

Submit a plat of survey or plot plan (if applicable) of the property to be redesignated, drawn to scale, showing:

- Existing Land Use and Surrounding Land Use(s).
- Drainage areas, floodplains, rivers, streams, lakes, forested areas, and any other natural features.
- Soil types and Agricultural Capability Classification.

More information may be requested by the Town or Walworth County Zoning Agency if deemed necessary to properly evaluate your request. THE LACK OF INFORMATION SUBMITTED MAY IN ITSELF BE SUFFICIENT CAUSE TO DENY A PETITION. See attached Project Narrative for Large Development Plan Map Amendment Applications.

IT IS NECESSARY FOR THE APPLICANT OR A REPRESENTATIVE TO BE PRESENT AT THE TOWN AND COUNTY HEARING. FAILURE TO APPEAR MAY RESULT IN THE HEARING BEING POSTPONED AND THE PETITION EITHER BEING POSTPONED OR DENIED. IF DENIED, THE APPLICANT CANNOT REPETITION FOR ONE YEAR FROM THE DATE OF PUBLIC HEARING.

Date this _____ day of _____, 20____

PROPERTY OWNER'S SIGNATURE

ONLY TO BE COMPLETED IF REDESIGNATING LAND OUT OF THE PRIME AGRICULTURAL PLAN MAP DESIGNATION

I understand that if the land being redesignated out of the Prime Agricultural Plan Map category is ultimately rezoned that there is agricultural conversion fee due to the State of Wisconsin.

PROPERTY OWNER'S SIGNATURE

APPLICANT'S SIGNATURE

INFORMATION ON PLAN AMENDMENT PROCEDURES:

This information is provided to assist the petitioner in applying for plan amendments.

APPLICATION REQUIREMENTS:

Petitioner must submit a completed application to the town clerk in which the land is located.

Incomplete applications will not be accepted. All legal descriptions, plans, and supporting information must be submitted with the application. It is important to check the application form and information check list for the type of information that may need to be included with the application. The application must contain the original signatures of the owner. No fax applications nor photocopied signatures will be accepted.

Due to publication requirements **complete** applications must be received prior to or on the deadline date established by the town and county.

- The following generalized schedule is proposed for the annual processing of plan amendments:
 - Each year, towns would process plan amendments during the months of June, July, and August. "Processing" includes all statutory requirements, including holding a public hearing with 30 days notice, adoption of a resolution approving the amendment by the town plan commission, and adoption of an ordinance approving the amendment by the town board.
 - Each year, towns would forward any town-approved amendments to the County Land Use and Resource Management Department at least six weeks prior to the date of the regular October meeting of the County Zoning Agency, which is held on the third Thursday of the month. The Zoning Agency makes a recommendation to the County Board.
 - The County Board would consider adoption of the pending amendments as part of the County comprehensive plan at its regular November meeting.

If you have further questions regarding this procedure, please contact the Town Clerk.

Project Narrative for Large Development Plan Map Amendment Application:

Describe the proposed use of the property, structure(s) or site in detail

- A. The approximate type, location, intensity and acreage of general land uses including but not limited to: residential uses, industrial, recreational, open spaces, mining etc...
- B. The proposed densities of dwelling units and total number of units by type and proposed use.
- C. Describe the proposed development construction schedule. Indicate the approximate starting and completion dates for the project and any phases, together with appropriate identification and description of such phases.
- D. Provide a landscape plan showing area landscaping, including approximate locations of landscape areas and preliminary plants to be used. Describe and show screening buffers on the plan of operations.
- E. Provide a description of proposed vehicular traffic and parking for the proposed project site and affects on neighboring traffic patterns.
- F. Provide a general description of proposed legal measures required to provide for any easements, dedications, declarations and reservations.
- G. Indicate potential school need that may result from any major development. Identify the school district that may be impacted.
- H. Describe sewerage needs for the project. If possible provide a letter regarding capacity availability from the sewerage district affected.
- I. Provide a description of the water supply that shall service the project.
- J. Specify how this amendment would be compatible with surrounding Land Uses.
- K. Provide Soil Types and Agricultural Capability Classification for land proposed to be taken out of the Prime Agricultural Plan Map Category.

EXCERPT FROM CHAPTER XVI OF THE COMPREHENSIVE PLAN REPORT CONCERNING PROCEDURES FOR FUTURE PLAN AMENDMENTS

The following is a copy of the text from the comprehensive plan report dealing with future plan amendments. This text appears on Page 2 and 3 of Chapter XVI of the plan report:

PLAN AMENDMENTS

It is expected that there will be amendments to the comprehensive plan in response to changing needs and conditions in the coming years. Plan amendments could consist of changes to the land use plan map or changes to goals, objectives, policies, and programs set forth in the text of the plan. During the course of the comprehensive planning process, the Walworth County Smart Growth Technical Advisory Committee developed recommendations for making amendments to the comprehensive plan. Specifically, the Committee recommended the following:

- That proposed amendments to the comprehensive plan be considered on an annual basis, beginning one year after the initial adoption of the plan. This would be the regular schedule for consideration of plan amendments.
- That there be an opportunity for amending the land use plan at other times if the applicant demonstrates that the proposed amendment involves extraordinary circumstances for reasons affecting the public welfare. The concerned town board would have to make a finding that the proposed amendment meets the “extraordinary circumstances” standard. The County Board would not act on any such proposed amendment unless it has the approval of the local governing body concerned and unless a two-thirds majority of the County Board concurs that the “extraordinary circumstances” standard has been met.
- Text amendments to the comprehensive plan that potentially affect all towns would be considered by the County Board only with the approval of a majority of towns that are under County zoning.

Under State comprehensive planning law, amendments to the comprehensive plan must follow the same procedure as those for initial adoption of the plan. Reference should be made to Wisconsin Statutes Section 66.1001(4) for details in this regard. The major steps in the amendment process, *as related to towns*, are summarized below:

- An application for a plan amendment would be submitted to the town for consideration by the town plan commission.
- The town plan commission would review the proposed amendment and make a recommendation on it to the town board. A recommendation supporting the amendment must be in the form of a resolution adopted by a majority vote of the town plan commission.
- The town would send a copy of the proposed amendment according to a class one (1) legal notice and all state statutes.
- The town would hold a public hearing on the proposed amendment preceded by a Class 1 notice published at least 30 days prior to the hearing.
- The town board would consider action on the amendment. An action to adopt the amendment must be in the form of an ordinance adopted by a majority vote of the town board.
- The town would send a copy of the adopting ordinance to all adjacent local units of government and other parties listed in Section 66.1001 (4)(b) and (e).

Following adoption by the town board, the amendment should be submitted to the Walworth County Zoning Agency, which would initiate the process of amending the County comprehensive plan. The process for amending the County plan would be similar to that for towns, as summarized above, with the understanding that the functions of the town plan commission and town board would be carried out by the County Zoning Agency and County Board, respectively.