

CITY OF STURGEON BAY ZONING/REZONING APPLICATION

Date Received: _____
 Fee Paid \$ _____
 Received By: _____

	APPLICANT/AGENT	LEGAL PROPERTY OWNER
Name		
Company		
Street Address		
City/State/Zip		
Daytime Telephone No.		
Fax No.		

STREET ADDRESS OF SUBJECT PROPERTY: _____
 Location if not assigned a common address: _____

TAX PARCEL NUMBER: _____

CURRENT ZONING CLASSIFICATION:

CURRENT USE AND IMPROVEMENTS:

ZONING DISTRICT REQUESTED: _____

COMPREHENSIVE PLAN DESIGNATION OF SUBJECT PROPERTY: _____

PROPOSED USE OF SURROUNDING PROPERTY UNDER COMPREHENSIVE PLAN:
 North: _____
 South: _____
 East: _____
 West: _____

ZONING AND USES OF ADJACENT SURROUNDING PROPERTIES:
 North: _____
 South: _____
 East: _____
 West: _____

**CITY OF STURGEON BAY
AGREEMENT FOR REIMBURSEMENT OF EXPENSES**

WHEREAS the City of Sturgeon Bay has created Section 3.035 of the Municipal Code authorizing the City Clerk/Treasurer to charge for reimbursement of legal, consulting and incidental expenses incurred on behalf of and/or for the benefit of third parties for services rendered by the City of Sturgeon Bay;

AND WHEREAS the undersigned has requested services and/or authorizations of the City of Sturgeon Bay which will result in the necessity to incur legal, consulting or incidental expenses on behalf of the undersigned or in consideration of the request submitted by the undersigned;

NOW, THEREFORE, IT IS AGREED that the undersigned will reimburse the City of Sturgeon Bay by providing payment to the City Clerk/Treasurer within fourteen (14) days of receiving an invoice, for all legal, consulting and incidental expenses incurred by the City of Sturgeon Bay for the benefit of the undersigned or for the consideration of the request submitted by the undersigned. These expenses are likely to include the following: Planning and engineering review, legal review and document preparation, recording, publication, and miscellaneous expenses.

This Agreement must be signed prior to the initiation of any action by the City of Sturgeon Bay.

Dated: _____

Dated: _____

PROCEDURE & CHECK LIST FOR ZONING CHANGES

This check list is being provided in summary form and shall in no way be construed as defining the complete zoning/rezoning process.

DATE: *NOTE: After completion of step and notation of dates, copy of this check list shall be forwarded to next staff member in process.*

- _____ 1. Applications for rezoning are filed with Community Development Department. Application shall contain full legal description, street address, parcel number, property map, zoning requested, and map of surrounding zoning.
- _____ 2. After review by staff, application is forwarded to Community Development Secretary for placement on City Plan Commission agenda.
- _____ 3. Community Development Secretary forwards copy of Agreement For Reimbursement of Expenses and name and address of responsible party to City Treasurer.
- _____ 4. City Clerk places request on public access television at least one week before Plan Commission review.
- _____ 5. Applicant presents zoning request to Plan Commission. City Plan Commission reviews and makes recommendation to Common Council.
- _____ 6. Approval of recommendation by Common Council. Under no circumstances shall a recommendation and public hearing take place at the same meeting.
- _____ 7. Community Development Secretary schedules public hearing to be held before Common Council, drafts public hearing notice, and publishes Class 2 notice (2 insertions a week apart with the last one week prior to public hearing). Name of property owner, parcel number, property address, and map are placed in notice along with legal description. Copy of public hearing notice placed on City Hall bulletin boards. Publication Dates: _____ and _____. Public Hearing Date: _____.
- _____ 8. Community Development Department obtains list of names and addresses of property owners within 300 feet of subject property.
- _____ 9. Community Development Secretary forwards public hearing notice by regular mail to property owners located within 300 feet at least 10 days prior to hearing (by: _____).
- _____ 10. Community Development Department coordinates placement of signage with applicant. Signs shall be obtained from Building Inspection Department, require \$50 deposit per sign, and shall be placed on subject property at least 10 days prior to public hearing (by: _____).
- _____ 11. Community Development Secretary places public hearing notice, marked with dates of public hearing, and first and second readings in agenda drawer along with ordinance, map (if applicable). A copy of the application, Plan Commission minutes pertinent to the subject is provided to the Council in the Council agenda packets for information.
- _____ 12. Council holds public hearing and first reading. Written correspondence is checked to determine if there is protest from 20% or more of the area of the land immediately adjacent extending 100 feet therefrom or 20% or more of the land directly opposite thereto extending 100 feet from the street frontage of such opposite land. If such written protest is received, approval is needed by 3/4 vote of the members of the council voting on the proposed change. In order for a protest to trigger the 3/4 vote, the protest must be in writing, signed by owners of 20% or more of the land included or immediately adjacent, and the signatures must be notarized.

- _____ 13. At next Council meeting following public hearing and first reading, second reading of ordinance and passage of ordinance by Common Council.
- _____ 14. City Clerk publishes ordinance as Class I notice within 15 days of passage.
- _____ 15. Rezoning is effective on the day after publication.
- _____ 16. City Clerk distributes copies of ordinance including map to alderpersons and staff.
- _____ 17. City Engineer records rezoning on Zoning Map.