

Rezone and Zoning Special Exception Guide Town of Menomonie, Wisconsin

The following is a guide to help navigate the review process for those applying for a zoning change or a zoning special exception. The more information initially provided by the applicant will help in facilitating and expediting the process. The final decision for granting a zoning change or zoning special exception is made by the Dunn County Board,

Steps in the process:

- 1) Contact the Dunn County Planning and Zoning office. They will often give a preliminary consultation.
- 2) After contacting Dunn County Planning and Zoning, and a decision is made to proceed, contact the Plan Commission chairperson to start the application and submission process.
- 3) All required materials must be submitted a minimum of ten days prior to the scheduled Plan Commission meeting to allow for proper legal notifications.
- 4) The proposal will be placed on the Town of Menomonie's Plan Commission's meeting agenda for review with the following possible outcomes
 - Plan Commission votes to recommend the zoning change be granted.
 - Plan Commission votes to not recommend the zoning change be granted.
 - Plan Commission votes to table the review requesting more information.
- 5) The proposal will be placed on the Town of Menomonie Board meeting agenda and presented before the Town of Menomonie's Board for review (the proposal can move forward even if the Plan Commission votes against recommending the request) with the following possible outcomes.
 - Town Board votes to recommend the zoning change be granted.
 - Town Board votes to not recommend the zoning change be granted.
 - Town Board votes to table the review requesting more information.

Required Documentation and Fees

Proposals presented before the Dunn County PRD Committee or the County Board of Adjustments for a special exception requires the following Documents and Fees for the application process:

- The fee for a rezoning review is \$50, payable to the Town of Menomonie. Additional fees will be assessed for the County review process, payable to the County
- Map of requested parcel to be changed, preferably a CSM of the parcel.
- Letter to the Town of Menomonie stating what zoning or zoning special exception is being requested for the parcel and the reason(s) for requesting the change.
- Letters sent to owners of neighboring properties within 1000 feet informing them of the request for a zoning change along with the reason(s) for the request.
- A copy of the letter sent to neighboring property owners .
- A list of the neighboring property owners who have been informed of the proposed zoning change request or zoning special exception.
- Map of neighboring land indicating the zoning of those parcels.
- Map of neighboring land identifying owners of those parcels.
- Ten copies of each document required to accompany the application.