



**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

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 Zoning Map Amendment is complete, the Waupaca County Planning & Zoning Office will forward it to the Town.
- Attend Town Planning Commission Meeting
 - Have Plan 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, submit to Waupaca County Planning & Zoning Office
 - Town Recommendation Form

NOTE: This requires a public hearing, which are scheduled as needed, on a Thursday morning. 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.

Waupaca County

Zoning Map Amendment Application

Fee _____ Check # _____

ATF

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

Parcel Number: _____ - _____ - _____ - _____ - Size of Parcel: _____ Physical Address: _____

List Parcel Numbers if more than one, attach a list if necessary. _____

Current Zoning District: _____ Current Use and Improvements: _____

Map Amendment Information

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

Are there current non-conforming structures and/or uses on the property? Yes No If "Yes", please describe:

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

Once the complete application has been received by the Waupaca County Planning & Zoning Office and processed, you will be notified of the date and time that the Planning & Zoning Committee will conduct an inspection of the property and hold the subsequent hearing at the Waupaca County Courthouse. You or your agent are required to attend both the on-site and hearing.

The signing 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 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 zone map amendment is approved by the County Board the CSM will be recorded thereafter as previously approved.

TOWN RECOMMENDATION FORM

For Waupaca County Zoning Map Amendment Petition

THIS TOWN RECOMMENDATION FORM MUST BE SUBMITTED TO THE PLANNING & ZONING OFFICE WITH THE REZONE APPLICATION. PLEASE NOTE THAT INCOMPLETE APPLICATIONS MAY BE DELAYED. PLEASE CONTACT THE WAUPACA COUNTY PLANNING & ZONING OFFICE WITH ANY ZONING RELATED 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

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

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

Zoning Information

Current Zoning District: (check)

- Private Recreation & Forestry (PVRF)
- Public Recreation & Forestry (PURF)
- Agriculture Enterprise (AE)
- Agriculture Retention (AR)
- Agriculture & Woodland Transition (AWT)
- Rural Residential (RR)
- Sewered Residential Single Family 10000 sq ft min. (SR-10)
- Sewered Residential Single Family 20000 sq ft min. (SR-20)
- Sewered Residential Multi-Family (SR-M)
- Planned Residential Development (PD)
- Rural Commercial Neighborhood (RC-N)
- Rural Commercial General (RC-G)
- Rural Industrial General (RI-G)
- Rural Industrial Intensive (RI-I)

Proposed Zoning District: (check)

- Private Recreation & Forestry (PVRF)
- Public Recreation & Forestry (PURF)
- Agriculture Enterprise (AE)
- Agriculture Retention (AR)
- Agriculture & Woodland Transition (AWT)
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- Rural Commercial General (RC-G)
- Rural Industrial General (RI-G)
- Rural Industrial Intensive (RI-I)

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

For Parcel and Zoning Maps go to: http://public1.co.waupaca.wi.us/GISviewer/index.html?config=config_zoning.xml

- THE FOLLOWING QUESTIONS 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 -

What are the existing use(s) of adjacent lands to this parcel and are they compatible?

Is the proposal consistent with the Preferred Land Use Map as found in the Town Comprehensive Plan? Yes No

Explain:

Is the proposal consistent with the Town Goals, Objectives & Development Strategies as found in the Town Comprehensive Plan? Yes No (Please give detailed information including page numbers from the comprehensive plan supporting the recommendation) Explain:

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

Town Plan Commission

Recommend Approval Recommend Denial

_____ Date: _____
Plan Commission Chairperson

Town Board

Recommend Approval Recommend Denial

_____ Date: _____
Town Chairman

_____ Date: _____
Town Clerk

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 rezonings 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.