

Note to Applicants for Proposed Rezoning

Dear Applicant,

The purpose of this letter is to help make the process of applying for a rezone as smooth as possible. While the town cannot predict the outcome of your request, we can help you give us the information to make an informed, fair decision that balances your desire with the best interests of the town.

In addition to this letter, you should have received 1) an Application for Rezone form, and, 2) a copy of the Review Criteria the Plan Commission and the Town Board will use to evaluate your application.

Steps in the application process

The application process at the town level has two steps: First, your application will be reviewed by the Plan Commission, which will make a recommendation to the Town Board. This is followed by the Town Board's decision on the rezoning request. As you probably know by now, the Town of Caledonia has 'county zoning,' which means we jointly administer zoning with Columbia County (608-742-2191), so you should contact Planning & Zoning if you haven't already, as you will need to file an application with the County, in addition to this application with the Town.

Material to submit

Given the number of steps in this process you undoubtedly want to get the process moving. At the same time, in order for the Commission and Town Board to make an informed decision we need a complete set of materials. **Please submit eight (8) copies of your *completed* application and all supporting materials to the Town clerk (drop at town hall or mail to: Town of Caledonia c/o Angeline Edgar, Clerk, N4684 CTY Hwy U, Portage, WI 53901). Your materials must be received no less than 10 working days from the date of the next Plan Commission or it will not be placed on the agenda.** Please check with the Town clerk for the date of the Plan Commission meetings.

Once you submit your completed materials we will contact you with questions or to request more detail.

Please contact the current chairperson of the Plan Commission for meeting dates and any other questions. Information on the current Plan Commission member can be found at the town's web site <http://townofcaledonia.org>

Thank you,

Town of Caledonia

DRAFT Application for REZONING or Conditional Use Permit

1. Petitioner's Name: _____ Phone Number(s): _____
2. Petitioner's Address: _____
3. Address of Property to be Rezoned: _____
4. Existing Zoning: _____ Proposed Zoning: _____
5. Parcel # _____, Section _____, Township _____ North, Range _____ East,
6. Is the rezone request being made to enable construction of a home or other building?

7. If no, what is the purpose of the rezone?

8. If yes, is applicant proposing to 'Ag Overlay' another parcel? _____ If yes, list legal description or parcel number of proposed overlay parcel: _____
9. Total acreage involved in rezone request _____
10. Is the property being divided off of a larger parcel? _____
11. Present improvements on property, if any: _____
12. Proposed improvements and use of property:

13. Describe how services (well/septic or sewer/water, streets, etc.) will be provided, (*if applicable*):

14. Is the land proposed for rezoning tillable or currently being used for agricultural purposes or enrolled in Conservation Reserve Program (CRP)? _____
15. How has the land been used during the previous 5 years? _____

16. Is the property located in a flood plain? _____
17. Describe the development's compatibility with surrounding land uses: _____

Please include the following with your application:

1. A summary of the proposed use of the property and/or the reasoning for the zoning changes
2. Names and addresses of adjacent landowners
3. Map and/or aerial photo of the property clearly showing:
 - a. Property Lines of the subject parcel and that of adjacent parcels
 - b. Existing and proposed building footprints
 - c. Current access and any proposed new access/driveway(s)
 - d. Existing and proposed utilities, if any
 - e. Public Roads/road names
 - f. Topography, especially slopes greater than 12% (these can be obtained from the county Land and Water Conservation (LWCD) Office or USDA-NRCS office in Portage)
 - g. Soil map of site (also from LWCD office or NRCS)
 - h. Location of any important environmental features, including wetlands, floodplains, navigable streams, ponds, lands in public ownership or other interest and large contiguous forests.

If the proposed rezone is for the construction of a new dwelling or other building, please include the following, to the extent they are not already included in above materials:

1. Site Plan for proposed use to include:
 - a. Proposed access & driveway
 - b. Parking
 - c. Buildings
 - d. Proposed well/septic location in relation to neighboring property lines.
2. A description of any restrictions, contracts, easements, etc. that may exist on this property.
3. Copy of Certified Survey (if available)
4. Summary of the impact the proposed changes would have on the surrounding properties and the Town at large. Address issues such as
 - a. Agricultural impact
 - i. Is the site on working farmland that will be taken out of production?
 - ii. How close to the nearest working farm is the proposed site?
 - iii. In what ways will the proposed site impact, or be impacted by, adjacent farm operations?
 - b. Non-agricultural off-site impacts
 - i. noise, traffic, pollution potential, erosion, disruption of existing natural resources, etc.

Include with this application any other information that will be useful to the Planning Commission in making these considerations.

***If the site is being rezoned for residential development, include the above information for all additional properties being proposed for Ag Overlay.**

Plan Commission Review Criteria

In evaluating the requested changes the Plan Commission will determine whether it is consistent with the Town of Caledonia Comprehensive Plan. In doing so, the Commission will consider the following, based on the application submitted, site visits or any other information, including, but not limited to:

- *Impact on agriculture in the town*
- *Impact on the environment and environmentally sensitive areas*
- *Impact on density and future development*
- *Impact on the aesthetics of the area*

In addition to these general categories, the Commission will specifically consider:

1. Agricultural Impact:

- a. Is Proposed Site on working farm land?
- b. Is the Site on highly productive land?
- c. How close is the site to a working agricultural operation?
- d. Does the proposed site have the potential to adversely impact existing agricultural operations?

2. Environmental Impact:

- a. Is the site on or near undisturbed natural or environmentally sensitive areas?
- b. What is the proposed site's impact or influence on any of the following?
 - c. Wetland
 - d. Navigable stream
 - e. Protected areas
 - f. Contiguous forest
1. Does development of the site have potential to cause excessive runoff or erosion?

3. Development Impact

- a. Does the proposed site increase the future development potential of the area?
- b. What is the density standard of the project (housing unit / acres)?
- c. Does the proposed site create potential conflicts with existing land uses?

4. IV. Aesthetic Impact:

- a. Does the site adversely impact the rural or natural character of the area?
- b. Do any proposed buildings create a significant visual change to the area's aesthetics?

5. V. Other Considerations:

- a. Does proposed site provide adequate access for emergency vehicles?
- b. Does the site abut a public road?
- c. Is the site adjacent to any of the following:
 - i. commercial or industrial enterprise?
 - ii. An interchange or major highway?
 - iii. Does the proposed site create potential conflicts with existing land uses?