recommend Denial

Planning Commission Chairperson

Date: _____

Town Board

☐ Recommend Approval

☐ Recommend Denial

Town Chairman

Date: _____

Town Clerk

Date: _____

Remit along with application to: Waupaca County Planning & Zoning – 811 Harding St., Waupaca WI 54981

Please Note: Pursuant to Section 14.06 of the Waupaca County Zoning Ordinance, the Town has 45 days to provide a written recommendation on Rezoning and Conditional Use Permits to the Waupaca County Planning & Zoning Director. If the Director has NOT received a written recommendation within 45 days, the County review process will continue without Town feedback.