Print Application

REZONING / 2020 LAND USE AMENDMENT APPLICATION PACKET

PLANNING SERVICES - COMMUNITY DEVELOPMENT

(For Planned Developments Please Use the Planned Development Rezoning Packet.)

Applicant (Please Print or Type)

Date:

Name:

Business Name:

Address:

City: State: Zip Code:

Phone Number: Fax Number:

Mobile Number: E-mail Address:

Property Owner (Please Print or Type) *This section can be left blank if the same as above.*

Name:

Business Name:

Address:

City: State: Zip Code:

Phone Number: Fax Number:

Mobile Number: E-mail Address:

Please fill out the information below regarding the proposed rezoning/2020 land use amendment.

Location/Address:

Tax Key Number(s):

Project/Development Name (If Applicable):

Current Zoning District(s):

Proposed Zoning District(s):

Current 2020 Land Use:

Proposed 2020 Land Use:

Requesting:

Rezoning Only ☐ Rezoning with 2020 Land Use Amendment ☐ 2020 Land Use Amendment Only ☐

Reason(s) for Zoning/2020 Land Use Amendment Request:

Legal Description and Acreage:
(Attached Seperate Legal Description if Necessary)

If this form has been filled out electronically, please click on the" Print Application" button found throughout this document and to the right of this text.

Print Application

Once the application is printed/filled out it can be submitted to the Planning Services Division along with any applicable information required for your submittal. Please see the attached sheet to ensure that the proper supporting documents are submitted along with this completed form.

I HEREBY CERTIFY THAT I HAVE READ AND FULLY UNDERSTAND THE ZONING/2020 LAND USE AMENDMENT PROCEDURE AND FAILURE TO COMPLY WITH CITY REQUIREMENTS WILL RESULT IN THIS APPLICATION BEING WITHHELD FROM CONSIDERATION BY THE PLAN COMMISSION AND/OR THE COMMON COUNCIL.

I ALSO GRANT PERMISSION TO THE CITY TO INSTALL A TEMPORARY SIGN ON THE PARCEL(S) TO BE AMENDED TO ALERT RESIDENTS OF THE PROPOSED CHANGE UPON SAID PARCEL(S). THE SIGN WILL BE INSTALLED ON PRIVATE PROPERTY AND WILL REMAIN ON THE PETITIONED PARCEL(S) THROUGHOUT THE DURATION OF THE PROCESS.

Signature of the Property Owner:

Print Name:

Date:

Signature of the Applicant (working as "Agent" for the owner):

Print Name:

Date:

For Planning Services Use Only

Submittal Date: Staff Signature:

Fees Paid: ☐ Yes ☐ No Public Hearing Date:

Print Application

REZONING / 2020 LAND USE AMENDMENT APPLICATION PACKET

PLANNING SERVICES - COMMUNITY DEVELOPMENT

(For Planned Developments Please Use the Planned Development Rezoning Packet.)

Zoning/2020 Land Use Amendment Procedures and Fees

All rezonings and land use amdnements within the City of Muskego involve three main steps. The steps include a Public Hearing, Planning Commission Approval, and Common Council Approval. The following information will guide you through the procedures that are necessary for a rezoning and/or land use amendment to occur. All Planned Developments ("PD") and/or Conservation Planned Developments ("CPD") need to use the application specifically for Planned Developments, not this application. **The submittal must contain two (2) folded copies of all documents relating to the rezoning request. Also, a PDF file of all of the documents must be submitted meeting the following criteria: To scale, 300 dpi min. resolution, color (where applicable). There is a $10 scanning charge if the petitioner does not have the ability to submit a PDF.**

Step 1: Contact the Planning Services Division to Discuss your Proposal

The Planning Division will be guiding the petitioner through the amendment process. The Planning Division will be able to answer questions regarding the rezoning/2020 land use amendment process as well as the different zoning categories and land uses within the City. This step will help ensure that the following steps proceed as smooth as possible.

Step 2: Submit for a Conceptual Rezoning/2020 Land Use Amendment - *OPTIONAL*

The petitioner may choose to submit for conceptual approval. This step is optional. This step helps get questions answered and typically helps the formal submittal go a little smoother. The conceptual review step can be helpful if there is a questionable zoning/2020 land use being proposed. **Conceptual approval does not guarantee that a formal amendment request will be granted. Conceptual reivews are only looked at by the Plan Commission. Common Council grants the final approval of formal rezoning/2020 land use amendment requests.**

Step 3: Submit the Formal Rezoning/2020 Land Use Amendment Request

Once the information for the amendment request is assembled, it can be submitted to the Planning Division. The following information should be submitted to the Planning Division as part of the amendment request.

- ☐ One completed "Rezoning / 2020 Land Use Amendment Application Packet".
- ☐ The required submission fee. See the fee explanations on page 4.
- ☐ A complete legal description of the area being amended.
- ☐ An accurate map of the property drawn to scale showing the area to be amended along with the surrounding properties. The map should show the current zoning/2020 land use, the proposed zoning/2020 land use, any proposed roads, easements or dedication, and the existing use of all buildings on such land and the principal use of all properties within 300 feet on such land in accordance with Section 23.02(3) of the Zoning Ordinance.
- ☐ If a land division, development, and/or site changes are planned to be done with or after the amendment process, then drawings of the proposed land division, development, and/or site changes should also be submitted for clarification. This can include, but not be limited to, site layouts, building elevations, and/or conceptual drawnings.

Step 4: Public Hearing and Approval Process

Once all of the required information is submitted and the applicable fees have been paid, the Planning Division initiates the amendment process. First a Public Hearing Notice is published in the newspaper on two separate publication dates. The Public Hearing Notice is also mailed to all property owners within 300 feet of the proposed amendment. The Public Hearing is typically held in front of the Common Council about 30 days after the initial submittal. Common Council meets on the 2nd and 4th Tuesdays of each month. At the next available Plan Commission meeting, after the Public Hearing, the Planning Commission reviews the amendment request and gives their recommendation to the Common Council. Please see the Plan Commission meeting schedule for specific meeting dates. The Common Council will discuss and vote on the amendment request at a future meeting. At any point, the amendment could be deferred if more information is needed.

Fees

Below are lists of the fees that are required for rezonings and/or 2020 land use amendments.

Conceptual Rezoning/2020 Land Use Amendment - OPTIONAL

$100.00 Total Fee

Typical Rezoning without 2020 Land Use Amendment (not including OPD's or Floodplain Rezonings)

$500.00 Fee
$500.00 Developers Deposit
$1,000.00 Total Fee

Typical Rezoning with 2020 Land Use Amendment (not including OPD's or Floodplain Rezonings)

$750.00 Fee
$500.00 Developers Deposit
$1,250.00 Total Fee

2020 Land Use Amendment Only (not including any type of Rezonings)

$500.00 Fee
$500.00 Developers Deposit
$1,000.00 Total Fee

Floodplain Rezoning

$345.00 Rezoning Fee
$500.00 Developers Deposit
$845.00 Total Fee

Rezoning Sign on Petitioned Property

By submitting for a rezoning/2020 land use amendment request, the petitioner/property owner is giving the City permission to install a temporary sign on the parcel(s) being amended. The sign will be used to help notify residents that there is a proposed amendment pending on a specific property. This will help ensure that the residents are aware of what is happening in their part of the community.

The sign will be placed on private property (not within the Public Right-of-Way) of the parcel(s) requesting the rezoning. The sign will be placed as close to the road as legally possible. The sign will be installed after the Public Hearing Notice has been sent to the newspaper. The sign will remain up on the parcel(s) until the amendment process has been completed. **The signs must remain on site and may not be moved or removed by anyone other than City of Muskego staff.**

If there are any questions regarding the amendment process please contact the City of Muskego Community Development Department at (262) 679-4136. The department can also be reached at zoning@ci.muskego.wi.us

Print Application