



Dane County Planning and Development Department

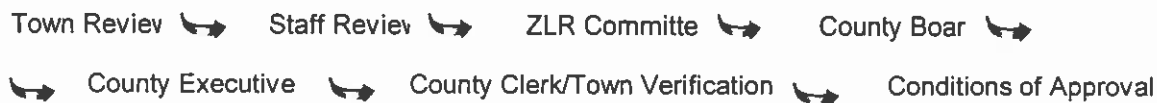
Zoning Division

Room 116, City-County Building, 210 MLK Jr Boulevard, Madison, Wisconsin 53703
(608) 266-4266 Fax (608) 267-1540

ZONING MAP AMENDMENT (Rezoning Petition) & CONDITIONAL USE PERMIT PROCESS

Zoning Petition No:	DCPREZ-2017-11193	Conditional Use Permit No:	NONE
Public Hearing Date:	09/26/2017	Time:	<u>6:30 PM</u>
Committee:	Dane County Zoning and Land Regulation Committee		
Location:	City-County Building, Room 354, 210 Martin Luther King, Jr., Blvd.		

Please follow these steps to ensure your application is processed in a timely manner.



1. TOWN REVIEW

All petitions require a formal review by the town's Plan Commission and Board. Please contact the town as soon as possible to notify them that you have submitted a CUP and/or Rezone Petition with Dane County Zoning. A copy of your application will be sent to the Town, approximately one week after the deadline date as noted on the ZLR meeting schedule.

Please note that the town may have specific procedures or fees to process your proposal. In order for the Dane County Zoning and Land Regulation (ZLR) Committee to act on your petition, the Town Clerk must submit a formal Town Action Report by the Thursday prior to the public hearing date. The ZLR Committee will not take action until it has received a Town Action Report.

2. STAFF REVIEW

Dane County staff will begin a review of your application approximately one month prior to the public hearing. Your proposal will be reviewed for consistency against the Town Land Use/Comprehensive Plan and the Dane County Comprehensive Plan. If your proposal involves the creation of new residential lot, a housing density study will be performed to determine the housing density rights associated with the original farm. In addition, the property will be reviewed

for environmentally sensitive areas. You will be contacted if any conflicts arise with your petition. A staff report will be prepared for the ZLR Committee and you will be provided with a copy of this report approximately one week prior to the meeting. All proposed land use changes, rezones, and land divisions must be consistent with the Dane County Comprehensive Plan.

3. ZONING AND LAND REGULATION COMMITTEE PUBLIC HEARING

A public hearing will be held in front of the ZLR Committee. The staff will publish notices in the Wisconsin State Journal approximately two weeks prior to the ZLR public hearing. In addition, all property owners within 300 feet of the property will be notified by mail of your request.

An agenda will be sent to you and your agent approximately one week prior to the meeting. This meeting is an opportunity for individuals to speak in support, opposition, or raise concerns about your proposal.

At the public hearing, the ZLR Chairperson will announce your petition and request that you or your agent speak on behalf of your petition. You will need to approach the podium and state your name, location of your property, the current zoning district of the property, the change request, and reason for the change of zoning. After hearing testimony, The ZLR Committee may recommend approval, postponement, or denial of your petition.

Actions by the Zoning and Land Regulation Committee

Approval: If the Committee received a timely Town Action Report, a favorable Staff report, no public opposition, and no unresolved issues/questions by the committee, the ZLR Committee may recommend approval of your petition to the County Board. See ZLR schedule sheet.

Postponement: If the Committee did not receive a Town Action Report, or if concerns are raised, the petition will be postponed until the next ZLR work meeting. This meeting (called the work meeting) will be held 2 weeks after the public hearing. The delay provides an opportunity for the applicant and staff to address concerns. Staff will contact you to review your options.

Denial: If the Committee recommends denial of your petition, the petition will be sent to the County Board. See ZLR schedule sheet. Proposals which are not consistent with adopted Town or County Comprehensive Plans may be denied.

4. COUNTY BOARD

After the ZLR Committee acts on your petition, it is then placed on the next County Board agenda. At the Board meeting, all zoning petitions on the agenda are generally acted upon in one action. Your attendance is generally not needed. However, if your petition was controversial or if the ZLR Committee did not pass the petition unanimously, you should plan to attend the

County Board meeting in case questions arise. Conditional Use Permits do not require approval of the County Board.

5. COUNTY EXECUTIVE

All zoning petitions approved by the ZLR Committee and County Board are sent to the County Executive for approval. The Executive may approve or veto your petition and are generally acted upon within 10 days of County Board action. Conditional Use Permits do not require approval by the County Executive.

6. COUNTY CLERK / TOWN CONFIRMATION

If your petition was amended or conditions placed on it, such as the recording a Certified Survey Map or a Deed Restrictions, the County is required to send the petition back to the town to confirm the set conditions. The town is given 40 days to act. Please contact the Town

Clerk to see if any additional town meetings require your attendance. Final approval may begin when County receives the town confirmation or the 40 days expires.

7. FINAL APPROVAL

The final step in the process is to meet the conditions imposed on the petition. A letter will be sent to you and your surveyor informing you of all actions that are needed to make the zoning change effective. **You are generally given a 90-day period in which to complete the actions (called the "Delayed Effective Date")**. Failure to complete the actions in the designated time frame will render the petition **VOID**.

Contact your Surveyor as soon as possible to submit any required Certified Survey Map (CSM). Please note that the Town or a neighboring municipality may need to approve the CSM as a separate action. Further, signatures may be needed from the owners, mortgage holder, Town Official, neighboring municipality, Dane County Highway Department, and Dane County Land Division Officer, in order to record the CSM.

If a deed restriction is required, a form will be provided to you by Dane County Staff. Please note that your surveyor may need to provide a suitable property description for the deed restriction document.

When all conditions are satisfied, the Zoning Division will notify you by mail that the zoning change or Conditional Use Permit has become effective. Once the zoning becomes effective, a zoning permit for construction may be issued for the property.



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NOTICE

REZONE / CUP DIGITAL LEGAL DESCRIPTIONS REQUIRED

Effective immediately, legal descriptions for Rezone and/or Conditional Use Permit (CUP) applications must be submitted electronically via email to Dane County Zoning in text or word format. If email submission is not possible, legal descriptions can be submitted on CD-ROM. When making application for a Rezone or CUP, please provide zoning staff with a hardcopy of the legal description(s). Email submissions of legal descriptions must be made within two (2) weeks of the date you applied for the rezone / CUP with Dane County. Failure to provide the digital copy in a timely manner may result in delays processing your rezone or CUP.

The email submission should contain:

- Applicant's name & Petition/CUP Number in the subject heading.
- Attached legal descriptions in MS Word compatible format.

The legal description should include:

- Proposed new zoning district(s) followed by description(s).
- The total acreage or square footage in each description.

Please email the legal description to zonelegals@countyofdane.com or Burns.Diana@countyofdane.com. Please contact Diana Burns at (608) 266-4253 if you have any questions regarding this procedure.



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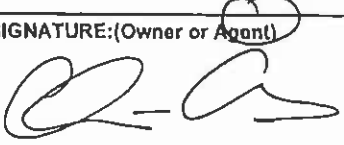
Dane County Rezone & Conditional Use Permit

Application Date	Petition Number
07/20/2017	DCPREZ-2017-11193
Public Hearing Date	C.U.P. Number
09/26/2017	

OWNER INFORMATION		AGENT INFORMATION	
OWNER NAME MARILYN S SCHMITZ	PHONE (with Area Code) (608) 843-2600	AGENT NAME WILLIAMSON SURVEYING	PHONE (with Area Code) (608) 255-5705
BILLING ADDRESS (Number & Street) 507 BIRCHWOOD TRL		ADDRESS (Number & Street) 104A W MAIN ST	
(City, State, Zip) MT HOREB, WI 53572		(City, State, Zip) WAUNAKEE, WI 53597	
E-MAIL ADDRESS MLARSON@ADVANCECABLE.COM		E-MAIL ADDRESS CHRIS@WILLIAMSONSURVEYING.COM	

ADDRESS/LOCATION 1		ADDRESS/LOCATION 2		ADDRESS/LOCATION 3	
ADDRESS OR LOCATION OF REZONE/CUP		ADDRESS OR LOCATION OF REZONE/CUP		ADDRESS OR LOCATION OF REZONE/CUP	
3737 COUNTY HIGHWAY P		3745 COUNTY HIGHWAY P			
TOWNSHIP CROSS PLAINS	SECTION 27	TOWNSHIP CROSS PLAINS	SECTION 27	TOWNSHIP	SECTION
PARCEL NUMBERS INVOLVED		PARCEL NUMBERS INVOLVED		PARCEL NUMBERS INVOLVED	
0707-272-8970-5		0707-272-8980-3			

REASON FOR REZONE			CUP DESCRIPTION	
SHIFTING OF PROPERTY LINES BETWEEN ADJACENT LAND OWNERS				
FROM DISTRICT:	TO DISTRICT:	ACRES	DANE COUNTY CODE OF ORDINANCE SECTION	ACRES
B-1 Local Business District	R-1 Residence District	0.16		
R-1 Residence District	R-1 Residence District	1.0		

C.S.M REQUIRED? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Applicant Initials: <u>CA</u>	PLAT REQUIRED? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Applicant Initials: <u>CA</u>	DEED RESTRICTION REQUIRED? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Applicant Initials: <u>CA</u>	INSPECTOR'S INITIALS SLJ3	SIGNATURE: (Owner or Agent) 
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COMMENTS: SHIFTING OF PROPERTY LINES BETWEEN ADJACENT LAND OWNERS

PRINT NAME: <u>Chris Adams</u>
DATE: <u>7-20-2017</u>

RECEIPT

MADISON
 MADISON
 210 MARTIN LUTHER KING, JR. BLVD
 CITY TREASURER OFFICE

Application: DCPREZ-2017-11193
 Application Type: DaneCounty/Zoning/Rezone/NA
 Address: 3737 COUNTY HIGHWAY P, TOWN OF CROSS PLAINS, WI 99999

Receipt No.	Ref Number	Amount Paid	Payment Date	Cashier ID	Received	Comments
822037	6007	\$386.00	07/20/2017	SLJ3		

Owner Info.: MARILYN S SCHMITZ
 507 BIRCHWOOD TRL
 MT HOREB, WI 53572

Work Description: SHIFTING OF PROPERTY LINES BETWEEN ADJACENT LAND OWNERS