

REZONING APPLICATION

Chapter 170 - Town of St. Joseph Zoning Ordinance

REQUEST

I hereby petition the Town of St. Joseph Board of Supervisors to amend the zoning district as follows on the parcel described herein:

_____ from _____ to _____
Acres to be Rezoned Existing Zoning District Proposed Zoning District

APPLICANT INFORMATION

Applicant Name: _____ Owner(if not applicant) _____

Mailing Address: _____ Mailing Address: _____

Daytime Phone# _____ Daytime Phone # _____
E-mail: _____ E-mail: _____

SITE INFORMATION

Site Address: _____

Property Location: _____ 1/4, _____ 1/4, Sec. _____, T. _____ N., R. _____ W., Town of St. Joseph (Complete legal description must be attached)

Parcel Identification Number(s): _____
See attached application narrative and application procedure form.

FEES

Application Fee:	\$ 450
Escrow fee for professional review:	\$1000
Supplemental Application Fees: \$ _225 X _____ (# of additional requests)	\$ _____
TOTAL FEES:	\$ _____

Map Fee: If rezoning is approved, a map fee of \$250 must be paid.

- All application fees and escrow must be submitted with the application and are non-refundable
- **All fees and incurred expenses are the responsibility of the applicant/owner to be paid/provided as required throughout the process**
- Additional escrow amounts paid as directed by the Town Clerk
- Fees will be doubles for application submitted after construction project initiated, and/or written enforcement action has commenced

Applications are due on the **1st Tuesday** of each month. Applications will not be accepted until the applicant has met with the Zoning Administrator or his/her designee and it has been determined that all necessary information has been provided.

I attest that the information contained in this application is true and correct to the best of my knowledge.

Applicant Signature: _____ Date: _____

Owner(if not applicant) Signature: _____ Date: _____

FOR OFFICE USE ONLY

Date Accepted: _____ Accepted by: _____

Fees Received: _____ Receipt #: _____

REZONING QUESTIONNAIRE

All rezonings are to be consistent with the Town Comprehensive Plan, Town land use plans, Town ordinances and other applicable local plans. Your application will be reviewed by staff and presented to the Plan Commission for consistency with the following ordinances and plans: St Joseph Zoning Ordinance (CH 170), St Joseph Subdivision Ordinance (CH 168). It is the applicant's responsibility to show that their proposed use is substantially consistent with these ordinances and plans. Each ordinance and plan is available for review by contacting the Town of St. Joseph office or on the Town website at www.townofstjoseph.com.

To assist in determining how your proposed use relates to the aforementioned ordinances and plans, please answer the following questions on a separate sheet of paper and include them with your application materials.

1. Explain why you wish to rezone this property. Identify the proposed use if rezoned.
2. Explain the compatibility of your proposed use with uses on the existing properties in the vicinity of this site.
3. Explain any interaction that you have had in the past with the Town in which this property resides and elaborate on concerns raised.
4. Explain how the proposed use will affect stormwater runoff, wetlands or will impact any Riverway areas.
5. Discuss if the site has any wildlife, scenic or recreational value that should be protected or enhanced. Indicate if you are willing to pursue such efforts as part of your proposed use of the property.
6. If the proposed use is residential development please submit a concept plan of an anticipated lot layout and describe any significant features on the site (wetlands, floodplain, poor soils, steep slopes, etc) that either support development or are challenging.
7. Discuss any additional issues you feel that supports the consistency of your proposed use with the St. Joseph ordinances and plans.

CHECKLIST FOR REZONING COMPLETE APPLICATION

Original plus 14 copies of application packet to include:

- Aerial Photo (can be obtained from County website at www.saint-croix.wi.us click Land Information Online)
- Scaled map with EXACT boundaries of parcel to be rezoned
- Drawing: to include short term or long term plans for property identifying future use, density, layout etc.
- Completed rezoning questionnaire
- Intersection Warrants Analysis if required *
- Property's most recent tax bill (this can be obtained at the County Treasurer's Office) for proof of ownership.
- List of all adjoining land owner names and mailing addresses (includes properties across roadways).
- Metes and Bounds description or boundary description (typically prepared by a registered land surveyor).
- Application fee (non-refundable) payable to: **Town of St. Joseph**
- Letters to adjacent landowners with stamped envelopes (please leave unsealed).
- Other submittals required by Town staff: _____

**you may be required to conduct an "Intersection Warrants Analysis" study to determine the traffic impact, and address safety concerns on major roadways. This study is conducted and financed by you and reviewed by Stantec Corporation.*

Please Note: Application materials should not include covers, binders or envelopes. Application packets should be collated and either stapled or paper clipped in the upper left-hand corner. All maps, plans, and engineering data must be submitted on paper no larger than 11x17".

GENERAL REZONING PROCEDURE

The following process takes anywhere from 60 – 90 days to complete.

Step 1: Pre-Application Meeting: Prior to submitting an application the landowner or their agent must schedule a meeting with the Town of St. Joseph staff to discuss the application and the process.

Step 2: Application Submittal and Review: Applications are due on the 1st Tuesday of the month. Application will not be accepted if the applicant has not met with staff prior to submitting an application. The application must include all items identified on the checklist. After a preliminary review, additional information may be requested. Once it has been determined that all requested information has been obtained the application will undergo a staff review.

Step 3: Public Hearing: All rezoning requests are subject to a public hearing before the Town of St Joseph Plan Commission. A notice of the hearing is published as required by Wis Statutes for 2 weeks prior to the scheduled hearing date. At least 10 days prior to the public hearing, notice of the hearing is also sent to all adjacent property owners lying within 300 feet of area proposed to be rezoned and to the clerk of any municipality with 1000 feet of the property. Hearings are typically held on the 1st Wednesday of the month (subject to change) following completion of the staff review.

Step 4: St Joseph Town Board Approval: Upon review by the Plan Commission, a recommendation is forwarded to the Town Board for action at their next regularly scheduled meeting. If approved by the Town Board, the rezoning is complete, pending any conditional that may have been placed on the approval and pending St. Croix County approval of the Official Town of St. Joseph Zoning Map.

This is a summary of the rezoning procedure and is subject to the specific requirements and procedures identified in Chapter 170, Town of St. Joseph Zoning Ordinance.