



# Planning and Development Department

Planning \* Solid Waste \* Zoning \* Sanitation

311 N Main Street, Shawano, WI 54166 PH: (715) 526-6766

## POLICY & PROCEDURE FOR OBTAINING A ZONE CHANGE

THE FOLLOWING STEPS MUST BE COMPLETED WHEN TRYING TO OBTAIN A ZONE CHANGE

1. CONTACT THE SHAWANO COUNTY PLANNING & DEVELOPMENT DEPARTMENT (P&D Dept.) FOR A PRELIMINARY CONSULTATION AND TO OBTAIN AN INFORMATION PACKET.
  - Contact the P&D Dept. at 715-526-6766 ext. 0 to make an appointment for consultation

\*Applicant must provide the following information for the preliminary consultation:

  1. Tax parcel number, address or legal description of the area to be rezoned
  2. Detailed site plan of area to be rezoned; including any preliminary certified survey map creating new parcel for zone change.
  3. Reason(s) for the zone change request
  4. If applicable, letter signed by all property owner(s) authorizing agent/applicant to initiate zone change request.
2. P&D Dept. staff will prepare an information packet which will include:
  1. Completed preliminary consultation form
  2. Map of property
  3. Section(s) of the Shawano County Zoning Ordinance No. 7-14 highlighting the zoning district(s) that are to be changed
  4. Buffer map and mailing list
  5. List of available public hearing dates and associated sign up deadlines.
3. Once information packet is completed and provided to the applicant and copies sent to the applicable town, it is the **OWNERS RESPONSIBILITY** to contact the town zoning representative to be placed on a town zoning committee and/or town board meeting/public hearing.

Contact: \_\_\_\_\_ at \_\_\_\_\_ for Town of \_\_\_\_\_
4. Once applicant or his/her agent has met with the town and the town has submitted a written recommendation, the applicant can contact the P&D Dept to make an appointment to sign up for a public hearing before the Shawano County Planning, Development & Zoning Committee (PD&Z).

\*\* Applicant must bring the following when requesting to be placed on an agenda\*\*

  1. Applicable fee (see Shawano County P&D Dept fee schedule for fee amount); cash or check
  2. Written recommendation from the town – if not already submitted
  3. If the zone change involves a parcel which was created via certified survey map for the zone change, the certified survey map **MUST** be recorded prior to the PD&Z Public Hearing
5. Planning, Development & Zoning Committee Public Hearing
  - Applicant/agent or someone on their behalf shall attend the public hearing to hear and answer questions pertaining to zone change request.
  - The Planning, Development and Zoning Committee will make a recommendation to the County Board of Supervisors
6. Shawano County Board of Supervisors Meeting
  - The zone change request will be a resolution on the next available County Board Meeting agenda.
  - The Shawano County Board of Supervisors may approve, amend, deny, postpone or table your request for zone change.
  - Zone change is not finalized until the County Board of Supervisors motion and vote on the zone change.
  - Shawano County Clerk Department will send an official letter notifying applicant/property owner of decision made at the County Board meeting.