



# AFTER-THE-FACT REZONING APPLICATION

File #: \_\_\_\_\_

**Office Use Only**

Revised May 2016

## REQUEST

Pursuant to St. Croix County Zoning Ordinance § 17.72 and Wisconsin State Statutes § 59.69(5), I hereby petition the St. Croix County Board of Supervisors to amend the zoning district as follows on the parcel described herein:

\_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_  
Acres to be Rezoned Existing Zoning District Proposed Zoning District

## APPLICANT INFORMATION

Property Owner: \_\_\_\_\_ Contractor/Agent: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

Daytime Phone: (\_\_\_\_) \_\_\_\_\_ Daytime Phone: (\_\_\_\_) \_\_\_\_\_

Cell: (\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_ E-mail: \_\_\_\_\_

## SITE INFORMATION

Site Address: \_\_\_\_\_

Property Location: \_\_\_\_ 1/4, \_\_\_\_ 1/4, Sec. \_\_\_\_\_, T. \_\_\_\_ N., R. \_\_\_\_ W., Town of \_\_\_\_\_

Computer #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Parcel #: \_\_\_\_\_ . \_\_\_\_\_ . \_\_\_\_\_ . \_\_\_\_\_

Does a Farmland Preservation agreement exist on the site? \_\_\_\_ Yes \_\_\_\_ No

**Applications are due on the 1<sup>st</sup> Monday of each month. Applications will not be accepted until the applicant has met with department staff and it has been determined that all necessary information has been provided.**

*I attest that the information contained in this application is true and correct to the best of my knowledge.*

Property Owner Signature: \_\_\_\_\_ Date \_\_\_\_\_

Contractor/Agent Signature: \_\_\_\_\_ Date \_\_\_\_\_

## OFFICE USE ONLY

Date Accepted: \_\_\_\_/\_\_\_\_/\_\_\_\_ Accepted By: \_\_\_\_\_

Fee Received: \_\_\_\_/\_\_\_\_/\_\_\_\_ Receipt #: \_\_\_\_\_

## CHECKLIST FOR COMPLETE APPLICATION

- Original plus 5 copies** of application packet to include:
  - Aerial Photo (can be obtained from County website at [www.co.saint-croix.wi.us](http://www.co.saint-croix.wi.us), click *Land Information Online*)
  - Scaled map with **exact** boundaries of parcel to be rezoned.
  - Drawing: to include short term or long term plans for the property identifying future use, density, layout etc.
  - Completed rezoning questionnaire (page 3 of the application).
  - Intersection Warrants Analysis if required \*
  - Property's most recent tax bill (this can be obtained at the County Treasurer's office) for proof of ownership.
  - List of all adjoining land-owner names and mailing addresses (includes properties across roadways).
  - Metes and Bounds description or boundary description (typically prepared by a registered land surveyor).
- \$2,200 application fee** (non-refundable) payable to: **St. Croix County**.

\* You may be required to conduct an "Intersection Warrants Analysis" study to determine the traffic impact, and address safety concerns on major roadways. This study is conducted and financed by you and reviewed by the Community Development Department and St. Croix County Highway Department (call the Highway Department with questions at 715.796.2227)

**Please Note: Application materials should not include covers, binders or envelopes. Application packets should be collated and either stapled or paper clipped in the upper left-hand corner. All maps, plans, and engineering data must be submitted on paper no larger than 11x17.**

## REZONING PROCEDURE

The following process takes anywhere from 60 to 90 days to complete.

**Step 1, Pre-Application Meeting:** Prior to submitting an application the landowner or their agent must schedule a meeting with County Community Development Department staff to discuss the application and the process. Since Towns have statutory authority to disapprove of a rezoning request, applicants are encouraged to also meet with Township officials prior to submitting an application to the County to ascertain their level of support for the request.

**Step 2, Application Submittal and Review:** Applications are due on the **1<sup>st</sup> Monday** of the month. Applications will not be accepted if the applicant has not met with staff prior to submitting an application. The application must include all items identified on the checklist. After a preliminary review, additional information may be requested. Once it has been determined that all requested information has been obtained the application will undergo an interdepartmental and interagency review. This review includes notification to the Town in which the request takes place.

**Step 3, Town Review and Comment:** As identified in Step 2, the interagency review process involves notification to the applicable Town for their consideration and comment. Under Wisconsin State Statute § 59.69 Towns have the authority to disapprove a rezoning request before the County Board. While individual Towns may have different processes for review and comment back to the County, all Towns will likely place the rezoning request on an agenda for discussion and recommendation by their Town Board. The applicant should follow this process closely and ensure that the issue is placed on a Town agenda and a resolution supporting the request is forwarded to the County in a timely manner. Approval by the County is difficult to obtain without formal Town support.

**Step 4, Public Hearing:** All rezoning requests must undergo a public hearing before the St. Croix County Community Development Committee. A notice of the hearing is published in local newspapers for 2 weeks prior to the scheduled hearing date. Notice of the hearing is also sent to the all adjacent property owners. Hearings are typically held on the third Wednesday of the month in Hudson following completion of the interdepartmental and interagency review.

**Step 5, County Board Approval:** Upon approval by the Community Development Committee a recommendation is forwarded to the County Board for action at their next regularly scheduled meeting. Once approved by the County Board the rezoning is complete, pending any conditions that may have been placed on the approval.

## REZONING QUESTIONNAIRE

All rezonings are to be consistent with County landuse plans, County ordinances and other applicable local plans. Your application will be reviewed by staff and presented to the County Community Development Committee for consistency with the following ordinances and plans: St. Croix County Zoning Ordinance (Ch. 17), St. Croix County Land Division Ordinance (Ch. 13), St. Croix County Sanitary Ordinance (Ch. 12), St. Croix County Comprehensive Plan, St. Croix County Outdoor Recreation Plan and the St. Croix County Land and Water Natural Resources Management Plan. It is the applicant's responsibility to show that their proposed use is substantially consistent with these ordinances and plans. Each ordinance and plan is available for review by contacting the Community Development Department or on the County website at: [www.co.saint-croix.wi.us](http://www.co.saint-croix.wi.us).

To assist in determining how your proposed use relates to the aforementioned ordinances and plans, please answer the following questions on a separate sheet of paper and include them with your application materials.

- 1) Explain why you wish to rezone this property. Identify the proposed use if rezoned.
- 2) Explain the compatibility of your proposed use with uses on existing properties in the vicinity of this site.
- 3) Explain any interaction that you have had with the Town in which this property resides and elaborate on any concerns they may have with your request.
- 4) Explain how the proposed use will affect stormwater runoff, wetlands or will impact any shoreland areas.
- 5) Discuss if the site has any wildlife, scenic or recreational value that should be protected or enhanced. Indicate if you are willing to pursue such efforts as part of your proposed use of the property.
- 6) If the proposed use is residential development please submit a concept plan of an anticipated lot layout and describe any significant features on the site (wetlands, floodplain, poor soils, steep slopes, etc.) that either support development or are challenging.
- 7) Discuss any additional issues your feel that supports the consistency of your proposed use with County ordinances and plans as well as any Town ordinances or plans.
- 8) If proposing to rezone out of the Agriculture Zoning District, explain how your request does or does not comply with the following (Wisconsin State Statute § 91.77):
  - (a) That adequate public facilities to accommodate development either exist or will be provided within a reasonable time.
  - (b) That the provision of public facilities to accommodate development will not place an unreasonable burden on the ability of affected local units of government to provide them.
  - (c) That the land proposed for rezoning is suitable for development and development will not result in undue water or air pollution, cause unreasonable soil erosion or have an unreasonably adverse effect on rare or irreplaceable natural areas.