

TOWN OF BELOIT
REZONING APPLICATION HANDOUT

1. Petitions for Amendment: Petitions for any change to the district boundaries or amendments to the regulations shall be filed with the Town Clerk who shall present it to the Planning Commission at its next succeeding meeting; such petition shall describe the premises to be rezoned or the regulations to be amended, list the reasons justifying the petition, and specify the proposed use.
2. Materials for Application:
 - a. Completed Application Form.
 - b. Plot Plan drawn to a scale of 1" = 100' showing the area proposed to be rezoned, its location, its dimensions, the location and classification of adjacent zoning district, and the location and existing use of all properties within 150' of the area proposed to be rezoned.
 - c. Owners Names and Addresses of all properties lying within 150' of the area proposed to be rezoned.
 - d. Additional information as required by the Town Board
 - e. Fee: \$300.00 review and publication (\$300.00 total)
3. Hearings: The Planning Commission shall hold a public hearing upon each recommendation, after giving a Class II notice as provided in Chapter 985 of the Wisconsin Statutes. A copy of such notice shall be mailed by registered mail to the County Planning and Development Department at least 10 days prior to the date of such hearing.
4. Procedure:
 - a. Planning Commission Recommendation. The Planning Commission shall review the proposed amendment to the regulations or change in district boundaries and render a decision thereon analyzing the advantages and disadvantages of the proposal, based on the facts and circumstances, the Master Plan, and other information. The Planning Commission shall transmit a written recommendation to the Town Board.
 - b. Town Board Final Action. After reviewing the recommendation of the Planning Commission thereon, the Town Board shall consider such recommendations and, if it decides to proceed, shall instruct the Town Attorney to prepare an ordinance for

subsequent Town Board so desires, it may order a second public hearing before the Town Board pursuant to a Class II notice.

- c. Waiting Period Between Petitions. A denial of rezoning shall be a final determination for a period of one year that the development will not be permitted unless the Town Board's order includes leave to amend. After the expiration of the one-year period, a developer may make a new application for the same amendment.