

**Zoning Petition  
Application Worksheet**



**LA CROSSE COUNTY**

**OFFICE USE ONLY**

Petition No. \_\_\_\_\_

Fee \_\_\_\_\_

Meeting Date \_\_\_\_\_

Application Date \_\_\_\_\_

Applicant's  
Name/Acting on behalf of \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Parcel Number \_\_\_\_\_ Township \_\_\_\_\_

Rezone from \_\_\_\_\_ to \_\_\_\_\_

Proposed land use after rezone \_\_\_\_\_

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

Requested rezoning is supported by La Crosse County's Future Land Use Map

**Mailing List (OFFICE USE ONLY)**

Others:

☐ Applicant \_\_\_\_\_

\_\_\_\_\_

☐ Property owner \_\_\_\_\_

\_\_\_\_\_

☐ Owners within 300 feet \_\_\_\_\_

\_\_\_\_\_

☐ PRD Committee Members \_\_\_\_\_

\_\_\_\_\_

☐ Town Board \_\_\_\_\_

\_\_\_\_\_

☐ District Supervisor \_\_\_\_\_

\_\_\_\_\_

☐ County Administrator \_\_\_\_\_

☐ Dept. Natural Resources

☐ County Board Chair \_\_\_\_\_

\_\_\_\_\_

☐ County Surveyor \_\_\_\_\_

☐ Land Conservation \_\_\_\_\_

☐ Corps of Engineers

☐ Highway Department \_\_\_\_\_

\_\_\_\_\_

☐ File Copies \_\_\_\_\_

☐ Dept. of Transportation

☐ LaX Tribune \_\_\_\_\_

\_\_\_\_\_

**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 the working Friday four weeks before the next Planning Resources and Development Committee Meeting.**

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

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

**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: WI DOT, WI DNR, La Crosse County Highway Department, Town, 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.

**HEARING INFORMATION**

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 prior to the Planning, Resources and Development public hearing. 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. **After the petition has been publicly noticed, there will be no refund issued in the event of a withdrawal by the petitioner. Additionally, the petitioner will be required to pay the additional expense that is incurred in the event of a postponement of the hearing.**

**NOTE:** Once a public hearing is held 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 3<sup>rd</sup> Thursday of each month.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

## **Petition to Rezone and Conditional Use Impact Statement**

Changes in use of property associated with rezones and conditional use permits can have impacts on adjoining and nearby properties which can be difficult to anticipate. Sometimes these impacts may seem unperceivable to the applicant, but they may be profound on neighboring properties.

1. Prepare an outline of your proposal, something similar to a “business plan”, detailing for the Planning, Resources and Development Committee (PRD) your proposal.
2. Include any other documentation you feel necessary as part of your presentation in defining your proposal for the PRD Committee and the county board. It is vital to your application to consult with professionals you feel may be able to assist with your application (i.e. surveyor, attorney, engineer, etc.).
3. Describe the frequency and/or intensity of any characteristic associated with your proposed use of property that may impact your property or neighboring properties and strategies to minimize potentially adverse impacts. Anticipate possible future growth or expansion. The following list of potential impacts is not all-inclusive. If your proposed use of property involves a characteristic not listed, include it in your presentation.
  - Traffic – count, current & anticipated, type (i.e. cars, delivery trucks, etc.), off street parking
  - Lighting/glare
  - Noise
  - Signage/Advertising
  - Number of employees
  - Anticipated number of customers and customer type (i.e. general public, distributors, etc.)
  - Hours of operation, days open
  - Building(s) used, location of use within building, new buildings proposed
  - Products involved – retail, wholesale, and/or assembly on site
  - Refuse, waste, or by-products generated and method of treatment
  - Smoke, odor, dust or other emissions created
  - Aesthetics, changes to structures, changes in landscape appearance, ground cover or tree removal
  - Potential changes relating to health and/or safety of landowner and public
  - Items stored in conjunction with proposed land use, location of outside storage
  - Access to site (i.e. sight distance, slope degree, shared access, easements, ingress/egress, driveway permit requirements (town, county or Wisconsin DOT))
  - Any covenants or deed restrictions that may apply to your lot or within your subdivision

**Be prepared to give a professional and detail presentation when called upon at the public hearing before the PRD Committee. Contact the town where you are located prior to the public hearing for any town review and tentative approvals or permits that may be required. Review town and county land use plans to make sure your proposal is consistent with these plans. If not consistent, discuss amending the plan with the town and/or county planning agency prior to application. County staff will recommend denial if a proposal conflicts with the town or county land use plan.**

**DON'T RUSH YOUR APPLICATION. It is better to give yourself another 30 days to ensure that all impacts associated with your proposal are detailed completely and you are prepared to give a proper presentation than to hurry and have your petition denied because it is not complete. Incomplete applications will not be placed on the public hearing agenda. It is also highly advisable to discuss your proposal with neighboring property owners prior to applying. The application fee is not refundable if your application is denied and you will not be eligible to re-apply until after 12 months from the date of denial by the county board. Please be advised that paying the fee and following this guidance sheet does not guarantee approval.**