



# REZONING APPLICATION

## Part I. General Information

Applicant information:

Person's Name(s): \_\_\_\_\_

Firm Name (if any): \_\_\_\_\_

Relationship (check one):  Owner  Tenant  Prospective Owner/Tenant  Representing: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ e-mail: \_\_\_\_\_

Property owner information:

Person's Name(s): \_\_\_\_\_

Ownership (check one):  Individual  Trust  Partnership  Corporation/LLC  Other

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ e-mail: \_\_\_\_\_

Parcel number or legal description of subject property:

\_\_\_\_\_  
\_\_\_\_\_

Zoning District:

Existing: \_\_\_\_\_ Proposed: \_\_\_\_\_

Current and proposed use of subject property (check all applicable uses, and whether each is a current use, proposed use, or both):

- |  |                                      |                                       |
|--|--------------------------------------|---------------------------------------|
| <input type="checkbox"/> multiple family residential—3+ unit building(s) | <input type="checkbox"/> current use | <input type="checkbox"/> proposed use |
| <input type="checkbox"/> mixed commercial/residential building(s)        | <input type="checkbox"/> current use | <input type="checkbox"/> proposed use |
| <input type="checkbox"/> office/research/clinic                          | <input type="checkbox"/> current use | <input type="checkbox"/> proposed use |
| <input type="checkbox"/> retail/commercial services                      | <input type="checkbox"/> current use | <input type="checkbox"/> proposed use |
| <input type="checkbox"/> manufacturing/warehousing/contractor            | <input type="checkbox"/> current use | <input type="checkbox"/> proposed use |
| <input type="checkbox"/> institutional use                               | <input type="checkbox"/> current use | <input type="checkbox"/> proposed use |
| <input type="checkbox"/> parking   | <input type="checkbox"/> current use | <input type="checkbox"/> proposed use |
| <input type="checkbox"/> significant earth filling, excavating, grading  | <input type="checkbox"/> current use | <input type="checkbox"/> proposed use |
| <input type="checkbox"/> other use: _____                                | <input type="checkbox"/> current use | <input type="checkbox"/> proposed use |

Summary of proposed project, following rezoning (attach pages as necessary):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**REZONING APPLICATION  
(MAP AMENDMENT)  
Parcel Address or ID  
#: \_\_\_\_\_**

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## **Part II. Application Submittal Requirements**

Along with this application, please submit a non-refundable rezoning application fee of \$500. Each complete application must also include an easily reproducible digital copy (e.g., PDF) and 12 paper copies of the following information (unless the Zoning Administrator approves a reduced number):

- A map with a graphic scale and a north arrow, showing the entire subject property included in the proposed rezoning, including lot boundaries and dimensions of the subject property and all other lands within 300 feet of the boundaries of the subject property. Said map shall clearly indicate the current zoning of the subject property, the current zoning of all property within 300 feet of the boundaries of the subject property, and the jurisdiction(s) in which the subject and adjacent property lies.
- Unless provided by the Zoning Administrator, a list of names and addresses of all property owners within 300 feet of the subject property as they appear on the current tax records.
- A map, such as the Planned Land Use Map in the Village's Comprehensive Plan, showing the generalized location of the subject property in relation to the Village as a whole.
- Any other plans and information deemed necessary by the Zoning Administrator or the Plan Commission.



**Part III. Comparison of Proposed Rezoning with Required Review Criteria  
(to be completed below or on an attached sheet)**

1. Is the proposed rezoning consistent with the Comprehensive Plan, including the recommended use for the property on the Planned Land Use map?

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2. Does the proposed rezoning address a mistake made in zoning mapping, that is, an area that is or has developed in a manner and purpose different for which it was mapped?

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3. Has any of the following conditions made the subject property more appropriate for a different zoning district: the availability of new data, the presence of new roads or other infrastructure, additional development, annexation, or other zoning changes?

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4. Has the rate or pattern of growth in the Village or area changed, creating a need for the rezoning?

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5. Does the proposed rezoning maintain a consistency of land uses and densities around the property?

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**Part IV. Reimbursement for Development Review Services**

The Village Planner, Village Engineer, Public Works Director, Village Attorney, and other Village staff and consultants may expend time in the administration, investigation, and processing of development review applications. In addition, the Village may retain the services of other professional consultants—including but not limited to landscape architects, architects, environmental specialists, and recreation specialists—in the investigation and processing of such applications.

Reinforcing the requirements of Section 2.13.17(f) of the Village zoning ordinance, the signing and submittal of this application or petition for development review shall be construed as an agreement to pay for professional consulting services associated with the administration, investigation, and processing of this application or petition. The Village Administrator shall retain sole discretion in determining when and to what extent it is necessary to involve one or more professional consultants in the review of each application or petition.

The Applicant shall be responsible for the costs for such professional consulting services. The Applicant shall pay such costs upon receipt of one or more invoices from the Village, following the execution of the development review services associated with the application. In the event the Applicant fails to pay such costs, the responsibility shall pass to the property owner, if different, under the same terms. Development review fees that are assigned to the Applicant or property owner, but that are not actually paid, may then be imposed by the Village as a special charge on the affected property.

**Part V. Signatures**

By signing and dating below, I/We:

1. Reviewed and understand the Village of Poynette zoning ordinance and its standards of approval related to this application;
2. Read, understand, and accept my/our responsibilities under the reimbursement section above;
3. Submitted an application that is true, correct, and complete to the best of my/our knowledge;
4. Acknowledge that Village officials and/or employees may, in the performance of their functions, enter upon the subject property to inspect or gather information necessary to process this application;
5. Understand that all meeting dates are tentative and may be postponed by the Village for the reason of incomplete submittals or other administrative reasons;
6. If this application is approved, agree to abide by this application, approved plans, and required conditions associated with plan approval in the development of the subject property; and
7. Understand that the Village’s zoning ordinance and/or the conditions of development approval may specify timeframes within which I/we must take certain actions related to the development of the subject property, or risk having the approval being nullified.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Property Owner (if different)

\_\_\_\_\_  
Date



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**Part VI. Record of Administrative Procedures (To Be Completed by Village)**

- Application and required plans filed with Village

Date filed: \_\_\_\_\_

- Application fee of \$500 received by Village

Date received: \_\_\_\_\_

- Application and submitted plans verified as being complete by Zoning Administrator

Date verified: \_\_\_\_\_

- Receipt of 12 paper copies and digital copy of application materials from applicant

Date received: \_\_\_\_\_

- Public hearing scheduled by Village Clerk

Hearing date: \_\_\_\_\_ (to be held within 45 days of complete application)

- Notice of public hearing sent to owners within 300 feet, clerks within 1,000 feet & newspaper, to be sent at least 10 days prior to said event

Date sent to nearby land owners and clerks: \_\_\_\_\_

Dates of publishing in community newspaper (Class 2 notice): \_\_\_\_\_ & \_\_\_\_\_

- Staff/consultant evaluation of application forwarded to Plan Commission

Date verified: \_\_\_\_\_

- Plan Commission recommendation on rezoning application

Meeting date: \_\_\_\_\_ (within 75 days of complete application)

Recommendation (circle one): Approval Approval with modifications Denial

- Village Board action on rezoning application

Meeting date: \_\_\_\_\_ (within 90 days of complete application)

Action (circle one): Approval Approval with modifications Denial

- Applicant notified of Village Board action

Date: \_\_\_\_\_