



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			
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.			

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 4th floor of the City-County Government Center or submitted electronically via email: CD@fdl.wi.gov

For applications submitted via email, please call 920-322-3440 to confirm receipt of electronic submittal.

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

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 2024

(1st Monday after the 2nd Wednesday of the Month)

Application Filing Deadline 12:00 pm (Friday)	Agenda Distribution (Thursday)	PC Meeting 5:30 pm - Monday Meeting Room A
Dec 29, 2023	Jan 11, 2024	Jan 15, 2024
Jan 26, 2024	Feb 15, 2024	Feb 19, 2024
Feb 23, 2024	Mar 14, 2024	Mar 18, 2024
Mar 22, 2024	Apr 11, 2024	Apr 15, 2024
Apr 19, 2024	May 9, 2024	May 13, 2024
May 24, 2024	June 13, 2024	June 17, 2024
June 21, 2024	July 11, 2024	July 15, 2024
July 26, 2024	Aug 15, 2024	Aug 19, 2024
Aug 23, 2024	Sep 12, 2024	Sep 16, 2024
Sep 20, 2024	Oct 10, 2024	Oct 14, 2024
Oct 25, 2024	Nov 14, 2024	Nov 18, 2024
Nov 15, 2024	Dec 5, 2024	Dec 9, 2024
Dec 20, 2024	Jan 9, 2025	Jan 13, 2025