



# REZONING

Application

**PROPERTY LOCATION:** \_\_\_\_\_

Tax Key Number: FDL- \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Project Applicant			
Name			
Mailing Address	City	State	ZIP Code
Email Address		Phone Number	
Landowner (Complete this information if the project applicant is not the property owner.)			
Name			
Mailing Address	City	State	ZIP Code
Email Address		Phone Number	
Landowner Certification			
<p>If the person requesting the rezoning is not the owner of the property affected by the proposal, the consent of the landowner is necessary. Refer to the LANDOWNER AUTHORIZATION form included with the rezoning application packet.</p>			

**Existing Property Zoning Classification:** \_\_\_\_\_

**Proposed Zoning Classification:** \_\_\_\_\_

Description of present use of property: \_\_\_\_\_

Purpose of rezoning. Description of proposed use of property and/or proposed site development:

\_\_\_\_\_  
\_\_\_\_\_

Time schedule for use and/or development of the property: \_\_\_\_\_

**PROJECT APPLICANT SIGNATURE** \_\_\_\_\_

## REZONING APPLICATION INSTRUCTIONS AND INFORMATION

Refer to the *Plan Commission Timetable* for application submittal deadlines and meeting dates.

### Checklist for submittal of a rezoning request:

- Project Application + Filing Fee (\$450)**  
The application must provide information of the existing land use and zoning, and the proposed land use and zoning. Operational details of the land use or supplementary information to describe the development may be provided in an attachment to the project application. Operational details should include information such as the hours of business operation, number of employees, expected demand for parking, etc.
- Map and Legal Description of Property to Be Rezoned:** Plat map, vicinity map or certified survey map.
- Site Plan:** A conceptual site plan is required for a rezoning proposal to show the potential site development and/or changes to existing property conditions. Some proposals may require building elevation drawings or other design details.
- Site Photos:** Provide photos of the project site to show existing property conditions.

### Application Submittal

A rezoning application may be filed at the City of Fond du Lac Community Development office located on the 4<sup>th</sup> floor of the City-County Government Center or submitted electronically via email: [CD@fdl.wi.gov](mailto:CD@fdl.wi.gov)

**Please contact the Community Development office at (920) 322-3440 prior to the electronic submittal of an application for rezoning.** Payment of the application fee must be received prior to the application filing deadline. Payment may be submitted via postal delivery, in person, or deposited in one of the City payment boxes at the City-County Government Center.

Mailing address: City of Fond du Lac – Community Development Department  
160 S Macy Street, PO Box 150  
Fond du Lac, WI 54936-0150

### Plan Commission Meeting

**Meeting Date:** The Plan Commission meets monthly at 5:30 p.m. in Meeting Room A of the City-County Government Center, 160 S Macy Street. Meeting dates are listed in the *Plan Commission Timetable*. The project applicant or a representative must attend the Plan Commission meeting to present the rezoning proposal and answer questions regarding the request. Public comment will be invited. In some cases it is necessary for the applicant to also attend the City Council meeting for the rezoning proposal.

**Public Notification:** Owners of property in the vicinity of property proposed for rezoning are notified by the City Clerk via mail. The public hearing notice explains the rezoning proposal and provides information for the Plan Commission meeting.

**Project Review:** Zoning regulates the use and development of property. City staff analyzes a rezoning proposal with regard to property location, surrounding uses, surrounding zoning, and the potential effect of a change in zoning. The analysis also considers development standards and long term land use plans. The project analysis and recommendation is provided to the applicant in advance of the Plan Commission meeting.

**Plan Commission:** The Plan Commission is advisory to the City Council. The City Council generally will take action on a rezoning proposal at its meeting the week following the Plan Commission meeting.

Plan Commission and City Council meeting agendas and minutes may be viewed on the City's website: [www.fdl.wi.gov](http://www.fdl.wi.gov)

**FOR INFORMATION OR ASSISTANCE CONTACT THE COMMUNITY DEVELOPMENT DEPARTMENT: (920) 322-3440**

# LANDOWNER AUTHORIZATION

**TO: City of Fond du Lac**  
**Community Development Department**

**Re: REZONING REQUEST**

**LOCATION:** \_\_\_\_\_  
PROPERTY ADDRESS AND/OR TAX KEY NUMBER

**The undersigned** \_\_\_\_\_ **is the owner of property**  
NAME OF PROPERTY OWNER (PLEASE PRINT)

**referenced above. The undersigned authorizes** \_\_\_\_\_  
**to sign and file a rezoning application that affects the referenced property.**

\_\_\_\_\_  
SIGNATURE OF LAND OWNER OR AUTHORIZED AGENT

\_\_\_\_\_  
DATE

## PLAN COMMISSION TIMETABLE 2023

(1<sup>st</sup> Monday after the 2<sup>nd</sup> Wednesday of the Month)

<b>Application Filing Deadline</b> 12:00 pm (Friday)	<b>PC Meeting</b> 5:30 pm - Monday Meeting Room A
Tuesday Dec 27, 2022	<b>Jan 16, 2023</b>
Jan 27, 2023	<b>Feb 13, 2023</b>
Feb 24, 2023	<b>Mar 13, 2023</b>
Mar 31, 2023	<b>Apr 17, 2023</b>
Apr 28, 2023	<b>May 15, 2023</b>
June 2, 2023	<b>June 19, 2023</b>
June 30, 2023	<b>July 17, 2023</b>
July 28, 2023	<b>Aug 14, 2023</b>
Sep 1, 2023	<b>Sep 18, 2023</b>
Sep 29, 2023	<b>Oct 16, 2023</b>
Oct 27, 2023	<b>Nov 13, 2023</b>
Tuesday Nov 21, 2023	<b>Dec 11, 2023</b>
Dec 29, 2023	<b>Jan 15, 2024</b>