



City of Richland Center

Zoning Application – Evaluation, Reporting and Decision Form

This Zoning Form must be completed by the zoning applicant and submitted to the clerk’s office along with the corresponding application fee. This form assists with three specific steps required in a Zoning Process.

For Office Use Only

Application # _____

Fee: _____ Paid _____

Approved Denied

Date _____

- 1) Application for Zoning
- 2) Evaluation of the Zoning Application
- 3) Required reporting to the decision making bodies.

Please note that incomplete applications may cause delays. Please contact the City of Richland Center Zoning Office for any related questions at 608-647-3466

With all Zoning or Rezoning Amendment requests, elected officials consider the larger land area to avoid piecemeal decisions that may lead to conflict between adjacent incompatible uses and may undermine neighborhoods and the goals established for them in land use plans and ordinances.

No zoning permit shall be issued unless, prior to issuance of the zoning permit, either a plat which meets the requirements of sec. 236.10, Wis. Stats., or a certified survey map which meets the requirements of sec. 236.34, Wis. Stats., depicting the lands upon which the proposed structure or the activity for which the zoning permit is requested, has been submitted to and approved by the City Council.

Property Owner Information

Owner:			Date	
Name			Phone #	
Address		City	State & Zip	

Contractor:			Phone #	
Name			State & Zip	
Address		City	State & Zip	

Owners Signature _____ **Date** _____

Property Information

Parcel No(s). _____

Approximate Street Address _____

Location (Gov. Lot _____ or _____ ¼, _____ ¼), Section _____, T _____ N, R _____ E,

City or Town of _____ Subdivision (CSM - Vol. & Page _____, Lot _____)

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Please Check appropriate box per land location

- City ETZ (Extraterritorial Zoning)

Zoning Information

Please Check one box from each column

Zoning	Zoning Permit
<input type="checkbox"/> Single Family Residential (R-1) <input type="checkbox"/> Multiple Family Residential (R-2) <input type="checkbox"/> Multiple Family Residential (R-3-4) <input type="checkbox"/> Multiple Family Residential (R-5) <input type="checkbox"/> Residential Office (R-O) <input type="checkbox"/> Residential Agriculture (R-A) <input type="checkbox"/> Commercial General (C-G) <input type="checkbox"/> Commercial Downtown (C-DT) <input type="checkbox"/> Industrial (IND) <input type="checkbox"/> Industrial Park (I-P) <input type="checkbox"/> Mobile Home Park (MHP) <input type="checkbox"/> Other _____	<input type="checkbox"/> Single Family Dwelling <input type="checkbox"/> Multiple Family Dwelling <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Addition to existing residential building <input type="checkbox"/> Garage <input type="checkbox"/> Accessory building <input type="checkbox"/> Fence <input type="checkbox"/> Deck <input type="checkbox"/> Raze/Demolition <input type="checkbox"/> Other: _____

Question to be answered by the Owner / Contractor

Work Description:

Cost of Project _____

Estimated time of completion _____

Owners Signature _____ **Date** _____

Notice

Please attach your CSM/Plat/Sketch with all dimensions of the project, setbacks, distance from other existing structures and any other requirements asked for from the Zoning Department.



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Questions shall be answered by the City of Richland Center

Does the proposal agree with the City of Richland Centers Comprehensive Plan? Yes No

(See Exhibit 1 and 2) Explain: _____

Will the zoning permit have an adverse impact on the other properties in the vicinity? Yes No

Explain: _____

Will the zoning permit have a significant adverse impact on the natural environment (i.e. air, water noise, stormwater management, soils, wildlife, vegetation, etc.) or is there an impact that is mitigated by improvements on the site or in the vicinity? Yes No

Explain: _____

Are there adequate public facilities to serve the proposed land use (Water, Sewer, Electric, Street Parking)? Yes No

Are there burdens on the local government for providing services for this proposal reasonable?

Yes No

Explain: _____

Have the required fees been received? Yes No Explain: _____

Have the appropriate public notices been filed Yes No Explain _____



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Recommendations of Governing Agents and Bodies

The City of Richland Center - Zoning Department

<input type="checkbox"/> Recommends Approval	<input type="checkbox"/> Recommends Denial
Signature:	Date:
Zoning Agent	
Recommendation Statement _____	

The City of Richland Center - Planning Commission

<input type="checkbox"/> Recommends Approval	<input type="checkbox"/> Recommends Denial
Signature:	Date:
Planning Commission Chairperson	
Recommendation Statement _____	

The City of Richland Center – Common Council

<input type="checkbox"/> Recommends Approval	<input type="checkbox"/> Recommends Denial
Signature:	Date:
Mayor of Richland Center	
Recommendation Statement _____	

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Zoning Check List

Action Item	Date
Completed Application Received	
Payment Received	
Zoning Department Review Completed	
Identify Planning Commission Review Date for Report to Council. Report must be received by Council within 60 days of receipt of application by Zoning Office.	Date for Planning Commission Meeting _____
City Council must hold a Public Hearing within 30 days of receipt of the report from Planning.	Date of City Council – Public Hearing _____
Class 2 Notice is required – Two insertions in the publication with the second insertion being published at least a week in advance. <i>If</i> the publication is released on a Wednesday, then the meeting could be held on the following Wednesday. The final notice shall be published no more than 30 days prior to the hearing.	Date of 1 st insertion _____ Date of 2 nd insertion _____ Date of Public Hearing _____
Mailing of all property owners within 300ft by City Clerk notifying them of Public Hearing. Mailing must be postmarked at least 10 days prior to meeting	Date that Notices must be mailed by _____

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Exhibit 3 – Planning Commission Formation for City of Richland Center

CHAPTER 51

CREATING A CITY PLANNING COMMISSION FOR THE CITY OF RICHLAND CENTER

[History: Ord 275]

51.01 There hereby is created as of March 30, 1933, for the City of Richland Center, a City Planning Commission. Such City Planning Commission shall be appointed, and have the powers, and the members thereof shall hold their terms of office as provided by Section 62.23 Wisconsin Statutes.

Exhibit 4 – Zoning Ordinance for Richland Center

400.05 (5) Zoning permits.

(a) Zoning Permit Required. No person shall erect, alter, remodel, demolish, wreck or move any building, structure, sign or part thereof without first securing a zoning permit therefore.

(b) Zoning Permit Application. Application for a zoning permit shall be made in the following manner:

1. The applicant or agent of the applicant shall fill out completely and file with the City Building Inspector an application for zoning permit form which shall be furnished by the City. The application for zoning permit shall set forth either the name of the plat and number(s) of the lot(s) or the number of the certified survey map and the number of the lot(s) describing the lands for which the activity to which the permit applies is sought.

2. The applicant or agent of the applicant shall pay over to the Building Inspector the prescribed fee for the requested zoning permit.

3. No zoning permit shall be issued unless, prior to issuance of the zoning permit, either a plat which meets the requirements of sec. 236.10, Wis. Stats., or a certified survey map which meets the requirements of sec. 236.34, Wis. Stats., depicting the lands upon which the proposed structure or the activity for which the zoning permit is requested, has been submitted to and approved by the City Council. If the parcel of land is intended or appears by its size to be likely to be divided into more than four (4) lots, it shall be platted; if four (4) or fewer lots are intended

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a certified survey map may be submitted instead of a plat. The City Council shall have the right to deny approval of any such plat or certified survey map and to withhold all zoning permits on the subject lands if the Council determines that the plat or certified survey map does not meet the requirements of all statutes applicable thereto or that the proposed layout of the lands does not make adequate provision for all of the following:

- a. Access to existing facilities and/or installation of projected facilities related to the furnishing of city services to the lands depicted on the plat, including but not limited to utilities.
 - b. Access to adequate public highways to serve the lands depicted on the plat or other lands in the vicinity, whether or not such lands are presently in the City.
 - c. Placement and development of interior streets, sidewalks and other public works upon the platted lands.
 - d. Drainage and disposal of rainwaters and waters generated by snowmelt.
 - e. Such provisions shall be based upon and shall make provision for needs projected to exist when the lands have been fully developed.
 - f. Upon approval of such plat or certified survey map, the applicant shall demonstrate to the satisfaction of the City that it has been properly executed and filed with the Richland County Register of Deeds.
4. The applicant or agent of the applicant shall in addition file with the Building Inspector any relevant data required by the City which the Building Inspector deems necessary to an evaluation of the merits of the application. A request by regular mail to the applicant or his agent at the address shown on the application shall constitute a demand for any such data.
5. An application for a zoning permit shall not be deemed a completed application until the application form has been filed, the fee paid and any additional requested data have been filed, and neither the Building Inspector nor the City Council are required to take any action on any application deemed incomplete.

(c) PROCEDURE UPON RECEIPT OF A ZONING PERMIT APPLICATION

1. A completed application for Zoning Permit shall be referred to the Building Inspector. The Building Inspector shall refer to the city council for action any application relating to:
 - a. New construction or additions to residential buildings of three units or more;
 - b. New construction or additions to community Living arrangements, commercial or industrial buildings.
 - c. Signs.

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The Building Inspector shall take action on all other applications on his own, without referral to the City Council. **[Amended by Ord 1997-10]**

2. The City Council and the building inspector shall have the following options in considering an application for a zoning permit: **[Amended by Ord 1997-10]**

a. Approval of the application.

b. Approval of the application, conditional upon satisfactory fulfillment of specified additional requirements such as plan approval by the Wisconsin Dept. of Commerce or similar required actions.

c. Denial of the application

1. An applicant for a building permit which has been unconditionally approved, shall within thirty (30) days after such approval, pay the city the full fee for the building permit. Upon such approval and payment, the Building Inspector shall issue the building permit. In the event of failure by the applicant to pay all fees within said 30 days, the building permit shall be deemed denied, notwithstanding the prior approval, and any permit fee previously paid is non-refundable. Thereafter, a new application and payment of a new fee shall be required. **[Ord 1997-10]**

2. An applicant for a building permit which has been conditionally approved shall, within one hundred and twenty (120) days after such approval, submit satisfactory evidence to the Building Inspector that all conditions of the approval have been fulfilled and shall pay to the city the full fee for the building permit. In the event of failure by the applicant to satisfy all conditions of the approval and/or to pay all fees within said 120 days, the building permit shall be deemed denied, notwithstanding the prior approval, and any permit fee previously paid is non-refundable. **[Ord 1997-10]**

3. An applicant for a zoning permit which has been issued shall, within four (4) months after the date of issuance, make a substantial commencement of the permitted construction or other permitted activity. In the event of failure to commence the construction or other permitted activity within said time, the zoning permit shall absolutely, and application for a new zoning permit shall be required prior to any commencement of the construction or other permitted activity.

4. An applicant for a zoning permit which has been issued shall, within twelve (12) months from the date of issuance of the permit, complete the permitted construction or other permitted activity, except that where the cost of the construction of other activity as set forth in the Application for the zoning permit equals or exceeds \$400,000.00, the City Council may extend such time for completion.