

CHECKLIST FOR ZONING CHANGE APPLICATION

Completed zoning change application must be submitted to the Village Clerk's Office, along with fee and other requirements outlined by checklist **no later than 21 days prior to the Plan Commission meeting at which the application will be reviewed**. Staff will make a preliminary review of the application to determine if any additional information is needed. The application will then be reviewed by the Plan Commission and forwarded to Village Board for a public hearing and final action. Please note the public hearing requires a notice to be published in the local newspaper two (2) times before the Village Board can conduct the public hearing.

The Plan Commission meets the 3rd Thursday of each month and the Village Board meets the 1st and 3rd Tuesday.

Required Items:

- ___ 1. Completed zoning change application.

- ___ 2. Plot Map drawn to a scale of one (1) inch equals one hundred (100) feet showing the area proposed to be rezoned, its location, its dimensions, the location and classification of adjacent zoning districts and the location and existing use of all properties within three hundred (300) feet of the area proposed to be rezoned.

- ___ 3. List of names and addresses of owners of property within 100 feet of premises.

- ___ 4. Fee of \$150.00 (Resolution R10-05).

FEE: _____
FEE PAID: _____

VILLAGE OF NEW GLARUS
APPLICATION FOR ZONING CHANGE

TODAY'S DATE: _____

APPLICANT NAME: _____
ADDRESS: _____
TELEPHONE: _____

TEXT CHANGE REQUESTED: _____

(skip to signature)

PREMISE REZONING:

SITE ADDRESS: _____

DESCRIPTION OF SITE BY LOT, BLOCK AND RECORDED SUBDIVISION OR BY
METES & BOUNDS: _____

TYPE OF STRUCTURE ON THIS SITE: _____

PROPOSED OPERATION OR USE OF THE STRUCTURE OR SITE: _____

PRESENT ZONING OF SITE: _____

REQUESTED CHANGE: _____

PROVIDE NAMES AND ADDRESS OF ALL PROPERTY OWNERS ON RECORD
WITHIN ONE HUNDRED (100) FEET.

ATTACH PLOT MAP DRAWN TO A SCALE OF ONE (1) INCH EQUALS ONE
HUNDRED (100) FEET SHOWING THE AREA PROPOSED TO BE REZONED, ITS
LOCATION, ITS DIMENSIONS, THE LOCATION AND CLASSIFICATION OF
ADJACENT ZONING DISTRICTS AND THE LOCATION AND EXISTING USE OF ALL
PROPERTIES WITHIN THREE HUNDRED (300) FEET OF THE AREA PROPOSED
TO BE REZONED.

Applicant Signature

PRESENTED TO VILLAGE CLERK/VILLAGE BOARD: _____

REFERRED TO ZONING ADMINISTRATOR: _____

REFERRED TO PLAN COMMISSION: _____

PLAN COMMISSION RECOMMENDATION: _____

VILLAGE BOARD:

PUBLICATION OF NOTICE [class 2]: _____

PUBLIC HEARING: _____

DETERMINATION: APPROVE DENY

DATE: _____

Village President

APPEAL

PRESENTED TO BOARD OF APPEALS: _____

DETERMINATION: AFFIREM REVERSE ALTER

IF ALTERED, STATE SPECIFICS: _____

DATE: _____

Board of Appeals Chairman

Municipal Ordinance
§ 305-99