

## REZONING PETITION INSTRUCTIONS

STEP 1	<b>Petition.</b> Forms are available to pick up in either the Planning Department (3 <sup>rd</sup> Floor) or the City Clerk's Office (2 <sup>nd</sup> floor) of City Hall or on our website at <a href="http://www.cityoflacrosse.org/City Clerk/Forms">www.cityoflacrosse.org/City Clerk/Forms</a> .
STEP 2	<b>Schedule an appointment with the Planning &amp; Development Department (789-7512).</b> A. Verify the following: Property address, tax parcel number, legal description and zoning. B. Obtain a printout of the legal description and attach to the petition. C. Discuss proposed use and why a zoning change or amendment is necessary. D. Discuss whether the rezoning is consistent with the Comprehensive Plan.
STEP 3	<b>Complete Petition.</b> Petitions shall be signed by all owners of the property; or agent with signed affidavit. Complete the Petition in its entirety in legible print; <b><i>incomplete or illegible petitions will be refused.</i></b>
STEP 4	<b>Prepare an 8½" x 11" exhibit</b> that includes the following: <ul style="list-style-type: none"> <li>• Property dimensions.</li> <li>• Existing Conditions/Location of Buildings.</li> <li>• Proposed Building Locations/Property Improvements.</li> <li>• Sketches of proposed site.</li> </ul> Additional information may be required by the Planning & Development Department, City Engineer, Building Safety or Common Council; which may include a Plat of Survey.
STEP 5	<b>Submit petition to the City Clerk's Office, along with a check made payable to the City Treasurer in the amount of \$450.00.</b>  Applications must be submitted no later than 5:00 p.m. on the Friday preceding the regularly scheduled Council meeting, held the second Thursday of the month.

Committee	Meeting Date/Time
Submittal Deadline	Friday,
City Plan Commission*	Monday,
Judiciary & Administration Committee*	Tuesday,
Common Council (Final Action)	Thursday,

\* attendance recommended.

Note: City Plan Commission meets at 4:00 p.m. in the 3<sup>rd</sup> Fl. Conf. Rm. All others meet at 6:00 p.m. in Council Chambers.

**PETITION FOR  
AMENDMENT OF ZONING DISTRICT BOUNDARIES**

**REQUIREMENTS**

All petitions must be completed in full and filed with the City Clerk's Office, no later than 5:00 p.m. on the Friday preceding the regularly scheduled Common Council meeting, which is held on the second Thursday of the month. ***Petitions that are incomplete or illegible will not be accepted.***

Prior to completion of the Petition, all petitioners, who have not already done so, should meet with the Planning & Development Department to discuss the proposed use, why this district change or amendment is necessary and whether it is consistent with the Comprehensive Plan. In addition, any applicant shall verify property address (include all the street addresses that can be found in subject tax parcel(s)), tax parcel number, legal description and zoning and shall attach a printout of the legal description to the application.

**FEES**

All petitions shall be accompanied by a check made payable to the City Treasurer in the amount of four hundred fifty dollars (\$450.00).

**ATTACHMENTS**

***All applicants shall be required to provide the following attachments:***

Sketches showing the location, dimensions and size of the following: existing and proposed structures, existing and proposed easements, streets and other public ways, architectural plans, landscaping plans, off-street parking, loading areas and driveways, and existing and proposed front, side and rear yards. In addition, sketches shall show the location and use of any abutting lands and their structures within twenty (20) feet of the subject site.

Additional Information as may be required by the Planning & Development Department, City Engineer, Building Safety or Common Council; which may include a Plat of Survey.

**AUTHORIZATION**

All petitions shall be signed by all owners of the property. If an agent of the property owner files a petition on behalf of the property owner, the agent must provide a signed affidavit from the property owner authorizing the pursuit of the district change or amendment.

**NOTICE**

All rezoning amendments, except as otherwise provided by the Common Council for comprehensive rezonings, shall require written notification by regular mail to the owners of record of land included in such change, the owners of record of land within two hundred (200) feet radius, excluding right-of-way.

**PETITION FOR CHANGE TO ZONING  
CITY OF LA CROSSE**

**AMENDMENT OF ZONING DISTRICT BOUNDARIES**

Petitioner (name and address):

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Owner of site (name and address):

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Address of subject premises:

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Tax Parcel No.: \_\_\_\_\_

Legal Description: \_\_\_\_\_

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Zoning District Classification: \_\_\_\_\_

Proposed Zoning Classification: \_\_\_\_\_

Is the property located in a floodway/floodplain zoning district?      \_\_\_ Yes \_\_\_ No

Is the property/structure listed on the local register of historic places?      \_\_\_ Yes \_\_\_ No

Is the Rezoning consistent with Future Land Use Map of the Comprehensive Plan?      \_\_\_ Yes \_\_\_ No

Is the Rezoning consistent with the policies of the Comprehensive Plan?      \_\_\_ Yes \_\_\_ No

Property is Presently Used For:

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Property is Proposed to be Used For:

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Proposed Rezoning is Necessary Because (Detailed Answer):

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Proposed Rezoning will not be Detrimental to the Neighborhood or Public Welfare Because (Detailed Answer):

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Proposed Rezoning will not be Detrimental to the City's Long Range Comprehensive Plan Goals, Objectives, Actions and Policies Because (Detailed Answer):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***The undersigned depose and state that I/we am/are the owner of the property involved in this petition and that said property was purchased by me/us on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.***

I hereby certify that I am the owner or authorized agent of the owner (include affidavit signed by owner) and that I have read and understand the content of this petition and that the above statements and attachments submitted hereto are true and correct to the best of my knowledge and belief.

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(telephone) (date)

\_\_\_\_\_  
(email)

STATE OF WISCONSIN )  
 ) ss.  
COUNTY OF LA CROSSE )

Personally appeared before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, the above named individual, to me known to be the person who executed the foregoing instrument and acknowledged the same.

\_\_\_\_\_  
Notary Public  
My Commission Expires: \_\_\_\_\_

**PETITIONER SHALL, BEFORE FILING, HAVE PETITION REVIEWED AND INFORMATION VERIFIED BY THE DIRECTOR OF PLANNING & DEVELOPMENT.**

Review was made on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Signed: \_\_\_\_\_  
Director of Planning & Development

AFFIDAVIT

STATE OF )  
 ) ss  
COUNTY OF )

The undersigned, \_\_\_\_\_, being duly sworn states:

1. That the undersigned is an adult resident of the City of \_\_\_\_\_, State of \_\_\_\_\_.
2. That the undersigned is (one of the) legal owner(s) of the property located at \_\_\_\_\_.
3. By signing this affidavit, the undersigned authorizes the application for a conditional use permit/district change or amendment (circle one) for said property.

\_\_\_\_\_  
Property Owner

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public  
My Commission expires \_\_\_\_\_.