

TOWN OF KEWASKUM
REZONING INFORMATION SHEET
The Plan Commission and Town Board meet
the 4rd Tuesday of each month at 7:00p.m.

I. Procedure

A. Conceptual Review (optional)

1. Submit 15 copies of site plan and one agenda request form to the Town Clerk's office.
2. Submit information 30 days prior to meeting.
3. Plan Commission reviews the proposal and provides ideas/feedback to applicant.

B. Rezoning Application Review

1. Submit 15 copies of application, 15 copies of site plan, and one legal description to Town Clerk's office.
2. Submit information 30 days prior to meeting.
3. Town Clerk will compile names and mailing addresses of all property owners within 500 feet of subject site and any municipalities within 1000 feet of subject site for notification of public hearing.
4. A public hearing date will be set to allow time for publication in the Kewaskum Statesman.
5. Public hearing held and Plan Commission makes recommendation to Town Board.
6. Town Board approves, conditionally approves, or denies request.
7. If the request is denied, the applicant may petition the Board of Appeals for a variance.

II. Fees

- A. Hearing and Review Fee Town of Kewaskum - \$300
- B. Newspaper Publication - \$72
- C. Professional Services - \$1000 Bond

***Professional Services:* All costs of professional services such as legal, engineering, research, recording fees, and traffic control costs related to any action initiated by a responsible party, other than the Town, to be reviewed or acted upon by the Town of Kewaskum Plan Commission, Board of Appeals, or Town Board of Supervisors shall pass to the responsible party.**

Note: Fees listed above must be paid at time of submittal of application.

TOWN OF KEWASKUM
APPLICATION FOR REZONE CHANGE AND AMENDMENTS

(updated 9-14)

Address/Location of Subject Site:

Tax Key Number: _____ Section Number: _____

Number of acres: _____ Zoning District: _____

Property Owner:

Name: _____

Address: _____

Phone (home): _____ (cell): _____

(work): _____ (fax): _____

Email: _____

Owner's Agent (if different):

Name: _____

Address: _____

Phone (home): _____ (cell): _____

(work): _____ (fax): _____

Email: _____

Legal Description of Property Involved (description must come from the deed - attach copy if necessary):

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Property is Presently Zoned as: _____

Requested Zoning: _____

List the reasons justifying the petition: _____

**The property is currently identified as _____ in the
Land Use Plan of the Town of Kewaskum Comprehensive Plan.**

Is the proposed rezone consistent with the Comprehensive Plan? ☐ Yes _____ ☐ No

Explain: _____

Specify the proposed use: _____

Items that must accompany this application (please check each box to confirm that each of the items has been provided as required; an application shall not be accepted until all of the following information has been provided):

- ☐ One copy of the Deed
- ☐ Fifteen (15) copies of Site Plan (drawn to scale of 1" = 100') showing the following:
 - ☐ Boundaries and dimensions of the property
 - ☐ Location and dimensions of all existing and proposed buildings
 - ☐ Use of all existing buildings
 - ☐ Location of streams, wetlands, floodplains, and environmental corridors
 - ☐ Use of all properties within 500 feet of the land proposed for rezoning
- ☐ Attach names and properties (addresses) within 500 feet of the proposed rezone
- ☐ Additional information required by the Plan Commission or Town Board

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(updated 9-14)

☐ Fifteen (15) copies of the application

Note: The following fees must be paid at time of application submittal.

1. Hearing and Review Fee Town of Kewaskum - \$300
2. Newspaper Publication - \$72
3. Professional Services. - \$1000 bond

Professional Services: All costs of professional services such as legal, engineering, research, recording fees, and traffic control costs related to any action initiated by a responsible party, other than the Town, to be reviewed or acted upon by the Town of Kewaskum Plan Commission, Board of Appeals, or Town Board of Supervisors shall pass to the responsible party.

Signature of Owner

Date

Signature of Owner's Agent (if different)

Date

(FOR OFFICE USE ONLY)

Date Application Received: _____

Date Sent to Town Engineer: _____

Date Sent to Zoning Administrator: _____

Paid: _____ Check #: _____