

**MAP AMENDMENT APPLICATION INFORMATION**

**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 days prior to the scheduled commission date.

**Process**

At the time of application, you will be asked to:

1.  **Complete an application** form, written statement and submit a \$300 fee.
2.  **Provide detailed plans** and all information required for public hearing notice and commission meeting requirements.
3.  **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
4.  **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 decide 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.

*Planning Commission:* makes a recommendation to the City Council within 75 days of submittal of a complete application. City Council decides the final action taken.

*City Council:* If the City Council does not act within ninety (90) days of submittal of a complete application (unless said deadline is extended by written agreement of the applicant), the application shall be deemed approved. The City Council may approve an amendment by a simple majority of a voting quorum, but if the amendment is defined as a down zoning under Section 66.10015(1) (as) of Wisconsin Statutes, the amendment shall require a 2/3 vote of the full City Council unless requested or agreed to by each person who owns the land(s) affected by the proposed down zoning.

**Review Criteria Per 5.07.12.03 (7):**

- (a) Is the proposed amendment to the Official Zoning Map consistent with the Comprehensive Plan, as required by Section 66.1001 of Wisconsin Statutes?
- (b) Does the proposed Official Zoning Map amendment further the purpose and intent of this Chapter?
- (c) Does the proposed Official Zoning Map amendment address any of the following that are not properly addressed on the current Official Zoning Map?
  1. A mistake was made in mapping on the Official Zoning Map. That is, an area is or has developed in a manner and purpose different from that for which it is mapped. If this reason is cited, it must be demonstrated that the discussed inconsistency between actual land use and designated zoning is not intended, as the City may intend to stop an undesirable land use pattern from being perpetuated.
  2. Factors have changed, such as the availability of new data, the presence of new roads or other infrastructure, additional development, annexation, or other zoning changes, making the subject property more appropriate for a different zoning district.
  3. Growth patterns or rates have changed, thereby creating the need for an amendment to the Official Zoning Map.
- (d) Does the proposed amendment to the Official Zoning Map maintain the desired consistency of land uses, land use intensities, and land use impacts as related to the environs of the subject property?

# CITY OF RHINELANDER

Planning Commission



## MAP AMENDMENT Application

### General information

To be completed in its entirety by the applicant. Please provide all information requested; including a site plan and information about existing and proposed buildings; including adjacent properties and building locations.

Planning Commission Date: \_\_\_\_\_

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

Paperwork to Inspection: \_\_\_\_\_ Council Meeting: \_\_\_\_\_

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 (715-365-8600). **Incomplete applications could result in delay or denial by the Planning Commission.**

Date of pre-application meeting: \_\_\_\_\_  Building Inspector/Zoning Administrator  
 City Administrator       Mayor       Inspection Department Staff

Date filed \_\_\_\_\_  \$300 fee paid (payable to *City of Rhinelanders*)

Form of Payment:     Check # \_\_\_\_\_       Cash

	Owner	Applicant/Agent
Name		
Address		
Phone		
Email		

Address Location: \_\_\_\_\_ Tax parcel number: \_\_\_\_\_

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.

*MAP AMENDMENT Application*

\_\_\_\_\_ RH# \_\_\_\_\_ Zoned: \_\_\_\_\_  
Address of subject location

**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
  - Residential screening       Green space       # of employee's       Hours of operation
  - All information requested from Initial meeting

**Copy of ONE of the following:**

- Deed       Title Policy       Certified Survey Map with complete legal description.

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: \_\_\_\_\_

Rhinelanders City Council:       Approved       Denied      Council Date: \_\_\_\_\_