

**CITY OF STURGEON BAY
ZONING/REZONING
APPLICATION**

STAFF USE: Date Received: _____ Fee Paid: \$ _____ Received By: _____

	APPLICANT/AGENT	LEGAL PROPERTY OWNER (if different)
Name		
Company		
Street Address		
City/State/Zip		
Daytime Telephone #		
Email		

STREET ADDRESS OF SUBJECT PROPERTY: _____
 Location if not assigned a common address: _____

TAX PARCEL NUMBER: _____

CURRENT ZONING CLASSIFICATION: _____

CURRENT USE AND IMPROVEMENTS: _____

ZONING DISTRICT REQUESTED : _____

COMPREHENSIVE PLAN DESIGNATION OF SUBJECT PROPERTY: _____

PROPOSED USE OF SURROUNDING PROPERTY UNDER COMPREHENSIVE PLAN:
 North: _____
 South: _____
 East: _____
 West: _____

ZONING AND USES OF SURROUNDING PROPERTIES:

North: _____
South: _____
East: _____
West: _____

HAVE THERE BEEN ANY VARIANCES, CONDITIONAL USE PERMITS, ETC. GRANTED PREVIOUSLY FOR THIS PROPERTY? **Yes** or **No** (circle) IF YES, EXPLAIN: _____

Attach an 8-1/2"x 11" detailed site plan (if site plan is larger than 8-1/2"x 11", also include 15 large sized copies), full legal description (preferably digital), 8-1/2"x 11" location map, construction plans for the proposed project, and Agreement for Reimbursement of expenses. Site plan shall include dimensions of property, pertinent structures and buildings, proposed site improvements, signature of person who drew plan, etc.

Property Owner

Date

Applicant/Agent

Date

I, _____, have attended a review meeting with at least one member of staff and understand that I am responsible for sign placement and following all stages listed on the check list in regard to the applicant.

Date of review meeting.

Applicant signature

Staff signature

Attachments:

Procedure & Check List

Agreement for Reimbursement of Expenses

STAFF USE ONLY

Application conditions of approval or denial:

Date

Community Development Director

**CITY OF STURGEON BAY
AGREEMENT FOR REIMBURSEMENT OF EXPENSES**

WHEREAS the City of Sturgeon Bay has created Section 3.035 of the Municipal Code authorizing the city Clerk – Treasurer to charge for reimbursement of legal, consulting, incidental, and special events expenses incurred on behalf of and/or for the benefit of third parties for services rendered by the City of Sturgeon Bay;

AND WHEREAS the undersigned has requested services and/or authorizations of the City of Sturgeon Bay which will result in the necessity to incur legal, consulting, incidental, or special event expenses on behalf of the undersigned or in consideration of the request submitted by the undersigned;

NOW, THEREFORE, IT IS AGREED that the undersigned will reimburse the City of Sturgeon Bay by providing payment to the City Clerk – Treasurer within fourteen (14) days of receiving an invoice, for all legal, consulting, incidental, and special event expenses incurred by the City of Sturgeon Bay for the benefit of the undersigned or for the consideration of the request submitted by the undersigned. These expenses are likely to include the following: Planning and engineering review, legal review and document preparation, recording, publication, special events, and miscellaneous expenses.

This Agreement must be signed prior to the initiation of any action by the City of Sturgeon Bay.

Dated: _____

Signature of Applicant

Dated: _____

Signature of Applicant

Company name (if applicable): _____

Billing Address: _____

Telephone: _____

Email: _____

PROCEDURE & CHECK LIST FOR ZONING MAP AMENDMENTS

- ____ 1. Applications for rezoning are filed with the Zoning Administrator. Application shall contain full legal description (preferably digital), street address, parcel number(s), property map, zoning district requested, and map of surrounding zoning, as well as the required fee and Agreement for Reimbursement of Expenses form.
- ____ 2. After review by staff, application is forwarded to Community Development Administrative Assistant for placement on City Plan Commission agenda.
- ____ 3. Community Development Administrative Assistant forwards a copy of the Agreement for Reimbursement of Expenses form to the Deputy Treasurer.
- ____ 4. Community Development Administrative Assistant places request on City Plan Commission agenda for initial presentation.
- ____ 5. Applicant presents zoning request to Plan Commission. City Plan Commission reviews and sets for public hearing at next meeting.
- ____ 6. Community Development Administrative Assistant schedules public hearing to be held before Plan Commission (date: _____) and drafts public hearing notice. Name of property owner, parcel number and property address (or location description) are placed in notice. Public hearing notice is published under legal notices in Peninsula Pulse two times (Class 2 notice), one week apart, with the last insertion one week prior to the public hearing. Notice must be emailed (in editable Word version) to Peninsula Pulse (legals@ppulse.com) no later than 9:30 a.m. on Wednesday for publication on Friday of the same week. (publication dates: _____ and _____.) (Email to Pulse by: _____)
- ____ 7. Community Development Administrative Assistant posts public hearing notice on bulletin boards at City Hall, and puts in mailboxes of public access TV, Sturgeon Bay Utilities and Municipal Services.
- ____ 8. Community Development Administrative Assistant places the public hearing notice on the City's website.
- ____ 9. Community Development Department coordinates placement of signage with applicant. Public hearing notification signs shall be obtained by the applicant from the Community Development Department, require \$50 deposit per sign, and shall be placed on the subject property at least 10 days prior to public hearing. (Public hearing sign deposit should be recorded on spreadsheet: [P:\City Hall\Account Recs\Public Hearing Sign Deposit.xls](#)) (deadline date: _____)
- ____ 10. Community Development Administrative Assistant forwards public hearing notice and map, along with list of names and addresses of property owners within 300 feet of subject property, to applicant at least 10 days prior to hearing. Note: Send hearing notice to adjacent township if within 1000 feet of subject property. (deadline date: _____)
- ____ 11. Community Development Administrative Assistant forwards public hearing notice and map of subject property by regular mail to property owners within 300 feet of subject property at least 10 days prior to hearing (by _____).
- ____ 12. Plan Commission holds public hearing. Written correspondence is checked to determine if there is protest from 20% or more of the area of the land immediately adjacent extending 100 feet therefrom or 20% or more of the land directly opposite thereto extending 100 feet from the street frontage of such opposite land. If such written protest is received, approval is needed by 3/4 vote of the members of the council voting on the proposed change. In order for a protest to trigger the 3/4 vote, the protest must be in

writing, signed by owners of 20% or more of the land included or immediately adjacent, and the signatures must be notarized.

- ____13. At next Plan Commission meeting (date: _____), members discuss and motion to approve or deny request. *However, the plan commission can modify this requirement by an affirmative vote of three-fourths of its members present after conducting the public hearing and make a recommendation at the same meeting as the public hearing.*
- ____14. Community Development Administrative Assistant prepares recommendation to council (with supporting documents from PC meeting) and ordinance (if recommendation is for approval) and notes dates of first and second readings. (Dates of readings: _____ and _____)
- ____15. Community Development Administrative Assistant removes public hearing notices from bulletin boards and City's website.
- ____16. If recommendation at Plan Commission was for denial, Common Council may override or agree with Plan Commission. If request is approved, then Community Development Administrative Assistant prepares ordinance and notes first and second readings. (Dates of readings: _____ and _____).
- ____17. After approval of ordinance after second reading, Community Development Administrative Assistant provides clean copy (Word version) of ordinance to Deputy City Clerk for publication.
- ____18. Deputy City Clerk publishes ordinance as Class I notice within 15 days of passage.
- ____19. Rezoning is effective on the day after publication.
- ____20. Deputy City Clerk distributes copies to alderpersons and staff.
- ____21. City Engineer records rezoning on Zoning Map.
- ____22. Public hearing sign deposit is returned to applicant after sign has been returned. Community Development Administrative Assistant prepares refund request and notes on public hearing sign deposit spreadsheet.