



Town of Grand Rapids

Re-Zoning and Comprehensive Plan Map And/or Text Amendment Application

Regular Fee \$75
Special Meeting Fee \$300

FOR OFFICE USE ONLY

Date Received:	Date Paid:	Total Fee:	Application #:
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APPLICANT INFORMATION (IF APPLICANT IS NOT THE OWNER, PROVIDE A LETTER OF AUTHORIZATION FROM ALL PROPERTY OWNERS)

Name:	Address:		
Phone Number:	Secondary Phone Number:	Email Address:	
Does Applicant Rent or Own the Site Address? (Please check one) ☐ Rent ☐ Owner ☐ Other:			

OWNER INFORMATION

Owner Name:	Site Address:		
Owner Phone Number:	Owner Secondary Phone:	Owner Email Address:	

PROPERTY INFORMATION

Legal Title Acquired Date:	Total Square Feet:	Total Acres:	Parcel #:
Existing use of Property:	Existing Future Land Use:	Proposed Future Land Use:	
Existing Zoning:	Proposed Zoning change:		

SUPPORTING DOCUMENTATION

The following materials are required with your application

- ☐ Why the comprehensive plan map amendment/zoning change is being proposed
- ☐ Justification and support for the proposed map amendment/zoning change.
 - Examples might include recent changes to the proposed plan map amendment since the comprehensive plan adoption, consistency of the proposed amendment with the adopted comprehensive plan, and how the proposed change will benefit the community.
- ☐ A vicinity map
- ☐ An accurate map showing the specific parcels subject to the amendment request
- ☐ Any additional information to support your request

I hereby depose and say that all the above information and all accompanying statements and drawings are correct and true.

Applicant (Sign): _____ **Print:** _____ **Date:** _____



Town of Grand Rapids

Re-Zoning and Comprehensive Plan Map And/or Text Amendment Application

A comprehensive plan map amendment is a change or revision to a land use map designation assigned to a specific property (or properties). The permit can be acquired from either the Municipal Building or the Town website at www.grandrapidswi.gov. To apply, submit the completed application along with supporting documentation to the Zoning Administrator.

Re-Zoning and Comprehensive Plan Map and/or Text Amendment Process

- Applications for plan map/text amendments and the re-zoning are both accomplished with this form.
- Applicable fee must be submitted with the application and is non-refundable.
 - Regular Fee \$75
 - Special Meeting Fee \$300
- Once the application is submitted, the Town will schedule it for consideration at the next Plan Commission meeting and Public Hearing. Notices will be sent to the abutting neighbors of the property.
- Applicant will be notified, along with abutting neighbors, the date and place of meetings and the public hearing for this proposed amendment/zoning change.
- It is mandatory that applicants and owners attend all meetings and public hearings related to the amendment/zoning request.

Supporting Documentation

1. On a separate sheet of paper, please thoroughly address the following:
 - a. Why the comprehensive plan map amendment/zoning change is being proposed
 - b. Justification and support for the proposed map amendment/zoning change.
 - i. Examples might include recent changes to the proposed plan map amendment since the comprehensive plan adoption, consistency of the proposed amendment with the adopted comprehensive plan, and how the proposed change will benefit the community.
2. Supporting documentation
 - a. A vicinity map
 - b. An accurate map showing the specific parcels subject to the amendment request
 - c. Any additional information to support your request