

Fee: \$ 400.00
(+\$150 for each additional parcel)

Does request require a
Plan Category change? ☐ Yes ☐ No
(If YES, additional form & fee is required)

Receipt: _____

PETITION FOR REZONING

I, _____, hereby petition the Lincoln County Board of
(Petitioner, Print Name)
Supervisors to rezone the following described lands in the Town of _____, owned
(name of Town)
by _____ from _____ to _____.
(Property Owner, Print Name) (Current Zoning District) (Requested Zoning District)

Tax Parcel Number (PIN): _____

Legal Description Summary: Section: _____ Township: _____ North Range: _____ East
Gov Lot: _____ OR Quarter/Quarter: _____
Lot Number: _____ Subdivision/CSM: _____

Reason for Rezone: _____

REQUIRED: ATTACH A SCALED MAP SHOWING WHAT IS INCLUDED IN THIS REQUEST.

Is this petition in conjunction with an active rezone request? ☐ YES ☐ NO

If YES, list the Tax Parcel Number for the primary request: _____

Property Owner Signature: _____ Date: _____

Property Owner Information

Name : _____

Mailing Address: _____

Daytime Phone: (_____) _____

Petitioner Information (if other than owner)

Name : _____

Mailing Address: _____

Daytime Phone: (_____) _____

Referred to Lincoln County Land Services Committee:

Date _____

Christopher J. Marlowe – Lincoln County Clerk

FOR OFFICE USE ONLY

Date Application Received: _____

By (Staff): _____

Date of Hearing: _____

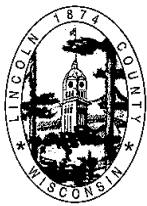
Town

Tax Parcel #

First Name

Owner

Last Name



COMPREHENSIVE PLAN AMENDMENTS & REZONES PROCEDURES & INFORMATION

What is a Rezone or Comprehensive Plan Amendment? When property owners would like to use their land in a way that is neither a permitted or conditional use as specified by the Zoning Ordinance, their next option is to attempt to change the zoning classification of their parcel(s). A rezoning or map amendment is defined as a legislative action that changes the zoning map portion of the Zoning Ordinance. The involved parcels are changed from one type of zoning district to another in order to allow a different permitted or conditional use.

PUBLIC HEARING DATES (Thursdays)	APPLICATION DEADLINE (Wednesdays)
January 11, 2024	December 13, 2023
February 8, 2024	January 10, 2024
March 14, 2024	February 14, 2024
April 11, 2024	March 13, 2024
May 9, 2024	April 10, 2024
June 13, 2024	May 15, 2024
July 11, 2024	June 12, 2024
August 8, 2024	July 10, 2024
September 12, 2024	August 14, 2024
October 10, 2024	September 11, 2024
November 14, 2024	October 16, 2024
December 12, 2024	November 13, 2024
January 9, 2025	December 11, 2024

REQUIREMENTS TO TURN IN A REZONE AND/OR A COMPREHENSIVE MAP AMENDMENT REQUEST (Per Chapter 59.69(5)(e) Wisconsin Statutes):

- 1. COMPLETE APPLICATION(S)** – If you need any assistance, please contact office staff.
- 2. PAYMENT OF FEE IN FULL** – Please see the Land Services Fee Schedule for current pricing.
- 3. A BRIEF DESCRIPTION OF YOUR REQUEST** – Usually one or two paragraphs providing the details of your request. More may be needed depending on the type of request.
- 4. TOWN RESOLUTION OF SUPPORT** – Your application is not considered complete until you provide us with the Town Resolution of Support OR written confirmation from the Town Clerk or Chair confirming that you will have the Town Resolution of Support before the public hearing at the Land Services Committee Meeting. We recommend that you contact the Planning Commission and/or Clerk at your town as soon as possible and request to be added to the Town Agenda. *The Land Services Committee will not make a decision on any request that does not have the town recommendation.*
- 5. AERIAL IMAGE OF THE PROPERTY OR SCALED MAP** – Aerial maps are available at no cost on our website through GIS mapping. Our office can also provide an aerial map for you upon request. Scaled maps are usually acquired through a survey.

PLEASE NOTE

The Zoning Office is not able to determine the outcome of a request.
Final decisions are made by the Land Services Committee and County Board.

FREQUENTLY ASKED QUESTIONS

How Long Does it Take? Time required from date of application to the Land Services Public Hearing could run from 4 to 8 weeks, depending upon when the application is submitted. Due to legal requirements of hearing notice publication (Class II according to Chapter 985, Wisconsin Statutes), an application & fee submittal deadline is set approximately thirty days prior to each scheduled hearing. A special meeting (one other than regularly scheduled) may be called by an applicant if requested and for an additional fee. Legal notice requirements must still be met. Once the Land Services Committee has made a decision, the request must be forwarded to the County Board for approval which can take an additional 4-8 weeks.

What if the Town Resolution of Support indicates that the Town opposes my request? The Town Resolution is only a recommendation. The Committee takes the recommendation into consideration, but may or may not vote accordingly. Regardless, *The Land Services Committee will not make a decision on any request that does not have the Town recommendation.*

What if the Town Recommendation will not be submitted in time for the scheduled Land Services Committee Hearing? If the Town is unable to submit their recommendation to the Land Services Committee by the scheduled public hearing date, the Town will request a one time, 30-day extension. This may result in the public hearing for your request to occur over two Committee meetings. (At the first meeting, the Committee will hear the request, staff report, and testimony. At the second meeting, the Committee will take additional testimony, consider the Town Recommendation, and take action.)

How can I avoid having a split meeting? The best way to avoid having a split meeting is to contact the Town ahead of time and see when the deadline is for their meeting. The goal would be to ensure that you can be heard by the Town prior to the Land Services Committee meeting. This may require you to submit your application to the Land Services office prior to the deadline.

Am I required to attend the public hearing? No. Although you are not required to attend, it is *highly* recommended that you, or a representative, attends in order to answer any questions the Committee may have regarding the request. Please note, if you have a representative attending in your stead, the Zoning Office will need written confirmation.

If my request is denied, will I be refunded my application fees? No, you will not be refunded. The fees are used to pay for the costs of the hearing including the Public Hearing Notices, postage, publishing fees, etc.

What if I need to change the date of my public hearing? It is possible to change your public hearing date with additional fees. The fee is determined based on how many cancellation notices and new notices our office must send out. See the fee schedule for minimum charge.

FREQUENTLY ASKED QUESTIONS

(continued)

Why can't I choose whatever zoning district I want to change it to? Spot zoning is when a zoning ordinance is amended to zone a relatively small area for uses significantly different from those allowed in the surrounding area to favor the owner of a particular piece of property. Spot zoning is not necessarily illegal because such zoning is not necessarily inconsistent with the purposes for which zoning ordinances can be passed. However, rezoning should be consistent with long-range planning and based upon considerations which affect the whole community. Therefore spot zoning should only be indulged in where it is in the public interest and not solely for the benefit of the property owner requesting the rezoning.

What parameters are the zoning officials considering when reviewing a rezone request?

- Is the proposed zoning change consistent with the approved Lincoln County Comprehensive Plan and the local land use plan? (Both plans may have to be modified if the rezone amendment is approved)
- Does the proposed change make sense? Is it compatible with surrounding land uses? Will it create conflict with surrounding uses? Does the desired change more accurately reflect current land uses?
- Will the request burden society with demands for community services or infrastructure?
- Is this a land use that would be better situated elsewhere in the community?
- What will the impact be on surrounding property values?
- Does the proposal constitute a spot zoning?

What is the entire process?

1. Complete application and supporting materials submitted to the Zoning Office.
2. Hearing date set & notices published as Class II notice according to Chapter 985, Wisconsin Statutes.
3. Surrounding property owners and Town Officials notified.
4. Applicant notified by certified mail of time & place of hearing.
5. Land Services Staff prepares and distributes the Staff Report to the Town Officials, Applicant, and Land Service Committee Members.
6. Public hearing by the Land Services Committee is conducted.
7. If recommended for approval, the request will be forwarded to the County Board for approval.
8. Applicant notified in written form of decision.

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