



Columbia County
Rezoning Application
Amendments to the Official Zoning Map

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

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

112 E. Edgewater St.
 Portage, WI 53901

Rezoning Application Portion 2 of 2

When turning in this portion of the Rezoning Application, to be added to the next available Agenda (depending on where you fall on the Schedule), verify the following are on file in the Department:

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

1. Contact Information

Property Owner Information

Property Owner 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 _____

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

STAMP

Amount Paid: _____



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Petition for Rezoning
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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:

This _____ day of _____, 20_____

 (Signature of Property Owner)

 (Mailing Address)

 (City, State and Zip Code)

Received the above rezoning request on: _____/_____/_____

 (Signature of Person Receiving Petition)



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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 – 2021

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 5, 2021
 February 2, 2021 (at committee's discretion)
 March 2, 2021
 April 6, 2021
 May 4, 2021
 June 1, 2021
 July 6, 2021
 August 3, 2021 (at committee's discretion)
 September 7, 2021
 October 5, 2021
 November 2, 2021
 December 7, 2021

Filing Deadline Date: 12:00 Noon

December 11, 2020
 January 8, 2021
 February 5, 2021
 March 12, 2021
 April 9, 2021
 May 7, 2021
 June 11, 2021
 July 9, 2021
 August 13, 2021
 September 10, 2021
 October 8, 2021
 November 12, 2021

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