

Zoning and Land Use Petition Process for Rezoning, Conditional Use Permits or Requesting Variances:

Under Ordinance 2025- 3

The Town of Gibson abides by the Manitowoc County Land Use Ordinances, as well as the Town of Gibson 20 Year Comprehensive Plan, which require applicants to appear before the Town of Gibson Planning Commission and the Gibson Town Board in addition to any meetings of the Manitowoc County Planning and Zoning Department and the County Board of Manitowoc County.

DO NOT BEGIN OR COMMENCE IN ANY ACTION UNTIL YOU HAVE FINAL APPROVAL FROM THE TOWN OF GIBSON AND MANITOWOC COUNTY. FAILURE TO FOLLOW THESE PROCEDURES WHEN FILING A PETITION MAY RESULT IN LOST TIME AND/OR PENALTY.

The following are examples of petition requests that require approval by the Town of Gibson:

- Land and Building Zone Changes: Zoning requests and Certified Surveys
- Land Divisions: Division of an existing parcel in any way to create a new parcel
- Subdivision, Condominium and Commercial Plats: Residential, Industrial, Business and Commercial
- Conditional Use Permits and Variance Requests: Uses that do not conform to the present zoning of a parcel.

Variance Requests: Your property must meet the following criteria:

- Unnecessary Hardship: Strict application of an ordinance must result in an unnecessary hardship – in the absence of a variance, no reasonable use can be made of the property
- Hardship due to Unique Physical Limitations of the Property: compliance with ordinance presented by limitations (steep slopes, wetlands, etc.) that are not shared by other properties.
- No harm to Public Interests: Plan Commission must consider the impacts of your proposed variance on neighboring properties and the town as a whole.
- Other land use issues controlled by the current Manitowoc County Land Use Ordinances and the Town of Gibson 20 Year Comprehensive Plan

INSTRUCTIONS for Zone Requests Town Board	
1. Name – Full name of the property owner, trustee or legal representative.	
2. Address – Present address of the property owner, trustee, or legal representative.	
3. Telephone Number where the property owner, trustee, or legal representative can be reached.	
4. Date – Date application was submitted to the Town of Gibson Plan Commission.	
5. Fee Amount – The filing fee for review of the application, site visits and meetings by Gibson Plan Commission required to discuss the petition request. Present filing fee is \$250.	
6. Tax Parcel ID Number – As shown on the tax bill.	
7. Address of Property for Re-zoning– Provide the present address of the property if deferent from the address provided above. IF property does not have an address, include a property description.	
8. Current zoning on Petitioner’s property – Provide the current zoning of the property as listed with the Manitowoc County Planning and Zoning Department. Include total acres of land listed for tax parcel ID number.	
9. Reason for re-zoning on Petitioner’s property – Provide information on your reason for requesting the zoning.	
10. Existing land uses on Petitioner’s property – Provide information on how the land is presently being used and past uses of the land.	
11. Existing land use restrictions on petitioner’s property – Provide any existing land use restrictions for this property. This should include any deed restrictions, easements or other restrictions that affect the property.	
12. Surrounding land uses from petitioner’s property – Provide an overall description of the surrounding land and what its present use is.	
13. Soil characteristics on Petitioner’s property – provide information on existing soil conditions listing LESA soil types, ground water depth and septic system conditions.	
14. Topography of Petitioner’s property – provide a description of the property listing woods, streams or creeks, wetlands, farmland, landscape and other features of the terrain.	
15. Map request for Petitioner’s property – Provide a map showing location of proposed and existing roads, driveways or other entrances, buildings, wells, septic systems and any other existing structures or improvements to the land	
16. Complete the Right to Farm document	

TOWN OF GIBSON
ZONING REQUEST APPLICATION

PETITIONER TO PROVIDE SIX (6) COPIES OF APPLICATION AND ATTACHMENTS

1. Name:

2. Address:

3. Telephone Number:

4. Date:

5. Fee Amount: \$250
(Payable to the Town of Gibson)

6. Tax Parcel ID Number:

7. Address of property for Re-zoning (If different from above or parcel description) :

8. Current Zoning on Petitioner's Property:

Total acres of land:

9. Reason for re-zoning Petitioner's Property:

Requested acres of land to be rezoned:

Land in Farmland Preservation: Yes No

10. Existing Land Uses on Petitioner's Property:

11. Existing Land Use Restrictions on Petitioner's Property:

12. Surrounding land uses from Petitioner's Property:

13. Soil characteristics on Petitioner's Property:

14. Topography of Petitioner's Property:

15. Map Request of Petitioner's Property: (Provide as an attachment) *Show all proposed or existing roads, driveways or other entrances, buildings, wells and septic systems on property or any other improvements *IF land is to be sub-divided, provide map showing all roads, plots and locations of buildings *Aerial photo can be obtained from Google, Earth or Natural Resources Conservation Services at 4319 Expo Drive Manitowoc. Highlight area to be rezoned
16. Complete the Right to Farm Document
17. Signature of Petitioner(s) _____ Date: _____
Completed Application and Fee should be returned to Gibson Town Clerk
For Plan Commission Use: Date Received: Plan Commission Site Meeting Date: Plan Commission Meeting Date: Fee Amount: \$250.00 payable to the Town of Gibson Application Form Completed with all information provided along with 6 Copies: Yes No Additional Information Requested:
Plan Commission Findings: (reasons for recommendation for approval or denial)
Recommendation to the Town Board:
Town Board Decision:

RIGHT TO FARM

I, _____, hold harmless area farmers/land owners and their farming operations and practices from normal nuisances which occur as part of the farming procedures such as, but not limited to: noise from farm equipment, hours of operation, inconvenience of farm equipment travel on public roads, occasional smell and dust.

This Right to Farm document shall be recorded in the Office of the Register of Deeds.

Legal Description of Property:

Tax Parcel Number: _____

Signature of Rezone Applicant: _____

Date: _____

INSTRUCTIONS for CONDITIONAL USE PERMITS
1. Name – Full name of the property owner, trustee or legal representative.
2. Address – Present address of the property owner, trustee, or legal representative.
3. Telephone Number where the property owner, trustee, or legal representative can be reached.
4. Address of Property for Conditional Use Permit – Provide the present address of the property if deferent from the address provided above. IF property does not have an address, include a property description.
5. Owner of property (if different from above)
6. Owner phone number (if different from above)
7. Description for Conditional Use Permit
8. Justification for a conditional use permit on Petitioner’s property – Provide information on your reason for requesting a conditional use permit
9. Complete Operational Plan
10. Applicable Regulations for operation
11. Required Attachments: • Sketch/map showing location of buildings and/or lot for Conditional Use • Location map: Show all property and lands within 300 feet of affected area, current zoning of each, and any other jurisdiction that maintains control over property. • Operational Plan
12. Name(s) and address(es) of surrounding property owners
13. Provide Notice to adjacent property owners of application of a Conditional Use Permit
14. Existing land uses on Petitioner’s property – Provide information on how the land is presently being used and past uses of the land.
15. Existing land use restrictions on petitioner’s property – Provide any existing land use restrictions for this property. This should include any deed restrictions, easements or other restrictions that affect the property.
16. Surrounding land uses from petitioner’s property – Provide an overall description of the surrounding land and what its present use is.
17. Fee Amount – The filing fee for review of the application, site visits and meetings by Gibson Plan Commission required to discuss the petition request. Present filing fee is \$250.

TOWN OF GIBSON
CONDITIONAL USE APPLICATION

1. Name of Applicant:
2. Address:
3. Phone Number:
4. Property Address:
5. Owner of Property: (If different from above)
6. Owner Phone Number: (If different from above)
7. Description of Proposed Conditional Use:
8. Justification for Conditional Use: Describe why the proposed Conditional Use will not create a substantial or undue adverse impact on nearby property, the environment, and the public health, safety, or general welfare.
9. Complete Operational Plan
10. Applicable Regulations: County Ordinances, State Statutes required for operation
11. Required Attachments: •
12. Names and addresses of surrounding landowners: • • •
13. Provide Notice to adjacent property owners of application of a Conditional Use Permit The undersigned owner of the property hereby consents to this application for the Conditional Use and hereby certifies the foregoing information is true and accurate to the best of their knowledge. The undersigned hereby expressly consents to Wis. Statute Section 943.13(3m). The Zoning Administrator or designee may have access to the property at reasonable times for the purpose of investigation and determining compliance with the Conditional Use Permit issued pursuant to this application. Date: _____ _____ Owner Signature
14. Existing land use:
15. Existing land use restrictions:

16. Surrounding land uses
17. Submit the application fee of \$200 along with 6 copies of this application and drawings to Gibson Town Clerk
For Plan Commission Use Date Received: Plan Commission Site Meeting Date: Plan Commission Meeting Date: Fee Amount: \$250.00 payable to the Town of Gibson Application Form Completed with all information provided along with 6 Copies: Yes No Additional Information Requested:
Plan Commission Findings: (reasons for recommendation for approval or denial)
Recommendation to the Town Board:
Town Board Decision:

As part of your Conditional Use Application, an Operational Plan shall be submitted along with the application in order to proceed. The Operational Plan shall, at a minimum, will need to include the following:

1. Proposed Use: Basic description of the operation; inside and outside.
2. Number of employees per shift (2 year estimate):
3. Hours of operation:
4. Structures: (New and existing)
5. Traffic: Approximate number and types of vehicles entering and leaving the site daily
6. Security: Fencing or lighting
7. Environmental Impact: Noise generated from operation, waste disposal, air pollution (odors) and surface drainage.

INSTRUCTIONS for Variance Requests
1. Name – Full name of the property owner, trustee or legal representative
2. Address – Present address of the property owner, trustee, or legal representative
3. Telephone Number where the property owner, trustee, or legal representative can be reached
4. Date – Date application was submitted to Town of Gibson Plan Commission
5. Fee Amount – The filing fee for review of the application, site visits and meetings by Gibson Plan Commission required to discuss the petition request. Present filing fee is \$250.
6. Tax Parcel ID Number – As shown on the tax bill
7. Address of Property for Variance Request – Provide the present address of the property if deferent from the address provided above. IF property does not have an address, include a property description
8. Current variance on Petitioner’s property – Provide the current variance ordinance as listed with the Manitowoc County Planning and Zoning Department. Include total acres of land listed for tax parcel ID number
9. Request variance on Petitioner’s property – For variance list any vegetation removal, Floodplain and wetland boundaries, dimensions and locations of existing and proposed structures, utilities, roadways, and easements, wells and sanitary systems, location of filling or grading, erosion control measures and ordinary high-water mark.
10. Reason for variance on Petitioner’s property – Provide information on your reason for requesting the zoning or the variance change that must address variance criteria.
11. Existing land uses on Petitioner’s property – Provide information on how the land is presently being used and past uses of the land.
12. Existing land use restrictions on petitioner’s property – Provide any existing land use restrictions for this property. This should include any deed restrictions, easements or other restrictions that affect the property
13. Surrounding land uses from petitioner’s property – Provide an overall description of the surrounding land and what its present use is
14. Soil characteristics on Petitioner’s property – provide information on existing soil conditions listing LESA soil types, ground water depth and septic system conditions
15. Topography of Petitioner’s property – provide a description of the property listing woods, streams or creeks, wetlands, farmland, landscape and other features of the terrain
16. Map request for Petitioner’s property – Provide a map showing location of proposed and existing roads, driveways or other entrances, buildings, wells, septic systems and any other existing structures or improvements to the land

TOWN OF GIBSON
VARIANCE REQUEST APPLICATION

PETITIONER TO PROVIDE SIX (6) COPIES OF APPLICATION AND ATTACHMENTS

1. Name:

2. Address:

3. Telephone Number:

4. Date:

5. Fee Amount: \$250
(Payable to the Town of Gibson)

6. Tax Parcel ID Number:

7. Address of property for a variance request:
(If different from above or parcel description)

8. Current Variance on Petitioner's Property:

9. Requested Variance on Petitioner's Property **(List any affected Ordinance(s))**:

10. Reason for Variance on Petitioner's Property **(must address variance criteria)**:

11. Existing Land Uses on Petitioner's Property:

12. Existing Land Use Restrictions on Petitioner's Property:

13. Surrounding Land Uses From Petitioner's Property:

14. Soil Characteristics on Petitioner's Property:

15. Topography of Petitioner's Property:

16. Map Request of Petitioner's Property: (Provide as an attachment)

*Show all proposed or existing roads, driveways or other entrances, buildings, wells and septic systems on property or any other improvements

*IF land is to be sub-divided, provide map showing all roads, plots and locations of buildings

*Aerial photo can be obtained from Google, Earth or Natural Resources Conservation Services at 4319 Expo Drive Manitowoc. **Highlight area to have a variance**

17. Signature of Petitioner(s)

Date: _____

Completed Application and Fee should be returned to Gibson Town Clerk

For Plan Commission Use:

Date Received:

Plan Commission Site Meeting Date:

Plan Commission Meeting Date:

Fee Amount: \$250.00 payable to the Town of Gibson

Application Form Completed with all information provided along with 6 Copies: Yes No

Additional Information Requested:

Plan Commission Findings: (reasons for recommendation for approval or denial)

Recommendation to the Town Board:

Town Board Decision: