

## CHECKLIST FOR ZONING CHANGE APPLICATION

Completed zoning change application must be submitted to Village Clerk's Office, along with fee and other requirements outlined by checklist.

***Applications must be received one week prior to the Plan Commission meeting in order to be placed on agenda.*** The Plan Commission meets the 4<sup>th</sup> Thursday of each month and Village Board meets the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday.

The application will be placed on agenda only after completed form and fee have been filed with the Village Clerk's Office. Please note all applications must be reviewed by the Plan Commission and forwarded to Village Board for a public hearing and final action.

### **Required Items:**

- \_\_\_ 1. Completed zoning change application.
  
- \_\_\_ 2. Plot Map drawn to a scale of one (1) inch equals one hundred (100) feet showing the area proposed to be rezoned, its location, its dimensions, the location and classification of adjacent zoning districts and the location and existing use of all properties within three hundred (300) feet of the area proposed to be rezoned.
  
- \_\_\_ 3. List of names and addresses of owners of property within 100 feet of premises.
  
- \_\_\_ 4. Fee of \$150.00 (Resolution R10-05).

Rev. 3/2011

FEE: \_\_\_\_\_  
FEE PAID: \_\_\_\_\_

VILLAGE OF NEW GLARUS  
APPLICATION FOR ZONING CHANGE

TODAY'S DATE: \_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_

**TEXT CHANGE REQUESTED:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(skip to signature)

**PREMISE REZONING:**  
SITE ADDRESS: \_\_\_\_\_

DESCRIPTION OF SITE BY LOT, BLOCK AND RECORDED SUBDIVISION OR  
BY METES & BOUNDS: \_\_\_\_\_  
\_\_\_\_\_

TYPE OF STRUCTURE ON THIS SITE: \_\_\_\_\_

PROPOSED OPERATION OR USE OF THE STRUCTURE OR SITE: \_\_\_\_\_  
\_\_\_\_\_

PRESENT ZONING OF SITE: \_\_\_\_\_

REQUESTED CHANGE: \_\_\_\_\_

PROVIDE NAMES AND ADDRESS OF ALL PROPERTY OWNERS ON  
RECORD WITHIN ONE HUNDRED (100) FEET.

ATTACH PLOT MAP DRAWN TO A SCALE OF ONE (1) INCH EQUALS ONE  
HUNDRED (100) FEET SHOWING THE AREA PROPOSED TO BE REZONED,  
ITS LOCATION, ITS DIMENSIONS, THE LOCATION AND CLASSIFICATION  
OF ADJACENT ZONING DISTRICTS AND THE LOCATION AND EXISTING  
USE OF ALL PROPERTIES WITHIN THREE HUNDRED (300) FEET OF THE  
AREA PROPOSED TO BE REZONED.

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

PRESENTED TO VILLAGE CLERK/VILLAGE BOARD: \_\_\_\_\_

REFERRED TO ZONING ADMINISTRATOR: \_\_\_\_\_

REFERRED TO PLAN COMMISSION: \_\_\_\_\_

PLAN COMMISSION RECOMMENDATION: \_\_\_\_\_

VILLAGE BOARD:

PUBLICATION OF NOTICE [class 2]: \_\_\_\_\_

PUBLIC HEARING: \_\_\_\_\_

DETERMINATION:            APPROVE                            DENY

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

\_\_\_\_\_  
Village President

**APPEAL**

PRESENTED TO BOARD OF APPEALS: \_\_\_\_\_

DETERMINATION:            AFFIREM                            REVERSE                            ALTER

IF ALTERED, STATE SPECIFICS: \_\_\_\_\_

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

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

\_\_\_\_\_  
Board of Appeals Chairman

Municipal Ordinance  
§ 305-99