

## **ZONING CHANGE APPLICATIONS**

This packet includes information and applications necessary for filing for a Town of Poygan Zoning Change. Please read the instructions carefully and complete the application.

The following items are included:

1. Zoning Change application instructions.
2. Town of Poygan Zoning Change application form.
3. Petition of Zoning Amendment.
4. Schedule for the next available public hearing.

Filing instructions:

The completed application, petition, and fee should be submitted to the Town Clerk as far in advance of the application deadline as possible. Prior to submitting the application, contact the appropriate staff person (see attached business card) to set up an appointment for application review.

**INCOMPLETE APPLICATIONS MAY BE DELAYED UNTIL ALL  
NECESSARY MATERIAL HAS BEEN RECEIVED.**

Prior to filing the application with the Town, contact the Town to determine if your request will comply with the Town land use plan. If it does not, you may have to have the Town plan amended prior to proceeding with this application.

If you are unsure of whether or not to contact someone, do so anyway to be on the safe side.

**FAILURE TO CONTACT THE TOWN MAY RESULT IN A DENIAL AND APPLICATION FEES ARE NOT REFUNDABLE.**

If you have any questions concerning the application procedure, please contact Martin Johnson Monday –Friday, 8:00 a.m. to 4:30 p.m. at (920) 685-6755

## ZONING CHANGE APPLICATION INSTRUCTIONS

1. Application must be made for an entire parcel. If a request is for a pending lot sale, or to rezone part of a parcel, a deed must be recorded to create the parcel prior to the application being filed. This may require the owner to record a Quit Claim Deed from themselves to themselves for the purpose of creating the lot. **The newly recorded deed must accompany the application.** If a Certified Survey Map has been prepared the application can reference the pending CSM provided the CSM is included with the application. **THE FILING OF A DEED WILL ALSO REQUIRE A CERTIFIED SURVEY MAP FOLLOWING THE PUBLIC HEARING PROCESS.**
  
2. Where a rezoning is requested on vacant property, place 2 ft. to 3 ft. stakes with red flagging at the **CENTER OF THE LOT** at the **PROPERTY LINE** so the Committee and staff can determine the location of the property more easily when viewing.
  
3. Application Requirements:
  - Item A:       **A-1:** Property owner completes, **and signs.**
    - A-2:** If someone else is handling the application, that person **must complete, and sign also.**
  
  - Item B:       **B-1** and **B-2** can be obtained from the tax bill or deed.
    - B-3:** Identify by address, or closest address and directions (such as North of 2222 Address Road).
  
    - B-4:** State existing zoning and the proposed zoning.
  
    - B-5:** State the current use, and proposed use if the zoning change is granted.
  
    - B-6:** Check if sanitary service is provided or needed, and if by public sewer, or private sanitary system.
  
  - Item E:       **E-2** and **E-6:** Complete in your own words.
  
4. Petition Requirements:
  - A. Write the name of the Town where the property is located.
  - B. Write the legal description of the property (found on tax bill), or attach a copy of the tax bill or other legal description such as the deed or CSM.
  - C. State the current and requested zoning districts.
  - D. Briefly state in one or two words what the property will be used for if the zoning change is approved.
  - E. Date the petition, print your name and address, and sign the petition.
  
5. Filing: File the completed application, petition, deed or CSM (as applicable), and filing fee with the Zoning Office by the date indicated on the schedule provided you.

Mail to:       Julia Reinert  
                  7839 Oak Hill Rd  
                  Omro, WI 54963

Town of Poygan  
7839 Oak Hill Rd  
Omro, WI 54963

Check or Money Order payable to: Town of Poygan

APPLICATION FOR

ZONING CHANGE

APPLICATION #: \_\_\_\_\_

FEE: \$250.00  
Receipt #: \_\_\_\_\_

(Please print or type. Please use black ink for duplicating purposes.)

**A. PROPERTY OWNER:**

A-1 NAME \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone \_\_\_\_\_

Permission is hereby granted for appropriate Town Staff to enter upon the property for the placement and removal of hearing notices, and conducting inspections prior to hearing. Said permission is to remain in force until the conclusion of the Public Hearing and is binding upon all heirs and assigns.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**I HEREBY APPOINT THE FOLLOWING AS MY AGENT FOR PURPOSES OF THIS APPLICATION:**

A-2 APPLICANT (NAME) \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**B. PROPERTY INFORMATION:**

B-1 Tax Key/Parcel #: \_\_\_\_\_

B-2 Lot \_\_\_\_\_ Block \_\_\_\_\_ Subdivision \_\_\_\_\_ or CSM # \_\_\_\_\_

Section \_\_\_\_\_ Town \_\_\_\_\_ North Range \_\_\_\_\_ East

Town of \_\_\_\_\_ Acres \_\_\_\_\_

B-3 Location (of property) \_\_\_\_\_

B-4 Zoning (Existing) \_\_\_\_\_ Zoning (Proposed): \_\_\_\_\_

B-5 Use (Existing): \_\_\_\_\_

Use (Proposed): \_\_\_\_\_

B-6 SEWER:  
Existing \_\_\_\_\_ Required \_\_\_\_\_ Municipal \_\_\_\_\_ Private System: \_\_\_\_\_

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**Applicant please fill out all questions**

**E-1 Section 17.32 of the Zoning Ordinance.**

**E-2 Describe Present Use(s):**

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**E-3 Describe Proposed Use(s):**

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**E-4 Describe the essential services (sewer, water, streets, etc.) for present and future uses:**

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**E-5 Describe why the proposed use would be the highest and best for the property:**

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**E-6 Describe the proposed use(s) compatibility with surrounding land uses:**

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NUMBER \_\_\_\_\_

PETITION FOR

**ZONING AMENDMENT**

TO: Town of Poygan Board of Supervisors  
7839 Oak Hill Rd  
Omro, Wisconsin 54963

The undersigned owner(s) of the property herein described hereby petitions your honorable body for an amendment to the Town of Poygan Zoning Ordinance and Map to effect a change in the Zoning Classification of real estate in the Town of Poygan, Winnebago County, Wisconsin, more particularly described as follows, to-wit:

From \_\_\_\_\_ zoning district to \_\_\_\_\_ zoning district. The land described above will be used for \_\_\_\_\_  
\_\_\_\_\_ if the amendment is adopted.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Respectfully submitted:

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Legal Signature)