



## GUIDELINES FOR ZONING MAP AND TEXT AMENDMENTS

### INTRODUCTION

The purpose of these guidelines is to provide you with a summary of the procedures and regulations for rezoning of property and for amendments to the Zoning Code. City staff is available for consultation and is willing to provide you with assistance throughout the procedure. To that extent, you are encouraged to meet with staff before an application is submitted.

If you have additional questions or if staff can be of further assistance, please call the City Planner/Zoning Administrator at 375-7610.

### PROCEDURE

The procedure for zoning map and Code text amendments consists of the four following steps which typically require a minimum of five (5) weeks to accomplish:

1. Applicant must meet with staff.
2. Applicant submits five (5) plans (preferably a maximum size of 11" x 17" if readable) to the City Planner at least thirty (30) days prior to the Plan Commission meeting.

These plans will be distributed to Cedarburg Light & Water, Cedarburg Fire Department, Cedarburg Police Department and the Engineering Department for review and comment. Comments by the aforementioned reviewers are provided to the applicant for incorporation into the plans.

3. Applicant submits thirteen (13) revised plans (preferably a maximum size of 11" x 17" if readable) to the City Planner for inclusion in the packet by 4:30 p.m. fourteen (14) days prior the Plan Commission meeting.
4. The Plan Commission\* shall review the requested amendment, provide their recommendation and direct the City Clerk to schedule a public hearing\*\* before the Common Council.\*\*\*

\* Plan Commission meetings are regularly scheduled for the first Monday of each month.

\*\* A public hearing requires notification by mail of all property owners within 300 feet of the subject property and publication of a Class 2 notice in the City's

official newspaper (the News Graphic) twice before the public hearing. The second notice must be at least one week prior to the public hearing. (The City prepares and transmits the appropriate notice to the nearby property owners and newspaper.)

\*\*\* Common Council meetings are regularly scheduled for the second and last Mondays of each month.

5. Applicant attends the Common Council meeting for the public hearing and possible action.

### APPLICATION

The application must include the following information:

- Application form (see attachments), which **MUST** be signed by the Property Owner.
- Application Fee:
  - Rezoning Petition (Map) application fee of \$250.00 [SEC. 13-1-230(b)(7)].
  - Rezoning Petition (Text) application fee of \$200.00 [SEC. 13-1-230(b)(6)].
- A written project summary outlining the current zoning and zoning designation being requested, and the reasons for seeking a rezoning or a zoning text amendment.
- Complete legal description of the property.
- A copy of the plat of survey or location sketch drawn to scale.
- Additional information as required by the City.

The zoning change or zoning text amendment shall be granted or denied by the Common Council. Written notification of the grant or denial, from the City Planner/Zoning Administrator or his designee, shall be provided to the applicant within 30 days of the action by the Common Council.