



Columbia County
Rezoning Pre-Application
Amendments to the Official Zoning Map

Phone: (608) 742-9660
 Fax: (608) 742-9817
www.co.columbia.wi.us

Planning & Zoning Department
 Pursuant to Columbia County Ordinance 16-150-060

112 E. Edgewater St.
 Portage, WI 53901

-----Shaded Area For County Use Only -----

Notes: Parcel #: _____ File ID #: _____

\$50.00 Rezoning Pre-Application

Make checks payable to "Columbia County Treasurer". Credit Cards accepted. We do not issue refunds.

1. Property Information:

Has the Property ever been in the Farmland Preservation Program? Yes No
 Is a survey or sketch of the area to be rezoned attached? Yes No

2. Proposed Rezoning Information:

Existing Zoning District(s)	Acres	Proposed Zoning District(s)	Acres
Total Acreage Involved: _____			
Is the Property being divided off a larger parcel?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Reason for Rezoning: _____			

3. Access and Use Information:

Type of Access to Property:
 Private Road Town Road County Highway State Highway

What is land currently used for?
 Vacant Single Family Residence Active Farm Business/Industrial/Commercial

Please Describe: _____

Proposed Improvements and Use of Property: _____

Is proposed development compatible to surrounding area? Yes No

Please Describe: _____

Please note: An application will not be processed if it is incomplete, illegible or the fee is not paid.

I certify that the above information is true, accurate and complete.

Property Owner/Agent Signature: _____ **Date:** _____

Print Name: _____



Columbia County General Information

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The owner 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. The applicant further agrees that the site is staked and an inspection of such proposed structure may be made by the Columbia County Planning & Zoning Department between the hours of 8:00 am and 4:30 pm, Monday through Friday.

Pursuant to §59.691(3) Stats, the applicant must sign below to indicate acknowledgement of the following, "You are responsible for complying with state and federal laws concerning construction near or on wetlands, lakes and streams". Wetlands that are not associated with open water can be difficult to identify. Failure to comply may result in removal or modification of construction that violates the law or other penalties or costs. For more information, visit the Dept. of Natural Resources web page at: <http://dnr.wi.gov/wetlands/programs.html> or contact a Dept. of Natural Resources service center.

The undersigned hereby applies for a permit to do work herein described. The undersigned agrees that all work will be done in accordance with the Columbia County Zoning, Floodplain and Shoreland-Wetland Protection Ordinances, and with all laws of the State of Wisconsin, applicable to said premises.

Zoning Permits issued by the Planning & Zoning Department must be posted in a prominent place on the premises prior to, and during the period of construction, alteration or movement.

1. Contact Information

Property Owner Information

Property Owner Name: _____

Mailing Address: _____

City, State, Zip: _____

Telephone: _____

E-Mail Address: _____

Applicant/Contractor Information (if different than Property Owner)

Applicant Name: _____

Mailing Address: _____

City, State, Zip: _____

Telephone: _____

E-Mail Address: _____

2. Property Description (parcel information can be obtained at www.co.columbia.wi.us)

Site Address: _____

Town of _____

Section _____ Town _____ N Range _____ E

Subdivision _____ CSM _____ Lot _____

Parcel # _____ Acreage _____

Mail Permit(s) to: Owner Applicant/Contractor or Pick Up Permit(s): Owner Applicant/Contractor

Property Owner Signature _____ Date _____

----- Shaded Area For County Use Only -----

Existing Zoning: _____ Permit(s): _____

STAMP

Wetland Status: _____

Flood Plain Status: _____ Permit #(s): _____

Septic Permit #: _____ Evaluation? Yes No

Driveway Permit #: _____ Town Permit: _____ Amount Paid: _____

NOTES:

Department Signature _____ Date: _____



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A completed checklist must be attached to the rezoning application and no application will be accepted for filing or scheduled for a public hearing until Steps 1-3 are accomplished. The dates requested in Steps 3-5 will be filled in by the Planning and Zoning Department after which a copy of this checklist will be given to the petitioner.

1. **Make an appointment for a preapplication meeting with staff from the Planning and Zoning Department to discuss the proposed rezoning.** This is required to confirm the current zoning status of the subject property(s), either affirm or help determine the appropriate districts to request, to determine the proposal's consistency with the Columbia County Comprehensive Plan and to identify any other relevant local, state or federal land use issues.
 - a. The petitioner must bring at least the following information to the preapplication meeting:
 - Property Address (if available)
 - Legal Description of Property (tax bill, deed, survey, etc.)
 - Survey or Sketch of the Area to be Rezoned
 - Proposal for Developing the Land

At the meeting you will be given the appropriate application forms and if necessary, assistance in completing forms. After the rezone preapplication is filed and the \$50 preapplication fee is paid, the Department will prepare a Summary Report of issues and potential alternatives, but will not make specific recommendations. The report will be sent to the petitioner/owner and to the Town Chair, Clerk and Plan Commission Chair prior to the petitioner meeting with the Town.

Date of Preapplication Meeting: _____ / _____ / _____ Staff Initials: _____

2. **Contact the Clerk of the Town affected by your proposal.** Some Towns have land use plans, ordinances and application fees that must be considered when requesting a rezoning. Generally each Town will have the proposal reviewed by both a Plan Commission/Committee and the Town Board. The Columbia County Planning & Zoning Committee requires a recommendation from the Town Board on the Rezoning. A copy of the Town Board Minutes/Resolution is required with the application submitted to the County. Please note an official Rezoning Petition has not been filed at this point so a Town has not lost the capability to initiate the process to file a certified Resolution of Disapproval and maintain its ability to veto a petition should an applicant decide to proceed without the town taking a position on a proposal.

Date of Town Board Meeting: _____ / _____ / _____

3. **Submit a complete application and petition to the Planning & Zoning Department.** The application must include the items listed below. Applications that are not complete will not be accepted for publication and placement on the Planning & Zoning Committee Agenda. Upon review the Department may ask for additional information. All applications must contain original signatures of property owner.

- Application/Petition Page
- Rezoning Information Sheet
- Scaled Drawing of Proposed Rezone Area (if property is not vacant, the location of all buildings must be included)
- Legal Description of Area to be Rezoned (Certified Survey Maps/Metes and Bounds Description)
- Proof of Existing Approved Driveway/Copy of Driveway Access Permit
- \$500.00 Application Fee

A complete application and petition must be filed by the filing deadline to be considered for the next Planning & Zoning Committee Meeting. Please note a property owner may petition the County for a rezoning which will be considered by the County Board even if the town is not in favor of the rezoning, but if the town has followed statutory procedure I may veto a rezoning approval by the County Board.

Date Application Filed: _____ / _____ / _____

4. **The Planning and Zoning Department will mail a notice of the public hearing to property owners within 300 feet of the property proposed for rezoning.** The Department will also analyze the petition and prepare a staff report with recommendations for the Planning & Zoning Committee which will be sent to the owner/petitioner and town chair and clerk approximately one week prior to the Committee meeting along with a notice of the meeting. The Committee will hold a public hearing on the proposal and make a recommendation to the County Board. *The petitioner or an agent must attend the Planning and Zoning Committee meeting.*

Date of Planning and Zoning Committee Meeting: _____/_____/_____

5. **The rezoning petition is put on the next County Board meeting agenda.** This meeting is usually about two weeks after the Planning and Zoning Committee meeting. An ordinance to amend the Zoning Map per the petitioner's request cannot be present to the County Board without a legal description. If there was a reason the Department accepted an application without an exact legal description, the petitioner's request for an amendment to the Zoning Map will not be submitted to the County Board until the legal description is filed with the Department. It is up to the petitioner if they want to attend the County Board meeting, but it is not necessary because there is no public hearing by the Board. The petitioner/owner and town clerk will be notified of the results of the County Board meeting by the County Clerk.

Date of County Board Meeting: _____/_____/_____

If the town has also filed a resolution of disapproval, the Town then has forty (40) days after the date of the County Board enactment of the zoning change to veto a rezoning approval by the County Board, if it so desires, otherwise the rezoning will be recorded in the County Zoning records and the County Zoning maps will be adjusted.

Planning and Zoning Committee Schedule – 2019

This schedule applies to all matters requiring action by the Planning and Zoning Committee including:

- ❖ Petitions for Rezoning
- ❖ Petitions for Ordinance Amendment
- ❖ Conditional Use Permits
- ❖ Home Occupation Permits
- ❖ Subdivision Plan Review, both preliminary and final
- ❖ Requests for Waivers to Land Division and Subdivision Ordinance
- ❖ Other matters as determined by the Committee

Planning & Zoning Committee Date

January 2, 2019
 February 5, 2019 (at committee's discretion)
 March 5, 2019
 April 2, 2019
 May 7, 2019
 June 4, 2019
 July 2, 2019
 August 6, 2019 (at committee's discretion)
 September 3, 2019
 October 1, 2019
 November 5, 2019
 December 3, 2019

Filing Deadline Date: 12:00 Noon

December 7, 2018
 January 11, 2019
 February 8, 2019
 March 8, 2019
 April 12, 2019
 May 10, 2019
 June 7, 2019
 July 12, 2019
 August 9, 2019
 September 6, 2019
 October 11, 2019
 November 8, 2019

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. We will not place such items on the agenda unless that has been completed first