



TOWN OF TURTLE

6916 South Cty Road J • Beloit, WI 53511 • Phone 608-362-0655 • Fax 608-364-1151

APPLICATION FOR REZONING

NOTE: THE PLANNING COMMISSION, BY ORDINANCE, WILL REVIEW AND MAKE RECOMMENDATIONS FOR DIVISIONS, COMBINATIONS, AND REZONING TO THE TOWN BOARD FOR FINAL APPROVAL.

NAME OF APPLICANT: _____

ADDRESS OF APPLICANT: _____

TELEPHONE NUMBER: _____

ADDRESS OF THE PROPERTY TO BE REZONED: _____

ACREAGE OR SQUARE FEET: _____

OWNER OF RECORD: _____

LEGAL DESCRIPTION: _____

PARCEL NUMBER OF PROPERTY: _____

PRESENT USE OF PROPERTY: _____

PRESENT ZONING OF PROPERTY: _____

PROPOSED USE OF PROPERTY AFTER REZONING: _____

PROPOSED ZONING OF PROPERTY: _____

DATED: _____, 20_____

SIGNATURE OF APPLICANT

DATE RECEIVED: _____

CLERK _____

REZONING APPLICATION PROCEDURES

1. Applicant should consult with the Planning Commission to understand rezoning procedures, if applicant has any questions.
2. Applicant obtains rezoning application from Town Clerk at the Town of Turtle Community Center.
3. Applicant must submit rezoning application and fee to Clerk by the Wednesday prior to the regularly scheduled Planning meeting. A permanent file will be made for the original application and other supporting documents. Copies of the application will be made by the Clerk and distributed to the Chairperson, the Commission, the Zoning Administrator and the Town Attorney.
4. The Chairperson shall review the application and notify the applicant as to placement on the agenda and date of meeting. The Chairperson will notify the Clerk of meeting date and agenda to post accordingly.
5. The applicant or a representative shall appear at the Planning and Zoning Commission meeting to explain and answer any questions by the Commission about the application. The applicant should provide a survey map or sketch of the property and the proposed changes included.
6. At the initial Commission meeting the applicant or a representative shall appear and explain the application. The Planning Commission member may ask questions and make suggestions. The Chairperson shall schedule a public hearing date for the application.
7. The Town Attorney shall prepare a legal notice of the public hearing. The Town Attorney shall send the original and 3 copies of the notice to the Clerk for filing and posting. The Town Attorney shall send a copy to the Beloit Daily News for publication as a Class 1 notice. The Town Attorney shall send copies of the notice to all property owners within 1000 feet of the parcel for which the application is pending. The Town Attorney shall prepare an affidavit of posting and an affidavit of mailing and send them to the Town Clerk.
8. The Chairperson shall preside at the public hearing and shall recognize all citizens who desire to speak on the Conditional Use Application.
9. After the public hearing, the Commission shall consider the application in open session. The Clerk shall attend the public hearing and meeting of the Planning Commission and take minutes. Copies of the minutes shall be provided to all Planning Commission members and all Town Board members within 10 working days from the meeting date.

10. The Commission shall consider the following factors in connection with the application:

- a) The location of the site with respect to existing or future roads giving access to it.
- b) Its compatibility with existing zoning on land adjacent thereto.
- c) Its harmony with the future development of the district.
- d) Existing topography, drainage, soil types, and vegetation cover.
- e) Its relationship to the public interest, the purpose and intent of the Zoning Ordinance and providing substantial justice to all parties concerned.

11. The Commission may approve, approve with conditions, or deny the application. The Commission may attach such conditions that it deems necessary in furthering the purposes of the Zoning Ordinance.

12. If the application is denied, the Town Attorney shall prepare the decision of the Commission in writing listing the reasons for denial and explaining the applicant's appeal rights to Circuit Court.