

## PORTAGE COUNTY PLANNING AND ZONING DEPARTMENT

### PROCEDURES FOR FILING A ZONING CHANGE TO THE PORTAGE COUNTY PLANNING AND ZONING COMMITTEE

1. Anyone interested in a rezoning should contact a Portage County Assistant Zoning Administrator (either by phone or in person by appointment) to discuss the proposed request to determine if a zone change or Comprehensive Plan amendment is necessary, and if so, to determine which district or future land use category is appropriate for carrying out the proposed use. Planning and Zoning Department staff can also assist you with completing the necessary paperwork.
  2. The form entitled "**REQUEST TO THE PORTAGE COUNTY PLANNING AND ZONING COMMITTEE**" should be completed up to and including the signature and date. The **property owner** should put his name under "**OWNER**" on the form. If a prospective buyer or someone other than the owner would handle the request, that person, firm, etc., should be listed as the "**Agent for Owner.**"
  3. Under the area listed as "**REQUESTED CHANGE**" state what the current zoning is and what zoning district you wish it changed to. If the rezoning will require an amendment to the Future Land Use Map of the Comprehensive Plan, state the current and proposed Future Land Use category. Also indicate why the change in zoning is being requested (i.e., I would like my land rezoned from Recreational to Agricultural to enable me to harvest timber from my land.)
  4. List the legal description of where the requested change would take place. If there is a certified survey map (CSM) of the parcel, make reference to the CSM number. The Portage County Register of Deeds could supply the legal description (715) 346-1344. The legal description could also be obtained from your tax bill.
  5. The owner of the property for which a zoning or future land use change is being requested **must sign** the request form and return the original copy to our office. **THE PROPOSED PURCHASER OR AGENT MAY NOT SIGN THE REQUEST FORMS INSTEAD OF THE OWNER UNLESS WRITTEN AUTHORIZATION FROM THE OWNER IS RECEIVED BY THE PLANNING AND ZONING OFFICE.**
  6. **The owner MUST contact the Town Board regarding the request. This should be done well in advance of the public hearing for rezoning to give the Town Board and Plan Commission adequate time to respond to the request.**
- The Planning and Zoning Committee will NOT consider the public hearing if a Town recommendation is not received.**
7. A \$350 filing fee must be submitted when the request form is filed with the Portage County Planning and Zoning Office. If a check is submitted, make it payable to "Portage County Zoning."
  8. Regular public hearings are held the 4<sup>th</sup> Tuesday of the month. Applications must be received by the 1<sup>st</sup> Tuesday of the month preceding the hearing. This meeting date is subject to change. You are encouraged to call the Planning and Zoning Department office to confirm the correct date.
  9. The owner, agent, or someone familiar with the request must be present at the public hearing to answer questions.
  10. The Portage County Planning and Zoning Committee will make a recommendation to the Portage County Board of Supervisors as to whether the request should be approved or denied based on the information presented by staff and the applicant, and testimony taken at the public hearing.
  11. During their regularly scheduled Board meeting (the 3<sup>rd</sup> Tuesday of the month), the Portage County Board of Supervisors will either approve or deny the change request.

If you have any questions on the above information, contact the Portage County Planning and Zoning Office at (715) 346-1334.

**REQUEST TO THE PORTAGE COUNTY  
PLANNING AND ZONING COMMITTEE**

**OWNER**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Number \_\_\_\_\_

**AGENT FOR OWNER**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Number \_\_\_\_\_

**PROPERTY LOCATION AND DESCRIPTION**

Property Address \_\_\_\_\_

Gov't Lot # \_\_\_\_\_, \_\_\_\_\_ 1/4, of the \_\_\_\_\_ 1/4 of SEC \_\_\_\_\_, T \_\_\_\_\_ N, R \_\_\_\_\_ E, Town of \_\_\_\_\_

Parcel Number \_\_\_\_\_ Parcel Size \_\_\_\_\_ Acreage to be changed \_\_\_\_\_

Legal Description of Property \_\_\_\_\_

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

**REQUESTED CHANGE**

Zoning District Change from \_\_\_\_\_ to \_\_\_\_\_

Future Land Use Change from \_\_\_\_\_ to \_\_\_\_\_

Briefly explain what is being requested and why \_\_\_\_\_

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

**SITE PLAN**

Please provide a drawing showing the shape and dimensions of the property, all existing and/or proposed structures including setbacks from property lines, the existing or intended use of all structures, and the locations of water bodies, well, septic tank and drain field.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

**FOR OFFICE USE ONLY**

Date Request Received \_\_\_\_\_

Date of Hearing \_\_\_\_\_

Date of Publishing \_\_\_\_\_ and \_\_\_\_\_

Committee Action \_\_\_\_\_

Date of Action \_\_\_\_\_

County Board Action \_\_\_\_\_

Date of Action \_\_\_\_\_