

# IOWA COUNTY OFFICE OF PLANNING & DEVELOPMENT

Courthouse - 222 N. Iowa St. - Dodgeville, WI 53533

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## Checklist for Land Use Change (Rezoning)/Conditional Use Requests

(No application will be accepted until each of the following items is accomplished.)

**Step 1** Discuss all proposed land divisions, development and land uses with the personnel of the Iowa County Office of Planning & Development. This is required to confirm the current zoning status of the property at issue, determine the appropriate district to request, and to identify any other relevant local, state or federal issues.

**Step 2** Contact the Town Board or Boards affected by your proposal. All towns have adopted comprehensive plans that must be adhered to. The Iowa County Planning & Zoning Committee requires a written recommendation from the Town Board(s) affected in order to determine consistency with the adopted plan.

### **A WRITTEN RECOMMENDATION FROM THE TOWN**

**Date met with Town(s):** \_\_\_\_\_

**Step 3** All land use change (rezoning) requests must include an EXACT metes and bounds legal description of the lot proposed to be rezoned. The Director must approve of the submitted description before the application will be accepted. *Note: In many cases, a proposed land division will require review and approval of a Certified Survey Map in accordance with the Iowa County Subdivision and Land Division Ordinance. In general, this applies when there is any proposal to divide land that results in the creation of a lot less than 40 acres...either to be sold or kept.*

**Date approved by the Director:** \_\_\_\_\_

**Step 4** Please complete the attached **APPLICATION**. The Office of Planning & Development will NOT accept an incomplete application and may hold incomplete applications for the following month's filing deadline.

**Date completed application submitted to Office:** \_\_\_\_\_

Any request for a permitted use that may require a private on-site sewage system requires a soil test that is recorded with this Office. Although this is not required for this application, it is recommended as the system site may influence the site of development.

**Process:** A land use change (rezoning) request involves a public hearing before the Iowa County Planning & Zoning Committee at which time this committee will make a recommendation that must be acted upon by the Iowa County Board of Supervisors, usually the following month. It is recommended the applicant/landowner or a representative for the applicant/landowner be present at the hearing. No rezoning is effective and no construction permits can be issued until the County Board action. A conditional use request requires action by the Iowa County Planning & Zoning Committee but does not require County Board action.

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## IOWA COUNTY LAND USE CHANGE/CONDITIONAL USE APPLICATION

Filing Fee: See below: payable to Office of Planning & Development  
(non-refundable upon publication)  
Filing Deadline: 1<sup>st</sup> Friday of each month for the next hearings – **must be complete**

Applicant: \_\_\_\_\_ Address: \_\_\_\_\_  
City/Zip Code: \_\_\_\_\_

Landowner: \_\_\_\_\_ Address: \_\_\_\_\_  
(if other than applicant) City/Zip Code: \_\_\_\_\_

Applicant Phone: (\_\_\_\_) \_\_\_\_\_ Landowner Phone: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_ Please contact by: \_\_\_email \_\_\_postal mail

This application is for: \_\_\_\_\_ Land use change/Rezone only --- **\$500 filing fee**  
\_\_\_\_\_ Conditional Use only ----- **\$500 fee if no land use change**  
\_\_\_\_\_ Both ----- **\$600**

in the Town of \_\_\_\_\_ Acreage of proposed lot(s) \_\_\_\_\_

Section \_\_\_ Town \_\_\_N Range \_\_\_E \_\_\_1/4 of the \_\_\_1/4 PIN \_\_\_\_\_

Have you contacted your Town Board about this proposal?  Yes  No

Does this request involve any proposed land division?  Yes  No

**All land use change/rezoning requests must include an exact metes and bounds or survey plat legal description of the proposed lot or lots. This description must be identical to any proposed parcel to be created by sale or transfer.**

\*\*Present zoning district: \_\_\_\_\_ Requested zoning district: \_\_\_\_\_ for the proposed use(s) of: \_\_\_\_\_

Requested Conditional uses (s):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I. Please list any improvements currently on the land: \_\_\_\_\_  
\_\_\_\_\_

II. Please explain the reason for the request and proposed plans: \_\_\_\_\_  
\_\_\_\_\_

III. **If this is a petition to zone land from A-1 Agricultural**, please explain how each of the following are satisfied (attach additional sheets if necessary):

- 1) The petitioned land is better suited for a non-agricultural use.  
\_\_\_\_\_
- 2) The rezoning is consistent with the Iowa County Comprehensive Plan.  
\_\_\_\_\_
- 3) The rezoning is substantially consistent with the Iowa County Farmland Preservation Plan.  
\_\_\_\_\_
- 4) The rezoning will not substantially impair or limit current or future agricultural use of surrounding parcels of land that are zoned for or legally restricted to agricultural use.  
\_\_\_\_\_

IV. Please submit a list of all landowners with addresses that abut the affected property.

**\*\*NOTE\*\* The signature of the land owner and applicant below gives consent for Office of Planning & Development personnel to enter his/her property for purposes of on-site investigative report in relation to this application. Denial of consent must be submitted in writing as part of this application.**

Applicant(s) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Landowner(s) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

=====  
**For Office Use Only:** Rcv'd by \_\_\_\_\_ Date \_\_\_\_\_ Fee \_\_\_\_\_ Check # \_\_\_\_\_ Cash  
\_\_\_\_\_ present zoning \_\_\_\_\_ floodplain \_\_\_\_\_ shoreland/wetland

**Information needed yet for completion of application:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ **complete date:** \_\_\_\_\_