



# COLUMBIA COUNTY

## Planning & Zoning Department

### GENERAL APPLICATION

400 DeWitt Street - Portage, WI 53901

Phone: 608-742-9660 Fax: 608-742-9817

www.@co.columbia.wi.us

The applicant hereby authorizes access to the property described herein, by authorized representatives of the Planning & Zoning Department, for the purpose of gathering or verifying information relating to the application, and for verifying compliance with any approval or permit that may be granted.

Signature \_\_\_\_\_

Date \_\_\_\_\_

#### *Please Print Below*

1. Owner \_\_\_\_\_

2. Mailing Address \_\_\_\_\_

3. City, State, Zip \_\_\_\_\_

4. Address of affected Property \_\_\_\_\_  
\_\_\_\_\_

5. Phone No. \_\_\_\_\_ Work \_\_\_\_\_

6. Town of \_\_\_\_\_

7. \_\_\_\_\_ 1/4 of \_\_\_\_\_ 1/4 Acreage \_\_\_\_\_

8. Section \_\_\_\_\_ Town \_\_\_\_\_ N, Range \_\_\_\_\_ E

9. Subdivision \_\_\_\_\_

10. Parcel# \_\_\_\_\_ Lot# \_\_\_\_\_ Block# \_\_\_\_\_

I am applying for the following applications:

Please check the appropriate boxes:

**NO REFUNDS!**

File#

Zoning (building) Permit-----  \_\_\_\_\_

**\$500, \$150, \$50**

Emergency Response Number-----  \_\_\_\_\_

**\$75**

Variance-----  \_\_\_\_\_

**\$400**

Conditional Use-----  \_\_\_\_\_

**\$400**

Rezoning-----  \_\_\_\_\_

**\$400**

Home Occupation-----  \_\_\_\_\_

**\$400**

Make check payable to  
"Columbia County Treasurer"

\*\*\*\*\*For Office Use Only\*\*\*\*\*

\*\*\*\*\*

Existing Zoning \_\_\_\_\_

Dept. Signature: \_\_\_\_\_

Wetland Status \_\_\_\_\_

Application Fees: \_\_\_\_\_ Total\$ \_\_\_\_\_

Flood Plain Status \_\_\_\_\_

Date: \_\_\_\_\_

Septic Permit# \_\_\_\_\_ Eval. Yes or No

Notes: \_\_\_\_\_

Driveway Permit# \_\_\_\_\_

Town Permit \_\_\_\_\_

**PETITION FOR REZONING**

**TO THE HONORABLE BOARD OF SUPERVISORS OF COLUMBIA COUNTY:**

I, \_\_\_\_\_, do hereby petition your honorable body to rezone from \_\_\_\_\_ to \_\_\_\_\_ the following described property located in the Town of \_\_\_\_\_, Columbia County, Wisconsin.

Tax Parcel No. \_\_\_\_\_ Sec. \_\_\_\_\_, T \_\_\_\_\_ N, R \_\_\_\_\_ E

**Description:**

Dated at \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
(Signature of petitioner)

\_\_\_\_\_  
(Mailing address)

\_\_\_\_\_  
(City, State, and Zip Code)

Received the above rezoning request on: \_\_\_\_\_

\_\_\_\_\_  
(Signature of person receiving petition)

# REZONING INFORMATION SHEET

TO BE COMPLETED by the Petitioner for a land use change, and copies made available to the Planning and Zoning Committee prior to the Public Hearing.

1. Petitioner's Name \_\_\_\_\_ Phone No. \_\_\_\_\_
2. Petitioner's Address \_\_\_\_\_
3. Address of affected property \_\_\_\_\_
4. Parcel # \_\_\_\_\_ Sec. \_\_\_\_\_, Town \_\_\_\_\_ N, Range \_\_\_\_\_ E, Town of \_\_\_\_\_
5. Has the Petitioner title to the property, if yes, how long has this been held? \_\_\_\_\_
6. If the answer to #5 is "NO", does the petitioner have an offer to purchase? \_\_\_\_\_
7. Total acreage involved \_\_\_\_\_
8. Present improvements on property \_\_\_\_\_
9. Proposed improvements and use of property: \_\_\_\_\_
10. Existing Zoning \_\_\_\_\_ Proposed Zoning \_\_\_\_\_
11. Describe how services (sewer, water, streets, etc.) will be provided \_\_\_\_\_  
\_\_\_\_\_
12. Describe how providing the services will not be a burden to local government \_\_\_\_\_  
\_\_\_\_\_
13. Is the land tillable or currently being used for agricultural purposes? \_\_\_\_\_
14. Is the property being divided off of a larger parcel? \_\_\_\_\_
15. Classification and limitations of soils on property \_\_\_\_\_
16. Is the property located in a flood plain? \_\_\_\_\_
17. Type of highway providing access to property \_\_\_\_\_
18. Describe the development's compatibility with surrounding land uses \_\_\_\_\_  
\_\_\_\_\_
19. Has the property ever been in the farmland preservation program? \_\_\_\_\_

## COLUMBIA COUNTY REZONING PROCEDURE

1. The rezoning petition must carry the signature of a person having an ownership interest in the property proposed for rezoning.
2. Contact the town board of the township in which the property to be rezoned is located.

Inform the town board of what you intend to do with the property.

The town board will be sent a resolution, which they are to return to our office stating approval or disapproval of each rezoning request.

The town board has up to thirty (30) days after the county public hearing to act.

If the town board disapproves the rezoning request, the County Zoning Committee cannot recommend approval to the County Board. They are then required by statute to do one of the following:

1. Recommend disapproval of the petition, or
  2. Recommend approval with change to the petition.
3. At the time of filing for rezoning, the Zoning Office would like the papers filed in person. The reason being: if there are any questions by either you or this office, they can be answered at this time.

The rezoning information sheet should be filled out as thoroughly as possible. The zoning staff can assist you.

The filing fee must be paid at the time the petition is filed. If paid by check, please make check payable to the Treasurer of Columbia County.

4. All applications must be filed by the deadline established in the enclosed schedule in order to be on the agenda for the following month's public hearing. **Note: An application will not be considered "filed" if it is incomplete, illegible or if the fee is not paid.** The hearings are generally held on the first Tuesday of the month. They are normally held in the basement meeting room of the Columbia County Administration Building. The petitioner and town clerk are notified by certified mail of the exact time, date, and location of the hearing.
5. Either the petitioner or someone representing the petitioner must be present at the hearing. Failure to appear or be represented will result in a tabling or postponement of your petition, with an additional fee for republication and mailing of notices.
6. All adjacent property owners are notified of the hearing.
7. The Planning & Zoning Committee normally makes a decision at the following monthly meeting. The petitioner must provide a legal description of the property in time to be included on the County Agenda.
8. The Committee's recommendation will be acted on at the following County Board Meeting which is generally held on the 3<sup>rd</sup> Wednesday of the month.



# COLUMBIA COUNTY

**Planning & Zoning Department**

608-742-9660  
FAX: 608-742-9817  
E-MAIL: [planning.zoning@co.columbia.wi.us](mailto:planning.zoning@co.columbia.wi.us)  
WEBSITE: [www.co.columbia.wi.us](http://www.co.columbia.wi.us)

400 DeWitt Street  
Portage, WI 53901

TO: Applicants for Rezoning, Conditional Use, Zoning Permit or Land Division

The Columbia County Highway Access Control Ordinances, adopted February 15, 1995 requires that our Department withhold approval of all of the above until compliance with the Ordinance is shown for any parcel not having an existing access (driveway) or highway access permit.

For proposed land divisions, it is anticipated that the surveyor will show a proposed access location on the survey, which will then be checked by the Highway Department or township. For all other permits or approvals listed above, the applicant must either have an existing access or secure a highway access permit before our approval can be given.

It is the property owner's responsibility to secure an access permit where one is required; our department does not arrange that for you. Failure to secure this permit can delay approval by our department, and can delay the commencement of construction on your property.

Applicant: \_\_\_\_\_

Contact Highway or Township: \_\_\_\_\_

Phone: \_\_\_\_\_

Highway or Chairman Permit Number Issued: \_\_\_\_\_

Date of issuance: \_\_\_\_\_



# COLUMBIA COUNTY

Planning & Zoning Department

608-742-9660  
FAX: 608-742-9817  
E-MAIL: [planning.zoning@co.columbia.wi.us](mailto:planning.zoning@co.columbia.wi.us)  
WEBSITE: [www.co.columbia.wi.us](http://www.co.columbia.wi.us)

400 DeWitt Street  
Portage, WI 53901

## **Planning & Zoning Committee Schedule - 2011**

This schedule applies to all matters requiring action by the Planning & Zoning Committee, including the following:

- a. Petitions for Rezoning
- b. Petitions for Ordinance Amendment
- c. Conditional Use Permits
- d. Home Occupation Permits
- e. Subdivision Plat Review, both preliminary and final
- f. Requests for Waivers to Land Division and Subdivision Ordinance
- g. Other matters as determined by the Committee

### **Filing Deadline-12:00 Noon**

December 3, 2010  
December 30, 2010  
February 4, 2011  
March 4, 2011  
April 1, 2011  
May 6, 2011  
June 3, 2011  
July 1, 2011  
August 5, 2011  
September 2, 2011  
October 7, 2011  
November 4, 2011

### **Planning & Zoning Committee**

January 4, 2011  
February 1, 2011 (Meeting at Committee Discretion)  
March 1, 2011  
April 5, 2011  
May 3, 2011  
June 7, 2011  
July 5, 2011  
August 2, 2011 (Meeting at Committee Discretion)  
September 6, 2011  
October 4, 2011  
November 1, 2011  
December 6, 2011

### **The noon filing deadline will be strictly enforced and exceptions will not be made.**

Applications for review of any of the above-described actions will not be considered to be properly filed and will not be placed on the agenda unless they are properly completed and include all required supporting information or documents, including payment of fees. You are urged to contact department staff prior to applying to see what additional information, if any, might be needed to review your application.

*Some of the above actions require Town review, and we will not place such items on the agenda unless that has been completed.*

**Wisconsin Department of Agriculture, Trade and Consumer Protection  
Farmland Preservation Program (ch. 91, Wis. Stats.)**

**State of Wisconsin Fee For Rezoning Land Out of a  
Farmland Preservation Zoning District**

The Wisconsin Department of Agriculture, Trade and Consumer Protection (DATCP) is requiring under, s. 91.48, Wis. Stats., that beginning January 1, 2010 any person who requests land be rezoned out of the Agriculture Zoning district for each acre of land to be rezoned the person must pay a conversion fee equal to three times the per acre value of the highest value category of tillable crop land in the town. The fee must be paid due to the land being in a Farmland Preservation Zoning District regardless if the land has ever been farmed or if owner has ever collected any farmland preservation tax credits. The fee is collected by Columbia County and submitted to DATCP by March 1 of each year. Please note you will be required to pay the fee at time you submit a rezoning petition to the County, and that this fee is separate from and charged in addition to any other fees charged by a town or the County. The per acre 2010 fee for each town in Columbia County with Farmland Preservation Zoning is shown below.

**2010 DATCP Rezoning Fee**

Town of Arlington	\$951.00 /Per Acre
Town of Caledonia	\$981.00 /Per Acre
Town of Columbus	\$948.00 /Per Acre
Town of Courtland	\$954.00 /Per Acre
Town of Dekorra	\$972.00 /Per Acre
Town of Fort Winnebago	\$972.00 /Per Acre
Town of Fountain Prairie	\$924.00 /Per Acre
Town of Hampden	\$957.00 /Per Acre
Town of Leeds	\$951.00 /Per Acre
Town of Lewiston	\$990.00 /Per Acre
Town of Lodi	\$957.00 /Per Acre
Town of Lowville	\$969.00 /Per Acre
Town of Marcellon	\$996.00 /Per Acre
Town of Newport	\$984.00 /Per Acre
Town of Otsego	\$957.00 /Per Acre
Town of Pacific	\$1029.00 /Per Acre
Town of Springvale	\$972.00 /Per Acre
Town of West Point	\$972.00 /Per Acre
Town of Wyocena	\$993.00 /Per Acre

If you have any questions as to why you must pay this fee to the State of Wisconsin please contact any or all of the following:

DATCP	608-224-4500	<a href="mailto:DATCPWorkingLands@wisconsin.gov">DATCPWorkingLands@wisconsin.gov</a>
Senator Mark Miller	608-266-9170	<a href="mailto:Sen.Miller@legis.wisconsin.gov">Sen.Miller@legis.wisconsin.gov</a>
Senator Luther Olsen	608-266-0751	<a href="mailto:Sen.Olsen@legis.wisconsin.gov">Sen.Olsen@legis.wisconsin.gov</a>
Rep. Fred Clark	608-266-7746	<a href="mailto:Rep.Clark@legis.wisconsin.gov">Rep.Clark@legis.wisconsin.gov</a>
Rep. Keith Ripp	608-266-3404	<a href="mailto:Rep.Ripp@legis.wisconsin.gov">Rep.Ripp@legis.wisconsin.gov</a>