City of Fort Atkinson
101 N. Main Street
Fort Atkinson, WI 53538

City of Fort Atkinson Procedural Checklist for Zoning Map Amendments (Rezoning) Requirements per Section 15.10.31

This form is designed to be used by the Applicant as a guide to submitting a complete application to amend the Official Zoning Map and by the City to process the application.

Name, company, and client (if applicable): _____

_____

_____

Phone number: _____ Email: _____

Property address of requested zoning change: _____

_____

Zoning change request from _____ to _____

I Application Packet Requirements

The Applicant shall submit an electronic or paper copies, as may be required by the City, of the application.

- ❑ A map of the subject property to scale, depicting the following:
  - ❑ All lands for which the zoning is proposed to be amended and all other lands within 100 feet of the boundaries of the subject property.
  - ❑ All parcel numbers for the subject property.
  - ❑ Current zoning of the subject property and its environs, and the jurisdiction(s) which maintains that control.
  - ❑ All lot dimensions of the subject property.
  - ❑ A graphic scale and north arrow.
- ❑ Legal description of the property.
- ❑ Written justification for the proposed Official Zoning Map amendment, including evidence that the application is consistent with the Comprehensive Plan.
- ❑ Any further information needed by the Plan Commission to facilitate the making of a comprehensive report to the Plan Commission and City Council.

II Criteria Used to Evaluate the Proposed Zoning Map Amendment

The Zoning Administrator shall review the complete application and evaluate whether the proposed amendment:

1. Advances the purposes of this Chapter as outlined in Section 15.01.03 and the applicable rules of Wisconsin Department of Administration and the Federal Emergency Management Agency.
2. Is in harmony with the Comprehensive Plan.
3. Maintains the desired overall consistency of land uses, land use intensities, and land use impacts within the pertinent zoning districts.

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4. Addresses any of the following factors that are not properly addressed on the current Official Zoning Map:
   a. The designations of the Official Zoning Map are not in conformance with the Comprehensive Plan.
   b. A mapping mistake was made, including the omission on the Official Zoning Map of an approved zoning map amendment.
   c. Factors have changed (such as new data, infrastructure, market conditions, development, annexation, or other zoning changes), making the subject property more appropriate for a different zoning district.
   d. Growth patterns or rates have changed, creating the need for an amendment to the Official Zoning Map.

III Process Checklist

- ❑ Staff-Applicant meeting (if applicable) Date: _____
- ❑ Application fee of $300.00 received by City Clerk Date: _____
- ❑ Reimbursement of professional consultant costs agreement executed. Date: _____
- ❑ Receipt of complete application packet by Zoning Administrator Date: _____
- ❑ City Staff input Date: _____
- ❑ Class 2 legal notice sent to official newspaper by City Clerk Date: _____
- ❑ Class 2 legal notice published on _____ and _____ Date: _____
- ❑ Notification of neighboring property owners within 100 feet of the petition Date: _____
- ❑ Notification of clerks of municipalities within 1,000 feet of the petition Date: _____
- ❑ Notification of airports within 1 mile of the petition Date: _____
- ❑ Plan Commission Public Hearing, review and recommendation Date: _____
- ❑ City Council review and action Date: _____