



## Rezone Procedure

1. Applicant verifies current zoning in the County Planning & Zoning Department.
2. If a zoning change is desired, applicant obtains a rezone packet from the Planning & Zoning Department.
3. If the Town has a Plan Committee (or Commission):
  - The applicant appears before the Plan Committee. The Plan Committee adequately posts the meeting (as one would post a Town Board meeting). The Plan Committee hears the request and refers to their Comprehensive Plan to determine if the request is appropriate and/or reasonable with regard to their overall plan and Future Land Use Plan Map and then makes recommendation to the Town Board<sup>(1)</sup>. The Town Board posts the request on their notice, discusses the request, votes and signs the Town Participation form and indicates they either object or do not object to the request.
  - Whether or not the Town provides a signed Town Participation form, the applicant is entitled to a hearing at the County.
- If the Town does not utilize a Plan Committee:
  - The applicant appears before the Town Board. The Town Board posts the request on their notice, hears and discusses the request and refers to their Comprehensive Plan to determine if the request is appropriate and/or reasonable with regard to their overall plan and Future Land Use Plan Map, votes and signs the Town Participation form and indicates they either object or do not object to the request.
  - Whether or not the Town provides a signed Town Participation form, the applicant is entitled to a hearing at the County.
4. The applicant is responsible to see that the Planning & Zoning Department receives all required paperwork for the request including, but not necessarily limited to: The Petition for Rezone Application, Town Participation Form, maps etc.
  - Property owner or authorized agent must sign all applications.
5. Once all required paperwork is submitted to the Department, the applicants' petition will be placed on the County Planning & Development Committee public hearing agenda. The paperwork must also be received by the Department deadline for publishing the notice. The Department is responsible for all required class II notice publishing and mailing of notices.
6. The County Planning & Development Committee will hear the request, and refer to the Adams County Comprehensive Plan, relevant ordinances etc. to determine if the request is appropriate and/or reasonable with regard to the overall plan, Future Land Use Plan Map and general welfare, vote and forward recommendation of either approval or denial to the full County Board.
  - The Committee may table a request if further information is required.
  - If an agent is to represent the applicant (landowner), we need that statement in writing from the applicant.
7. The County Board will take action at the next County Board meeting by one of the following:
  - Vote yes to the Committee recommendation.
  - Vote no to the Committee recommendation.
  - Table the request if more information is required.
  - Refer the matter back to the Planning & Development Committee.

<sup>(1)</sup> If a rezone request is approved that is not consistent with the Comprehensive Plan, the Plan must be amended.

NOTE: In the interest of saving the applicant time by expediting the process, the Planning & Zoning Department will allow applicants to be placed on the County Planning & Development Committee hearing agenda before they meet with the Town. However, the Department must have the completed Town Participation Form prior to the hearing at the County.



Adams County Planning & Zoning Department  
 P.O. Box 187  
 Friendship, WI 53934  
 Phone: 608 339 – 4222  
 Fax: 608 339 - 4504

[www.co.adams.wi.gov](http://www.co.adams.wi.gov)

**PETITION FOR ZONING MAP AMENDMENT**

**FEE: \$400.00<sup>(1) (2)</sup>**

**Office use:**  
 File # \_\_\_\_\_ Date received \_\_\_\_\_  
 Fee \$ \_\_\_\_\_ Total acres \_\_\_\_\_  
 Comp. # \_\_\_\_\_ Parcel # \_\_\_\_\_

**Applicant:**

Name of Owner \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone \_\_\_\_\_

**Property Location:**

\_\_\_\_\_ 1/4 \_\_\_\_\_ 1/4 Sec. \_\_\_\_\_ T \_\_\_\_\_ N R \_\_\_\_\_ E

Lot \_\_\_\_\_ Block \_\_\_\_\_ Addition \_\_\_\_\_

Subdivision or CSM \_\_\_\_\_

Address \_\_\_\_\_

Town of \_\_\_\_\_

**Current zoning and use:**

The **total** area of the property is \_\_\_\_\_ acres and is currently zoned as:

- \_\_\_\_\_ district of the Adams County Zoning Ordinance. **IMPORTANT: If zoned A-1 (Exclusive Agriculture), is this property under any Farmland Preservation Tax Credit Program?** Yes No
- \_\_\_\_\_ district of the Adams County Zoning Shoreland Protection Ordinance.
- \_\_\_\_\_ district of the Adams County Floodplain Zoning Ordinance.
- \_\_\_\_\_ zone of the Airport Height Zoning Ordinance.

**Current use is:** \_\_\_\_\_

**Rezoning request:**

To change the zoning of: \_\_\_\_\_ the entire parcel  
 \_\_\_\_\_ a portion of the parcel: \_\_\_\_\_ acres

\_\_\_\_\_ district of the Adams County Zoning Ordinance.

\_\_\_\_\_ district of the Adams County Zoning Shoreland Protection Ordinance.

**Proposed use is:** \_\_\_\_\_

Attach plot plan or location sketch showing the location, boundaries, uses and sizes of the following: subject site, portion to be rezoned, existing and proposed structures, street rights-of-way, easements, driveways and all other pertinent features.

The undersigned hereby applies for the ordinance change requested above and states that the information on this application and the attached plot plan are accurate.

<sup>(1)</sup>If the Town Participation Form is not provided for the hearing and the request is tabled as a result, the applicant shall pay another application fee.

<sup>(2)</sup> - Comprehensive Zoning Ordinance: \$400.00  
 - Shoreland Protection Ordinance: \$400.00  
 - Both of the preceding for same parcel at same time: \$500.00

\_\_\_\_\_  
 Landowner signature Date

**Office notes:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

ADAMS COUNTY PLANNING & ZONING DEPARTMENT  
REQUEST FOR  
TOWNSHIP PARTICIPATION

**LAWS REGARDING COMPREHENSIVE PLANS:**

**Wisconsin Statute 66.1001(3)** ACTIONS, PROCEDURES THAT MUST BE CONSISTENT WITH COMPREHENSIVE PLANS. Beginning on January 1, 2010, land-use decisions made by local governmental units shall be consistent with that local governmental unit's Comprehensive Plan.

**TOWN BOARD: PLEASE FILL OUT INFORMATION BELOW COMPLETELY.**

TO THE REQUEST FOR \_\_\_\_\_ TO BE GRANTED A:  
(NAME)

REQUEST TYPE:	BRIEF DESCRIPTION OF REQUEST:
_____ REZONE.....	_____
_____ CONDITIONAL USE.....	_____
_____ VARIANCE.....	_____
_____ SPECIAL EXCEPTION.....	_____
_____ MODIFICATION.....	_____

FOR THE PROPERTY DESCRIBED AS FOLLOWS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DOES THE TOWN HAVE ANY REGULATIONS THAT APPLY TO THE REQUEST {circle one}?      Y      N  
IF YES – PLEASE EXPLAIN: \_\_\_\_\_  
\_\_\_\_\_

THE REQUEST IS CONSISTENT WITH THE TOWN COMPREHENSIVE PLAN {circle one}:      Y      N  
{THIS IS OF PARTICULAR IMPORTANCE FOR REZONE REQUESTS}

IF NOT CONSISTENT WITH THE TOWN COMPREHENSIVE PLAN, DOES THE TOWN WISH TO AMEND THE COMPREHENSIVE PLAN TO ALLOW THE REQUEST? {circle one}      Y      N

THE TOWN BOARD OF THE TOWN OF \_\_\_\_\_  
\_\_\_\_\_ **DOES NOT OBJECT** to the request      \_\_\_\_\_ **OBJECTS** to the request

REASON(S) FOR THE TOWN BOARD DECISION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

_____ TOWN CLERK	_____ CHAIRPERSON
_____ SUPERVISOR	_____ SUPERVISOR

DATE: \_\_\_\_\_

**APPLICANT:** To get this form completed, request from the Town to be placed on their Board Meeting Agenda. To ensure that the Planning & Zoning Committee or the Board of Adjustment makes a prompt decision on your request, be sure to return this completed form with your application.



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<b>OFFICE USE ONLY:</b>	
Date: _____	File #: _____
Computer #: _____	
Parcel #: _____	
County Zoning District: _____	
Shoreland Zoning District: _____	
FIRM / Flood Study Zone: _____	
Airport Height Zoning: _____	

**INVENTORY CHECKLIST**  
***Up To & Including Two (2) Acre Conservancy or Shoreland/Wetland  
 Rezone Request***

**Property Description:**

Gov. Lot: \_\_\_\_\_ or \_\_\_\_\_ 1/4, \_\_\_\_\_ 1/4, Sec. \_\_\_\_\_, T \_\_\_\_\_ N, R  
E

Lot: \_\_\_\_\_; Block: \_\_\_\_\_; Addition: \_\_\_\_\_  
\_\_\_\_\_; Subdivision: \_\_\_\_\_

Town of: \_\_\_\_\_ Property Address (if any) \_\_\_\_\_  
Lot / Parcel Size: Width: \_\_\_\_\_ Length: \_\_\_\_\_ Acres / Sq. Ft.: \_\_\_\_\_

- Map of parcel, proposed land divisions.
- Proposed activity.  
*(Residential, Commercial)*
- Location of wetlands on orthophoto map.
- Location of all surface waters on orthophoto map.  
*(Lakes, streams, ponds, rivers, ditches, intermittent flows, springs etc.)*
- Location of all man-made features onsite on orthophoto map.  
*(Buildings, roads, driveways, parking lots, etc.)*
- Narrative describing existing vegetation within proposed rezone area.  
*(Classify percent ground cover, species, density, invasive species present, season of inventory)*
- Copy of all deeds and other documents describing the location of easements, utilities.
- If applicable, a narrative and pictures describing current storm-water & erosion control concerns.
- Provide proof (narrative, documents etc.) that the proposed rezone is in the best interest of Adams County citizens.
- Provide proof (narrative, documents etc.) that the proposed rezone will not have significant adverse impact.

Applicant comments & narrative {use additional sheets if necessary}: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_