



Planning and Development Department

Planning, Parks & Solid Waste * Zoning & Landuse Control * Property Listing * Land Conservation

311 N. Main Street, Shawano, WI 54166 * (715)526-6766 * Fax (715)526-6273 * www.co.shawano.wi.us

POLICY & PROCEDURES FOR OBTAINING A ZONE CHANGE

THIS LIST IS INTENDED TO SHOW THE STEPS THAT MUST BE COMPLETED WHEN TRYING TO OBTAIN A ZONE CHANGE
THE FOLLOWING STEPS MUST BE COMPLETED IN THE ORDER LISTED BELOW

1. CONTACT THE SHAWANO COUNTY PLANNING & DEVELOPMENT DEPARTMENT FOR A PRELIMINARY CONSULTATION AND TO OBTAIN AN INFORMATIONAL PACKET

- It is recommended to schedule a meeting for the preliminary consultation
- Contact Planning & Development Dept. 715-526-6766(Basement of Courthouse Room 3)

Applicant must bring along the following information for the preliminary consultation

1. Legal description of the area to be rezoned
2. Map or a detailed drawing of area to be rezoned
3. Reason(s) for the zone change request

2. CONTACT YOUR RESPECTIVE TOWN OFFICIAL AND REQUEST TO BE PLACED ON AN AGENDA FOR A TOWN ZONING COMMITTEE OR TOWN BOARD MEETING/PUBLIC HEARING

- **START** by checking with your respective town official to determine what is required to be placed on the respective town agenda and what information must be presented at the town meeting or public hearing
- The Town may request the applicant to provide a listing of adjacent property owners' names and addresses for the purpose of notifying them of the request
- Applicant is requesting the town's written recommendation in regard to the zone change request
- Applicant or someone on their behalf shall attend the meeting/public hearing to answer questions or provide information

3. COME TO THE SHAWANO COUNTY PLANNING & DEVELOPMENT DEPARTMENT AND REQUEST TO BE PLACED ON THE AGENDA FOR THE SHAWANO COUNTY PLANNING, DEVELOPMENT & ZONING COMMITTEE PUBLIC HEARING

THE NEXT AVAILABLE PUBLIC HEARING DATE IS: _____

IN ORDER TO BE PLACED ON THIS AGENDA, YOU MUST COME INTO THE PLANNING & DEVELOPMENT DEPARTMENT AND COMPLETE AN APPLICATION AND PAY THE FEE BY 4PM: _____

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

1. Fee of \$400 (Checks made payable to: Shawano County Treasurer)
2. **Written** recommendation from the "town committee"
3. **Legal description of the area to be rezoned**(Many approved rezoning applications will require a certified survey map defining the lot(s) being rezoned to become effective.)
4. Map or detailed drawing of area to be rezoned
5. If applicant is not the property owner, then applicant must provide a written statement, signed by the property owner, stating that the applicant has the property owner's approval to request the conditional use and act as an agent on their behalf A completed County application form for rezoning, including a written justification of the proposed rezoning against the criteria listed in subsection (4).
6. A completed site assessment checklist described in Section X.5.08(5).
7. A scaled map legibly showing all lands for which the rezoning is proposed, and all other lands both adjacent to and across a public street from such lands.
8. The name, address, and signature of all owners.
9. A clear visual or textual representation of how the area would be developed if the land is rezoned as requested, such as a site plan and/or a narrative description, and a description of how all applicable performance standards in this Zoning Ordinance will be met.
10. If the application is requesting the rezoning of land to the PUD Planned Unit Development district as described in Section X.4.01(5) there is additional information required for a General Development Plan submittal associated with PUD zoning
 - Applicant or someone on their behalf shall attend the public hearing to answer questions or provide information
 - The Planning, Development & Zoning Committee will make a recommendation to the Shawano County Board of Supervisors

4. COUNTY BOARD MEETING

- Your request for a zone change will be a resolution on the County Board Meeting agenda
- The Shawano County Board of Supervisors will approve, amend, deny or table your request for a zone change