

Village of Cambridge Comprehensive Plan Amendment Application

200 Spring Street, PO Box 99, Cambridge, WI 53523 ♦ Phone (608) 423- 3712
<https://cambridgewi.gov>

Anyone who lives in the Village, owns land, has a contract related to land, or represents one of these parties may request an amendment to the Comprehensive Plan. If you're proposing a change to the Future Land Use Map, you must show that the change serves the public interest and aligns with the rest of the Plan.

To apply:

- Submit this form with one hard copy and one digital copy of the required items (see list below).
- Turn in your complete application at least 40 days before the Plan Commission meeting to allow time for public notice, staff review, and agenda scheduling.
- Pay the required fee to the Village Clerk. The review won't begin until everything is submitted and paid.

Applicants or their representatives are encouraged to attend the Plan Commission meeting to explain the request and answer questions.

If you have any questions about the requirements, please contact Steve Tremlett, Zoning Administrator, at (608) 242-4828 or stremlett@msa-ps.com.

Owner Name(s):	
Applicant Name (if different than above):	
Property Address:	Parcel #:
Applicant Address (if different than above):	
Applicant Phone:	Applicant Email:
Current Zoning Designation:	Current Property Use:
Current Future Land Use Designation:	
Proposed Future Land Use Designation:	

A \$600 fee is required. Please include the following information with your amendment application:

1. An application submitted by a landowner to amend the **Future Land Use Map** shall include the following:
 - (a) A scaled drawing of the subject property;
 - (b) A legal description for each of the parcels in the subject property;
 - (c) A map of the existing land uses occurring on and around the subject property;
 - (d) Complete the Description & Justification Form;
 - (e) Other supporting information the applicant deems appropriate; and
 - (f) If you are an agent representing the property owner, a letter from the property owner authorizing submittal of amendment request.
2. **Other Amendments.** **For all other types of amendments**, the application shall include the following:
 - (a) Complete the Description & Justification Form.
 - (b) Other supporting information the applicant deems appropriate.

Applicant Signature: _____ **Date:** _____

Owner Signature: _____ **Date:** _____

For Staff Use Only	
Date Received:	Fee Paid?
Public Hearing Date:	Public Hearing Publication Date:
Plan Commission Recommendation: ☐ Denied ☐ Approved Subject to:	
Village Board Decision: ☐ Denied ☐ Approved Subject to:	
Plan Commission Resolution #:	Village Board Ordinance #:

Comprehensive Plan Amendment – Description & Justification Form

1. Type of Amendment Requested
(check all that apply)
☐ Future Land Use Map Amendment
☐ Text Amendment to Plan Narrative of Policies
☐ Other (please describe) _____
2. Detailed Description of the Proposed Amendment
(Clearly describe the nature of the amendment. Include specific map changes, text revisions, or policy updates. Attach additional pages if needed.)
3. Purpose and Need for Amendment
(Explain why the amendment is being proposed. Include relevant background, development plans, or changes in conditions that support the request.)
4. Public Interest Justification
(Describe how the proposed amendment will benefit the Village of Cambridge. Consider impacts on housing, transportation, environment, economic development, or community character.)
5. Consistency with the Comprehensive Plan
(Explain how the amendment aligns with the goals, objectives, and policies of the current Comprehensive Plan. Reference specific sections or policies if possible.)