

**PUBLIC HEARING REQUIREMENTS
PETITIONS TO REZONE AND CONDITIONAL USE PERMITS**

Applications for Petitions to Rezone and Conditional Use Permits are considered by the Planning, Resources and Development Committee, which holds a monthly public hearing. In order to be considered at the next meeting, complete applications, along with the filing fee, must be received in the Zoning, Planning and Land Information Office no later than **12:00 NOON** on: _____

Application Deadline

**INCOMPLETE APPLICATIONS WILL NOT
BE PLACED ON THE MEETING AGENDA**

Meeting Date at 6:00 PM
County Board Room – Administrative Center

ALL applications must include:

1. Application forms, signed and dated, which are available at the Zoning, Planning and Land Information Office;
2. Legal description of the property (survey required if no legal description exists);
3. A written summary of the impacts to this and surrounding properties, for example: noise, lighting, signage, health issues, safety issues, traffic (current and proposed increase), aesthetics, number of employees, number of customers.
4. A site sketch to a minimum scale of 1" = 100' indicating the location of all structures existing and proposed on the property, all roads, wells, sanitary sewers, stormwater drainage and any other pertinent information.
5. A plan to a maximum scale of 1" – 100' which shows proposed land use, configuration of lots, roads, drainage patterns, and all other improvements necessary for the proposed land use.
6. All documentation of necessary federal, state and local agency approvals, including, but not limited to: Wisconsin DOT, Wisconsin DNR, Highway Department, Township, Land Conservation Department, County Surveyor.
7. Recommended Land Use Type in County's Development Plan.

PETITIONS TO REZONE must also include the reason for the rezone request; **CONDITIONAL USE PERMITS** must also include a description of the activity which requires the Conditional Use Permit.

APPLICATION NO. _____ (will correspond to approved petition number)

A Class II notice is published in the local newspaper. A notice of the date and time of the public hearing will be mailed to all property owners within 300 feet of your property. Notice of the hearing is sent to the Town Board. **Zoning change and Conditional Use permit applications require Town Board approval. It is the applicant's responsibility to contact Town Board officials to obtain the Town's decision regarding the proposed rezoning.** A veto by the Town Board within 10 days after the public hearing or a Town recommendation for Conditional Zoning could add an additional month to the final decision-making process. **Contact the town and obtain the scheduling of the next available Town Planning Commission and Town Board meeting dates along with an authorized signature. Your application is not complete until this confirmation is provided.**

Planning Commission
Meeting Date

Town Board
Meeting Date

Authorized Town Signature (Printed Name)

Depending on the location of your property, notice of the public hearing will be sent to the County Highway Commissioner, the Wisconsin Department of Transportation, the County Land Conservation Department, the Department of Natural Resources, and the La Crosse Municipal Airport for technical input relating to proposed activity and will become part of the record. Any other correspondence can be viewed during normal work hours up to the Friday before the public hearing and will not become part of the record.

Due process is afforded the applicant. The property owner or representative must be present at the public hearing to present their application to the Committee and answer any questions the Committee may have. Should an appearance not be made, or should insufficient information be presented, the Petition will not be considered by the Planning, Resources and Development Committee and will be deferred to be placed on the agenda for the next public hearing. **The petitioner will be required to pay the additional expense that is incurred because of the postponement of the hearing.**

NOTE: Once a public hearing is scheduled on a Petition to Rezone or Conditional Use Permit application, the petition or application cannot be withdrawn, unless a majority vote of the Planning, Resources and Development Committee approves such withdrawal at said public hearing. County Board final approval is generally the 3rd Thursday of each month.

Applicant

Date