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

City of Fort Atkinson Procedural Checklist for Zoning Ordinance Amendments (Text) Requirements per Section 15.10.30

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

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

_____

_____

Phone number: _____ Email: _____

Brief summary of zoning ordinance amendment:

_____

_____

I Application Packet Requirements

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

- ☐ The section(s) of the current Zoning Ordinance which are proposed to be amended.
- ☐ The text which is proposed to replace the current text.
- ☐ Optional: Written justification for the proposed text amendment indicating reasons why the Applicant believes the proposed text amendment is in harmony with the City of Fort Atkinson Comprehensive Plan.
- ☐ Any further information needed to facilitate appropriate review and generation of a report to the Plan Commission and City Council.

II Criteria Used to Evaluate the Proposed Zoning Ordinance 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.
2. Advances the purposes of the general Article in which the amendment is proposed to be located.
3. Advances the purposes of the specific Section in which the amendment is proposed to be located.
4. Is in harmony with the Comprehensive Plan.
5. Maintains the desired overall consistency of land uses, land use intensities, and land use impacts within the pertinent zoning districts.
6. Addresses any of the following factors that may not be addressed in the current zoning text:
    a. A change in the land market, or other factors which require a new form of development, a new type of land use, or a new procedure to meet said change(s).
    b. New methods of development or types of infrastructure.
    c. Changing governmental finances to meet the needs of the government in terms of providing and affording public services.

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d. Any other factor deemed appropriate by the City.

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 3 miles of the petition Date: _____
- ☐ Plan Commission Public Hearing, review and recommendation Date: _____
- ❑ City Council review and action Date: _____