



**REZONING APPLICATION PACKET FOR
PLANNED DEVELOPMENTS ("PD" and "CPD")
PLANNING SERVICES - COMMUNITY DEVELOPMENT**

Applicant (Please Print or Type)

Date:

Name:

Business Name:

Address:

City:

State:

Zip Code:

Phone Number:

Fax Number:

Mobile Number:

E-mail Address:

Property Owner (Please Print or Type) *This section can be left blank if the same as above.*

Name:

Business Name:

Address:

City:

State:

Zip Code:

Phone Number:

Fax Number:

Mobile Number:

E-mail Address:

Please fill out the information below regarding the proposed rezoning.

Location/Address:

Tax Key Number(s):

Project/Development Name (If Applicable):

Current Zoning District(s):

Proposed Zoning District(s):

Current 2020 Land Use:

Proposed 2020 Land Use:

Requesting:

Planned Development Rezoning ("PD") Conservation Planned Development Rezoning ("CPD")

Reason(s) for Zoning
Amendment Request:

Legal Description and Acreage:
(Attached Seperate Legal Description if
Necessary)

If this form has been filled out electronically, please click on the " Print Application" button found throughout this document and to the right of this text.

Once the application is printed/filled out it can be submitted to the Planning Services Division along with any applicable information required for your submittal. Please see the attached sheet to ensure that the proper supporting documents are submitted along with this completed form.

I HEREBY CERTIFY THAT I HAVE READ AND FULLY UNDERSTAND THE ZONING AMENDMENT PROCEDURE AND FAILURE TO COMPLY WITH CITY REQUIREMENTS WILL RESULT IN THIS APPLICATION BEING WITHHELD FROM CONSIDERATION BY THE PLAN COMMISSION AND/OR THE COMMON COUNCIL.

I ALSO GRANT PERMISSION TO THE CITY TO INSTALL A TEMPORARY SIGN ON THE PARCEL(S) TO BE REZONED TO ALERT RESIDENTS OF THE PROPOSED REZONING UPON SAID PARCEL(S). THE SIGN WILL BE INSTALLED ON PRIVATE PROPERTY AND WILL REMAIN ON THE PETITIONED PARCEL(S) THROUGHOUT THE DURATION OF THE REZONING PROCESS.

Signature of the Property Owner:

Signature of the Applicant (working as "Agent" for the owner):

Print Name:

Print Name:

Date:

Date:

For Planning Services Use Only

Submittal Date:

Staff Signature:

Fees Paid:

Yes

No

Public Hearing Date:



REZONING APPLICATION PACKET FOR PLANNED DEVELOPMENTS ("PD" and "CPD")

PLANNING SERVICES - COMMUNITY DEVELOPMENT

Zoning Amendment Procedures and Fees

All rezonings within the City of Muskego involve three main steps. The steps include a Public Hearing, Planning Commission Approval, and Common Council Approval. The following information will guide you through the procedures that are necessary for a rezoning to occur. "PD" stands for Planned Development and "CPD" stands for Conservation Planned Development. **The submittal must contain two (2) folded copies of all documents relating to the rezoning request. Also, a PDF file of all of the documents must be submitted meeting the following criteria: To scale, 300 dpi min. resolution, color (where applicable). There is a \$10 scanning charge if the petitioner does not have the ability to submit a PDF.**

Step 1: Contact the Planning Services Division to Discuss your Proposal

The Planning Department will be guiding the petitioner through the rezoning process. The Planning Services Division will be able to answer questions regarding the rezoning process as well as the different zoning categories within the City. This step will help ensure that the following steps proceed as smooth as possible.

Step 2: Submit for a Conceptual Rezoning (Optional for "PD", Mandatory for "CPD")

The petitioner may choose to submit for Conceptual Rezoning approval. This step helps get questions answered and typically helps the formal submittal go a little smoother. The Conceptual Rezoning step can be helpful if there is a questionable land use being proposed. Conceptual Rezoning approval does not guarantee that final Rezoning approvals will be granted. Conceptual Rezonings only receive approvals from the Planning Commission. Common Council grants the final approval of formal rezoning requests. **Note: This step is optional for "PDs", but is mandatory for "CPDs". A Conceptual Plan and Yield Plan are required with the Conceptual Rezoning at this stage for a "CPD".**

Step 3: Submit the Formal Rezoning Request

The City of Muskego usually must find a benefit to the community when approving a Planned Development zoning. Also, the proposed density and lot sizes play a major factor in the approval of planned developments. Thus, the information below should be submitted so that the Boards may make informed decisions.

- One completed "Rezoning Application Packet".
- The required submission fee. See the fee explanations on page 4.
- A complete legal description of the area being rezoned.
- An accurate map of the property drawn to scale showing the area to be rezoned along with the surrounding properties. The map should show the current zoning, the proposed zoning, any proposed roads, easements or dedication, and the existing use of all buildings on such land and the principal use of all properties within 300 feet on such land in accordance with Section 23.02(3) of the Zoning Ordinance.
- Those items indicated in Section 9.04 of the Muskego Zoning Ordinance which will aid the Plan Commission in making their initial determination.
- A narrative describing why a Planned Development is being sought, including the following:**
 - Note which of the City's base zoning districts the development is based off of (This will be incorporated into the approvals). Each development will have to note the zoning district the development is based upon so the proper lot sizes, setbacks, offsets, etc. can be enforced and incorporated into the design. *Note: The base-zoning district the development is based off of is key, as the City will apply this to how it follows the Comprehensive Plan and existing zoning in the area. If a request is not closely related to the Comprehensive Plan or existing zoning in the area, more information should be presented as to why the desired change is proposed and why the change is still beneficial to the City and the general area in which it is proposed.*
 - Note what elements are proposed that are above and beyond the usual restrictions of the City's base zoning codes (Examples: Increased heights for proposed development, reduced open space requirements, reduced setbacks, mixed uses, higher densities due to preservation of land in some areas, etc.).

- Note why the Planned Development elements are proposed and what benefit this may have to the City.
- Note how the development may or may not meet the City's Comprehensive Plan.
- Note why the proposed Planned Development elements won't negatively affect the surrounding area or the City in general.
- Note the base density under the existing zoning and the proposed density under the requested zoning. Also, provide a description of the units per gross acre of the development and the units per net acre of the development.
- Please show a general development plan of the project showing the following:
 - The intended use(s) of the land.
 - The dimensions and location of proposed structures.
 - Areas to be reserved for roads, stormwater management, parking, and pedestrian parks.
 - Environmental features and other open spaces.
 - Architectural drawings and/or sketches illustrating the design and character of the proposed uses and the physical relationship of the uses.
 - Any other item that will aid in conveying your proposal to the City.

Once all of the information for the rezoning request is assembled, it can be submitted to the Planning Services Division.

Step 4: Public Hearing and Approval Process

Once all of the required information is submitted and the applicable fees have been paid, the Planning Services Division initiates the rezoning process. First a Public Hearing Notice is published in the newspaper on two separate publication dates. The Public Hearing Notice is also mailed to all property owners within 300 feet of the proposed rezoning. The Public Hearing is typically held in front of the Common Council about 30 days after the initial submittal. Common Council meets on the 2nd and 4th Tuesdays of each month. At the next available Plan Commission meeting, after the Public Hearing, the Planning Commission reviews the rezoning request and gives their recommendation to the Common Council. Please see the Plan Commission meeting schedule for specific meeting dates. The Common Council will discuss and vote on the rezoning request at a future meeting. At any point, the rezoning could be deferred if more information is needed.

Fees

Below are lists of the fees that are required for rezonings.

Conceptual Rezoning - OPTIONAL

\$100.00 Total Fee

New PD or CPD District - Rezoning

\$1,200.00 Rezoning Fee
 \$500.00 Developers Deposit

\$1,700.00 Total Fee

Amendment to Existing PD or CPD District - Rezoning

\$600.00 Rezoning Fee
 \$500.00 Developers Deposit

\$1,100.00 Total Fee

Rezoning Sign on Petitioned Property

By submitting for a rezoning request, the petitioner/property owner is giving the City permission to install a temporary sign on the parcel(s) being rezoned. The sign will be used to help notify residents that there is a proposed rezoning on a specific property. This will help ensure that the residents are aware of what is happening in their part of the community.

The sign will be placed on private property (not within the Public Right-of-Way) of the parcel(s) requesting the rezoning. The sign will be placed as close to the road as legally possible. The sign will be installed after the Public Hearing Notice has been sent to the newspaper. The sign will remain up on the parcel(s) until the rezoning process has been completed. **The signs must remain on site and may not be moved or removed by anyone other than City of Muskego staff.**

If there are any questions regarding the rezoning process please contact the City of Muskego Community Development Department at (262) 679-4136. The department can also be reached at zoning@ci.muskego.wi.us