



APPLICATION FOR REZONING
 Planning & Zoning Commission
 531 N. Nash St.
 Hortonville, WI 54944
 920-779-6011

<https://www.hortonvillewi.org>

Stamp date received

PROPERTY OWNER		APPLICANT (owner's agent)	
Name		Name	
Mailing Address		Mailing Address	
Phone		Phone	
E-mail		E-mail	

PROPERTY INFORMATION	
Property Tax # (240-0000-00) & Legal Description	
Site Address/Location	
Legal Description of Land proposed for Rezoning including to the center line of right of way(s) *Please submit an electronic copy of the legal description in Microsoft Word format.	
Current Zoning:	Proposed Zoning:
Current Uses:	Proposed Uses:
Lot Dimensions and Area:	

PLEASE STATE REASON(S) FOR REZONING REQUEST

Date	Owner/Agent Signature (Agents must provide written proof of authorization)

OFFICE USE ONLY	
FILE # Z- _____	Application Complete _____ / ____ / ____ Date Filed ____ / ____ / ____
Fee \$300.00 Receipt # _____	Date Paid ____ / ____ / ____

VILLAGE OF HORTONVILLE REZONING REQUESTS

When:

You want to use your property in a way that is not permitted by its current zoning.

Why:

The zoning ordinance divides all lands into zones for various land uses, such as residential, commercial, and industrial, and sets regulations for the use of land and buildings and their spatial relationships (size of yards and open space, etc.). This is done to protect owners and citizens from uses that may detract from the enjoyment of their property and to ensure basic standards for health and safety.

How:

Meet with the Village Administrator (779-6011) to discuss your proposal prior to submitting an application. It may be suggested that you meet with neighboring property owners. To change the zoning of a property an ordinance must be passed by the Village Board, signed by the President, and published in the Village's official newspaper. This process typically takes 6-8 weeks. After discussing your proposal with the Village Administrator, submit your application for rezoning to the Village Clerk's Office.

Your application should be submitted at least fifteen (15) days prior to the Planning and Zoning Commission meeting and should include the following:

- Application form
- Site plan showing proposed vehicular access points, location of all existing and proposed structures and parking areas
- Any other information pertinent to understanding your request, or other information required by staff (i.e. engineering, transportation, or utilities)
- Filing fee of \$300.00

Procedure:

After all submissions have been made and fees paid, the Village staff includes the application on the Planning and Zoning Commission agenda. Planning and Zoning Commission meetings are held on the second Tuesday of the month. Staff mails notices of the Planning and Zoning Commission meeting to property owners within 300 feet (or a minimum of the three closest property owners) and to other parties of interest. Staff also sends a copy of the request to various Village departments for review and comment. Staff submits a report and recommendations to the Planning and Zoning Commission. At the Planning and Zoning Commission meeting, applicants present their request and members of the public may state their support, opposition, or concerns about the proposed rezoning. The Commission considers the comments of the reviewing Village departments, recommendations of Village staff, presented testimony and information.

Once the rezoning request is recommended, the Village staff will set a Public Hearing date before the Board of Appeals. The Village staff publishes an official notice of the Public Hearing in the Village's official newspaper twice within fifteen days of the Public Hearing date. Ten days prior to the hearing, staff mails notices of the Public Hearing to property owners within 300 feet (or a minimum of the three closest property owners) and to other parties of interest. The Public Hearing is held, the rezoning request is reviewed and members of the public may state their support, opposition, or concerns about the proposed rezoning.

At the Public Hearing, the Board of Appeals considers the comments of the reviewing Village departments, recommendations of the Public Hearing testimony and information. The approval may be granted at a later meeting depending on the complexity of the issue and ordinance or resolution preparations that may be required.

The Board of Appeals may choose to approve or deny the rezoning request. If the rezoning is approved you may proceed by obtaining other required approvals.