Application Accepted: _____
Accepted By: _____
Petition Number: _____
Hearing Date: _____

Conservation, Planning, and Zoning Department
505 Broadway, Ste. 248
Baraboo, Wisconsin 53913
Phone: (608) 355-3245 Fax: (608) 355-3292
www.co.sauk.wi.us

Zoning Map Amendment (Rezone) Application

General Information

Property Owner Name: Home Phone:
Mailing Address: Cell Phone:
E-mail Address:

Agent/Applicant Name: Home Phone:
Mailing Address: Cell Phone:
E-mail Address:

Site Information

Site Address:
Parcel ID:
Property Description: ¼ ¼ Section , T N, R W,
Town of: Current Zoning:
Overlay District: ☐ Shoreland ☐ Floodplain ☐ Airport
Current Use:

Existing Structures/Improvements:

Proposed Zoning

Applicable Ordinance Section	Description

Describe specifically the nature of the request (be sure to list all proposed uses of the property). What do you plan to do? Please attach additional sheets, if necessary.

General Application Requirements

Applications will not be accepted until the applicant has met with department staff to review the application and determine if all the necessary information has been provided. All information from the checklist must be provided to the Department to be considered a complete application. Only complete applications submitted by the deadline will be noticed for a specific hearing date/time.
☐ Completed Zoning Map Amendment Application Form.
☐ $500 application fee (non-refundable), payable to Sauk County CPZ.
☐ A scaled map of the proposed rezone area (if the property is not vacant the location of buildings, driveways, etc. must be shown.
☐ Legal description of the area to be rezoned (CSM, Metes & Bounds description)
☐ Any other information as required by the zoning administrator to explain the request.

Zoning Map Amendment Standards

Explain how the proposed rezone is consistent with the overall purpose and intent of the zoning ordinance.

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If rezoning out of an Exclusive Agriculture Zoning District explain how the land is better suited for a use not allowed in the Exclusive Agriculture Zoning District and how the rezoning will not substantially impair or limit future agricultural use of surrounding parcels of land that are zoned for or legally restricted to agricultural use.

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Certification

I certify by my signature that all information presented herein is true and correct to the best of my knowledge. I give permission for the staff of the Sauk County Conservation, Planning, and Zoning Department to enter my property for the purpose of collecting information to be used as part of the public hearing process. I understand that the rezone fee is a non-refundable, regardless if the rezone is approved or denied. I understand that the fee for this application is only for the rezone request and if permits are required for the project that those will require separate application(s) and/or fee(s). I understand that partial or incomplete applications will be returned to the applicant resulting in the application being removed from the hearing agenda and the submittal deadlines will restart. I further agree to withdraw this application if substantive false or incorrect information has been included.

Applicant/Agent: _____ Date: _____

Property Owner Signature: _____ Date:_____

At the public hearing, the applicant may appear in person or through an agent or an attorney of their choice. The applicant/agent/attorney may present testimony, evidence and arguments in support of the application. All site plans, pictures, etc. become the property of the Conservation, Planning, and Zoning Department, will remain in the file, and will be public record.

Zoning Map Amendment Procedures and Requirements

What is a Zoning Map Amendment?

The purpose of a zoning map amendment is to alter, enlarge, or reduce a geographic extent of any zoning district, or to enact a new zoning designation for any particular parcel or real property. A change in zoning allows for different land uses and in some instances, different densities of development. The Conservation, Planning, and Zoning Committee will recommend approval or disapproval of a rezone to the Sauk County Board of Supervisors in accordance with the standards and criteria set by the zoning ordinance.

Standards and Criteria

In reviewing a Zoning Map Amendment request, the CPZ Committee must follow four standards:

a) The proposed map amendment is consistent with the overall purpose and intent of the zoning ordinance.
b) The proposed map amendment is consistent with the Sauk County Comprehensive Plan and the Farmland Preservation Plan, if applicable.
c) Factors have changed from the time of initial ordinance adoption that warrant the map change, or an error, inconsistency, or technical problem administering the zoning ordinance as currently depicted has been observed.
d) In rezoning land out of any exclusive agriculture district, the agency shall find all of the following, after a public hearing:
    1. The land is better suited for a use not allowed in the exclusive agriculture district.
    2. The rezoning is consistent with the Sauk County Comprehensive Plan.
    3. The rezoning is substantially consistent with the Sauk County Farmland Preservation Plan.
    4. The rezoning will not substantially impair or limit current or future agricultural use of surrounding parcels of land that are zoned for or legally restricted to agricultural use.

Note: Pursuant to Wis. Stat § 91.48(1) A political subdivision (Sauk County) with a certified farmland preservation zoning ordinance may not rezone land out of a farmland preservation zoning district (Exclusive Agriculture) without having the rezoning certified under Wis. Stat § 91.36 and provided that the standards (a) through (d) above are met.

Process

1. Contact the CPZ Department to schedule a meeting to review your potential request.
2. Complete the Zoning Map Amendment Application and provide all the supplemental items to the CPZ Department by the filing deadline.
3. Review such application with the appropriate staff member to determine completeness.
4. If the application is complete, CPZ staff will publish notice of your request for a zoning map amendment in the County's official newspaper noting the location and time of the required public hearing before the CPZ Committee. Neighbors, town officials, and affected state agencies will be notified as well.
5. If the Town choses to review the zoning map amendment request at the Town Planning Commission and Town Board level, you will need to attend such meetings to provide information regarding the request. Please request that copies of minutes/proceedings outlining the Town's recommendation be provided to the CPZ Department for the file.
6. A public hearing will be held before the CPZ Committee. Either the property owner or designated agent will need to be present at the hearing to provide testimony regarding the request. The CPZ Committee must make a decision based only on the evidence that is submitted to it at the time of the hearing. Failure to provide representation may result in denial or postponement of your request.
7. The CPZ Committee and Sauk County Board of Supervisors may approve, disapprove, or modify and approve the zoning map amendment request.

   Please Note: If a zoning map amendment application is dis approved by the CPZ Committee and no appeal is filed, no new zoning map amendment application can be re-submitted for a period of 365 days from the date of the CPZ Committee's decision, except on grounds of new evidence or proof of changes of factors found valid by the CPZ Committee.