

Rezoning and/or Comprehensive Plan Amendment Procedures & Submittal Requirements

Village of Raymond, WI

- At time of Plan Commission application submittal the applicant shall submit the following materials for a rezoning and/or comprehensive plan amendment approval:
 - Fourteen (14) sets of plans (drawn to scale) including all applicable items below:
 - Cover Letter/Narrative including the following information (if applicable):
 - Detail Request & Location of Request
 - Indicate reason/need for request
 - Indicate the current zoning district(s) and requested zoning district(s)
 - Indicate the current future land use(s) and requested current future land use(s)
 - Map showing area of request along with rezoning/comp plan amendment areas
 - Legal description of property
 - Any pertinent environmental reports or data pertaining to request (wetlands/floodplains)
 - Abutting property owners' names and mailing addresses
 - If rezoning/comp plan amendment is part of a site/operation plan, conditional use, plat, CSM, or land disturbance permit please refer to the submittal needs for those requests and include in submittal.
- The Zoning Administrator shall review the information submitted above from an applicant. Upon verification of a full submittal the Zoning Administrator shall schedule the item for the next available Plan Commission and Village Board. A public hearing must be scheduled before the Village Board so adequate time has to be found to allow the required postings for the public hearing in the area newspaper. The public hearing notice will also be sent to all property owners within 300 feet of the petitioned property.
- The night of the meeting the Plan Commission will review the application first and offer their recommendation to the Village Board.
- The Village Board will hold a public hearing where any party may speak for or against the proposal. The Village Board will review and approve or deny a proposal following the public hearing.
- Upon approval the Zoning Administrator may authorize a zoning permit to proceed with the activity sought for if applicable.

NOTES:

- *Applicants are highly encouraged to first share their plans conceptually with the Zoning Administrator to ensure all necessary submittal items are complete.*
- *Rezoning require posting the activity in the Racine Journal Times two (2) times with the last post being seven (7) days prior to the public hearing. Comp Plan amendments require posting at least 30 days prior to a meeting. Thus, strict submittal deadlines are enforced for petitions.*
- *All petitions must be deemed complete by the Zoning Administrator before a public hearing date is scheduled.*
- *Rezoning and Comp Plan Amendments within the first square mile west of the Village eastern boundary line may need to go to Village of Caledonia for approval as part of the Cooperative Plan.*