

CITY OF RHINELANDER

Planning Commission



MAP AMENDMENT APPLICATION CHECKLIST

This application must be completed in its entirety. The application must accompany any and all information required for the public hearing notice and planning commission meeting requirements.

Pre-application meeting with staff: Prior to submittal of this application, the applicant is strongly encouraged to discuss the proposed project, annexation and submittal material with the Inspection Department staff; with a minimum of 30 day prior to the scheduled commission date.

Process

At the time of application you will be asked to:

1. **Complete an application** form, completed checklist and submit a \$250 fee;
2. **Provide detailed plans** and all information required for public hearing notice and commission meeting requirements;
3. **Provide a written statement** of verifiable facts and information requested for the map amendment (this would include a letter from the owner of the property if they cannot be present at the meeting);
4. **Publication Fees:** Shall be paid by the applicant and/or owner once submission to the official newspaper has been made and billed to you; and
5. **Proof of publication:** must be presented to the Inspection Department BEFORE the public hearing can be heard.

Following these steps, the Inspection Department will prepare and submit the required public hearing notice for your map amendment request in the City's official newspaper noting the location and time of the required public hearing before the Planning Commission. Your neighbors (within 100' of the property) will also be notified. The burden will be on you as property owner and/or agent to provide information upon which the commission may base its decision. At the public hearing, any party may appear in person or may be represented by an agent or attorney. You or your agent must present all information needed to the Planning Commission to make a decision in your favor. Unless you or your agent is present, the commission may not have sufficient information to vote and must then deny or table your application.

Map Amendments:

- *If twenty percent (20%) of the owners included in the proposed amendment or twenty percent (20%) of the land owners immediately adjacent or directly opposite, extending 100 ft. along the street frontage, protest the proposed amendment, the amendment shall not become effective unless three-fourths (3/4) of the City Council vote in favor of proposed action. This is for zoning amendments only.*
- *Annexation of property containing advertising devices.* No property may be annexed to the City of Rhinelanders upon which an advertising device is erected, unless the advertising device contains only business name and direction to business.
- *Planning Commission:* makes a recommendation to the City Council and the City Council decides the final action taken.
- *City Council:* If the City Council does not act within ninety (90) days, the application shall be deemed denied.
- *If twenty percent (20%) of the owners included in the proposed amendment or twenty percent (20%) of the land owners immediately adjacent or directly opposite, extending 100 ft. along the street frontage, protest the proposed amendment, the amendment shall not become effective unless three-fourths (3/4) of the City Council vote in favor of proposed action. This is for zoning amendments only.*

Planning Commission Date: _____

Meeting location: Rhinelanders City Hall, 135 S. Stevens Street, Rhinelanders, WI. 54501

Paperwork to Inspection: _____ Council Meeting: _____



MAP AMENDMENT Application

General information

To be completed in its entirety by the applicant. ****PRINT CLEARLY AND LEGIBLY!!**

Please provide all information requested; including a site plan and information about existing and proposed buildings; including adjacent properties and building locations.

Map Amendment: REZONE ANNEXATION

Pre-application meeting with staff: Prior to submittal of this application, the applicant is strongly encouraged to discuss the proposed project, annexation and submittal material with the Inspection Department staff (715-365-8606). **Incomplete applications could result in delay or denial by the Planning Commission.**

Date of pre-application meeting: _____ Chief Williams Asst. Chief Waydick
 City Administrator Mayor Johns Inspection Department Staff

Date filed _____ \$250 fee paid (payable to *City of Rhinelanders*)

Form of Payment: Check # _____ Cash Receipt # _____

	Owner	Applicant/Agent
Name		
Address		
Phone		

Address Location: _____ Tax parcel number: RH _____

Current Property Zoned: _____ Proposed or requested zoning: _____

What is your interest in the subject property:

Owner Prospective Owner Renter Representative Other: _____

What is the current use of the property: Vacant Residence (# of units: _____) Business (Comm/ Indust)

What is the reason or proposed use for the Map Amendment request: _____

Describe in detail the nature of the proposed Map Amendment request. Include information regarding proposed construction of new buildings, remodeling of existing buildings, location and amount of parking, number of employees, hours of operation, proposed type, size, location and style of any new or refaced signs and other pertinent information regarding the property and the surrounding properties.

20 Copies of all submitted items must accompany application

Please do **NOT** include copies of the application – only 1 (one) ORIGINAL application is required.

MAP AMENDMENT Application

_____ RH# _____ Zoned: _____
Address of subject location

Prior to Application submittal: Minimum of 30 days prior to meeting date:

Pre-Application meeting with staff

Application submittal: Minimum 20 days prior to meeting date _____

Will need the following:

- Complete site plan-including surrounding areas & adjacent properties
- Required setbacks Parking (including ADA requirements) Ingress/Egress
- Building locations Stormwater runoff Narrative with details of Map Amendment request
- Parking lot Residential screening Green space # of employees Hours of operation
- Completed application Meeting fee \$250 Owner Development Trend
- All information requested from Initial meeting

Copy of one of the following:

Deed Title Policy Certified Survey Map with complete legal description.

Twenty (20) copies of completed site plan, narrative with details of Map Amendment request and all information pertaining to request to be distributed to the appropriate Committee members.

All public hearing notices and notification of the abutting property owners will be completed by the Inspection Department. *Incomplete applications and information could result in delay or denial by the Planning Commission!*

It is understood that the applicant or representative is required to be present at the scheduled meeting.

It is understood that a Public Hearing will be held before a request for the above Map Amendment is, or is not approved.

I certify that the information I have provided in this application is true and accurate; I acknowledge any statements implied and drawings submitted as fact require supporting evidence.

Signed: _____ Date: _____

- Owner Agent Applicant

Print Name: _____

DECISION

The Planning Commission: Approved Denied

The Commission, in accordance with the findings of fact, hereby determines that the request for:

_____ (is) (is not) in compliance with all the standards for a Map Amendment.

Further finding of fact is stated on minutes of this public hearing.

Hearing Date: _____ Published Dates: _____

Rhinelander City Council: Approved Denied Council Date: _____

