

### **Zoning Amendment Procedures (Rezoning)**

1. Contact a Registered Land Surveyor to prepare preliminary certified survey map (CSM) showing the proposed lot(s)/area to be rezoned.
2. Complete a “Petition to Amend Zoning Ordinance,” also referred to as a rezoning application.
3. Submit a rezoning application, preliminary CSM, other supporting documentation and nonrefundable fees (\$300 hearing fee, \$100 administrative fee for rezoning out of the A-1 Agricultural district and \$50 preliminary CSM review fee) to the **Jefferson County Zoning Department**, 311 South Center Avenue, Room 201, Jefferson, WI 53549. Your application should include:
  - a. “Petition to Amend Zoning Ordinance” form (rezoning application)
  - b. Written explanation
  - c. Preliminary certified survey map (CSM)
  - d. Plot plan or drawing to support request. All pages, including plot plan, shall be no larger than 11” x 17”.

**Keep a copy of this information for submittal to your Town Clerk.**

4. Contact Clerk of the Town in which the proposed zoning amendment is located for Planning Commission/Town Board meeting dates and times.
5. Attend Town Planning Commission meeting (if applicable).
6. Attend Town Board meeting.
7. Once the Town Board has acted on the petition, Jefferson County Zoning needs the signed preliminary certified survey map and signed yellow decision sheet which have been provided to your Town Clerk. Receipt of this information will complete your application and will allow Jefferson County Zoning to schedule your petition for the County’s public hearing. The second Friday of each month is the deadline for acceptance of a complete application for the following month’s public hearing.
8. Clearly mark proposed lot(s) with flags for the Planning & Zoning Committee’s visual inspection prior to public hearing. If the proposed lot(s) are not marked prior to the Zoning Committee’s inspection, your rezone petition may be delayed!
9. Attend Jefferson County Planning & Zoning Committee public hearing (public hearing notice will be sent to you in the mail prior to hearing.)
10. The Planning and Zoning Committee will meet on the last Monday of the month (unless affected by a holiday) to make their recommendation on the proposed zoning amendment to the Jefferson County Board of Supervisors. The decision date will be announced by the Committee Chair at the beginning of the public hearing.
11. The Jefferson County Board of Supervisors takes final action on Planning and Zoning Committee recommendations at their next monthly Board Meeting. If approved, the zoning amendment becomes effective when all conditions of the approval have been met (i.e. soil test, final CSM recording, affidavit, etc.)