



# ZONING TEXT AMENDMENT APPLICATION

## Part I. General Information

Applicant information: Person's Name(s): \_\_\_\_\_

Firm Name (if any): \_\_\_\_\_

Representing Anyone? (indicate who): \_\_\_\_\_

Applicant Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ e-mail: \_\_\_\_\_

Zoning regulation proposed to be amended: Article (in zoning ordinance): \_\_\_\_\_

Section Number(s): \_\_\_\_\_

Summary of proposed text amendment: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Part II. Application Submittal Requirements

Along with this application, please submit a non-refundable zoning text amendment application fee of \$400. Also, please submit one easily reproducible electronic copy (e.g., PDF) of the following materials to make a complete application:

- The portion of the current provisions of the zoning ordinance which are proposed to be amended, with said provisions clearly indicated in a manner which is clearly reproducible with a photocopier.
- The exact text which is proposed to replace the current text. (Applicants are strongly encouraged to consult with the Village Administrator before drafting proposed ordinance text. The Administrator will likely suggest professional assistance in text drafting, at the applicant's expense. The zoning ordinance is the law of the Village, so proper care should be taken when amending it.)

Paper copies of these materials must be provided if requested by the Village Administrator.



Parcel Address or ID #: \_\_\_\_\_

**Part III. Comparison of Proposed Zoning Text Amendment with Required Review Criteria (to be completed below or on an attached sheet)**

1. Does the proposed zoning text amendment retain or improve consistency between the zoning ordinance and the recommendations of the Comprehensive Plan? Explain how, or why not.

\_\_\_\_\_  
\_\_\_\_\_

2. Does the proposed zoning text amendment further the purpose and intent of the zoning ordinance, in Article 0, Section 10-1-0004 of the Village’s zoning ordinance? Explain how, or why not.

\_\_\_\_\_  
\_\_\_\_\_

3. Does the proposed zoning text amendment further any purpose of the article and section of the zoning ordinance in which the proposed amendment is located? Explain how, or why not.

\_\_\_\_\_  
\_\_\_\_\_

4. Does the proposed amendment address a change in the land market, or other factors which require a new form of development, type of land use, or procedure? If yes, explain the relevant change.

\_\_\_\_\_  
\_\_\_\_\_

5. Does the proposed zoning text amendment address new methods of development or providing infrastructure that require changes to meet these new factors? If yes, please explain.

\_\_\_\_\_  
\_\_\_\_\_

6. Does the proposed zoning text amendment address providing or affording public services as it relates to changing government finance? If yes, please explain.

\_\_\_\_\_  
\_\_\_\_\_

7. Does the proposed zoning text amendment address an error or internal inconsistency in the zoning ordinance? If yes, please note where and how.

\_\_\_\_\_  
\_\_\_\_\_

8. Will the proposed zoning text amendment maintain the desired consistency of land uses, land use intensities, and land use impacts as related to the resources of the affected zoning districts? How?

\_\_\_\_\_  
\_\_\_\_\_



Parcel Address or ID #: \_\_\_\_\_

**Part IV. Reimbursement for Development Review Services**

The Village Planner, Village Engineer, Public Works Director, Village Attorney, and other Village staff and consultants may expend time in the administration, investigation, and processing of development review applications. In addition, the Village may retain the services of other professional consultants—including but not limited to landscape architects, architects, environmental specialists, and recreation specialists—in the investigation and processing of such applications.

Reinforcing the requirements of Section 10-1-1318(d) of the Village zoning ordinance, the signing and submittal of this application or petition for development review shall be construed as an agreement to pay for professional consulting services associated with the administration, investigation, and processing of this application or petition. The Village Administrator shall retain sole discretion in determining when and to what extent it is necessary to involve one or more professional consultants in the review of each application or petition.

The Applicant shall be responsible for the costs for such professional consulting services. The Applicant shall pay such costs upon receipt of one or more invoices from the Village, following the execution of the development review services associated with the application. In the event the Applicant fails to pay such costs, the responsibility shall pass to the property owner, if different, under the same terms. Development review fees that are assigned to the Applicant or property owner, but that are not actually paid, may then be imposed by the Village as a special charge on the affected property.

**Part V. Signatures**

By signing and dating below, I/We:

1. Reviewed and understand the Village of Prairie du Sac zoning ordinance and its standards of approval related to this application;
2. Read, understand, and accept my/our responsibilities under the reimbursement section above;
3. Submitted an application that is true, correct, and complete to the best of my/our knowledge;
4. Acknowledge that Village officials and/or employees may, in the performance of their functions, enter upon the subject property to inspect or gather information necessary to process this application;
5. Understand that all meeting dates are tentative and may be postponed by the Village for the reason of incomplete submittals or other administrative reasons;
6. If this application is approved, agree to abide by this application, approved plans, and required conditions associated with plan approval in the development of the subject property; and
7. Understand that the Village’s zoning ordinance and/or the conditions of development approval may specify timeframes within which I/we must take certain actions related to the development of the subject property, or risk having the approval being nullified.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Property Owner (if different)

\_\_\_\_\_  
Date



Parcel Address or ID #: \_\_\_\_\_

**Part VI. Record of Administrative Procedures (*to be completed by Village*)**

- Verification that petition pertains to (check one):  Village  Town (ET Jurisdiction)  Both
- Pre-application conference with Village Administrator or designee (optional)  
Date of conference: \_\_\_\_\_ Participants: \_\_\_\_\_
- Pre-application conference with Village Plan Commission, Joint ET Committee, or both (optional)  
Date of Conference(s): \_\_\_\_\_
- Application and required plans filed with Village  
Date filed: \_\_\_\_\_  
Name of Village staff person who accepted application: \_\_\_\_\_
- Application fee of \$400 received by Village (non-refundable)  
Date received: \_\_\_\_\_  
Name of Village staff person who accepted fee: \_\_\_\_\_
- Application and submitted plans verified as being complete  
Date verified: \_\_\_\_\_  
Name of Village staff person who verified application as complete: \_\_\_\_\_
- Notice of public hearing sent to owners within 300 feet, clerks within 1,000 feet, & newspaper  
Date sent to nearby land owners and clerks: \_\_\_\_\_  
Date of first publishing in community newspaper: \_\_\_\_\_  
Date of second publishing in community newspaper: \_\_\_\_\_
- Village Plan Commission/Joint ET Committee public hearing  
Meeting date: \_\_\_\_\_ (to be held within 45 days of complete application)
- Village Plan Commission and/or Joint ET Committee recommendation to Village Board  
Meeting date(s): \_\_\_\_\_ (within 75 days after submittal of complete application)  
Recommendations (circle one): Approval as presented    Approval with modifications    Denial
- Village Board Action  
Meeting date: \_\_\_\_\_ (within 90 days of public hearing, or extended by agreement)  
Status (circle one): Approval as presented    Approval with modifications    Denial
- Applicant notified of Village Board action  
Date: \_\_\_\_\_  
Name of Village staff person who notified Applicant: \_\_\_\_\_