

## What is a Rezone?

A rezoning of a property is the act of changing a property's current zoning classification district when the desired use is not consistent or prohibited with the current district. The applicant would apply to rezone the land to a district which would permit the desired use for the property.

The purpose of a rezone is to regulate the land uses to serve the health, safety and general welfare of the public. To achieve this purpose, zoning laws address the impact of land uses, including such things as:

- \* Protecting all properties from potentially negative consequences of neighboring, incompatible uses;
- \* Protecting the value of properties by permitting them the most appropriate land uses and minimizing potentially negative impact of nearby uses;
- \* Controlling the location and negative impacts of nuisance-like Uses; and
- \* Providing adequate public services

### Columbia County Planning & Zoning

112 E. Edgewater Street  
Portage, WI 53901  
(608) 742-9660  
Office Hours:  
Monday—Friday 8:00 a.m. to 4:30 p.m.  
[planning.zoning@co.columbia.wi.us](mailto:planning.zoning@co.columbia.wi.us)  
[www.co.columbia.wi.us/columbiacounty/planningzoning](http://www.co.columbia.wi.us/columbiacounty/planningzoning)

*This handout summarizes requirements for Rezoning but it is not all inclusive.  
Please contact Department Staff with specific questions regarding your project.*



Columbia County, Wisconsin

112 E. Edgewater Street \* Portage, WI



## Steps Involved

### Pre-Application & Meeting

An initial pre-application meeting with staff from the Planning & Zoning office is the first step to discussing your proposed rezone. Call or visit the office to set up a meeting with department staff.

At this meeting, staff will confirm the current zoning district of the subject property, either affirm or help determine the appropriate district for the land use request and determine the proposal's consistency with the Columbia County Comprehensive Plan. Other relevant local, state or federal land issues will also be identified.

Things to bring to the pre-application meeting:

- \* Property address (if available)
- \* Parcel #
- \* 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 pre-application forms. Once the application and fee are received, the department will prepare a Summary Report and send this, along with a copy of the application to the town. You will also receive a copy of this report with a letter directing you to contact the affected town.

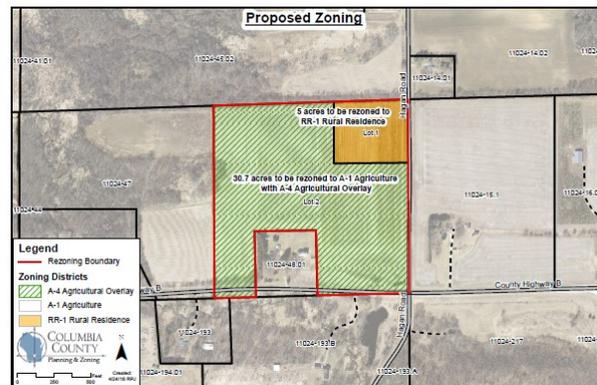
### Review

You will need to contact the town clerk to be added to their next meeting agenda. Generally each town will have the proposal reviewed by both their Plan Commission and Town Board. A copy of the Town Board minutes or resolution is required before the rezoning can be placed on the County's Committee agenda.

### Submit an Application to P&Z

After the town's approval, the rezoning application can be turned into the Planning and Zoning Office. The Rezoning Application must include the items listed below or will not be accepted for placement on the Planning & Zoning Committee Agenda. This applications must contain original signatures of the property owner.

- \* Application/petition page
- \* Town minutes with approval
- \* Rezoning information sheet
- \* Scaled drawing of proposed rezone area (including existing buildings if applicable)
- \* Legal description of area to be rezoned (certified survey map)
- \* Proof of existing driveway approval or a copy or the driveway access permit
- \* \$500.00 application fee



### Public Notice

The planning & zoning staff will prepare a notice of public hearing to advertise and send to the petitioner and, as a courtesy, all property owners within 300 feet of the property. The department will prepare a staff report with recommendations for the Planning & Zoning Committee, which will also be sent to the petitioner and the town, along with an agenda of the meeting, the week prior to the Committee meeting date.

### Planning & Zoning Committee Hearing

The Committee will hold a public hearing, typically the 1st Tuesday of every month, on the proposal and make a recommendation to the County Board. The petitioner or an agent must be present at the Planning & Zoning Committee hearing to answer questions.

### County Board

The County Board meeting is generally held the third Wednesday of the month. Your presence is not necessary. Staff will prepare the necessary documents for this meeting. The petitioner and town will be notified of the results of the County Board meeting by the County Clerk. Once this is done, your certified survey map, if approved by the department, can be recorded with the Register of Deeds.

### Planning & Zoning Committee Dates

| MEETING            | DEADLINE           |
|--------------------|--------------------|
| January 7, 2020    | December 13, 2019  |
| February 4, 2020 * | January 10, 2020   |
| March 3, 2020      | February 7, 2020   |
| April 7, 2020      | March 13, 2020     |
| May 5, 2020        | April 10, 2020     |
| June 2, 2020       | May 8, 2020        |
| July 7, 2020       | June 12, 2020      |
| August 4, 2020 *   | July 10, 2020      |
| September 1, 2020  | August 7, 2020     |
| October 6, 2020    | September 11, 2020 |
| November 3, 2020   | October 9, 2020    |
| December 1, 2020   | November 6, 2020   |

\* Meetings held at committee's discretion  
All filing deadlines are **noon** on date above and are strictly enforced