



Dane County Planning & Development

City-County Building, Madison, Wisconsin 53709

Planning
Room 116, 608/266-4251

Zoning
Room 116, 608/266-4266

Community Development
Room 421, 608/261-9781

Records & Support
Room 116, 608/266-4251

INFORMATION REQUIRED FOR FILING A PETITION TO REZONE LAND IN DANE COUNTY

1. **LEGAL DESCRIPTION** of the land that is proposed to be rezoned.
 - This may be a Lot in a Certified Survey Map, a Lot (and Block, if any) in a Subdivision, or an exact “metes and bounds” description.
 - A separate legal description must be submitted for each zoning district. For instance, if two lots are being created, with one rezoned to RH-1 and the other to R-1A, two separate legal descriptions are required.
 - Include the size of each rezone area in acres or square feet.
 - If you are applying for rezoning which will result in a Certified Survey Map or a Plat, the legal description submitted for the rezone application need not be exactly the same as that of the lot which is later created by the Certified Survey Map or Plat, but it must accurately describe the approximate location, size, and shape of the parcel to be rezoned.

2. **TAX PARCEL NUMBER(S)** of the lot(s) or parcel(s) to be rezoned.
 - If the area to be rezoned is part of a larger parcel, please provide the tax parcel number of the larger parcel.
 - If the “larger parcel” is part of a farm or other parcel of more than 35 acres zoned A-1 EX Agriculture Exclusive, please provide the total size of the farm in acres.

3. **SCALE DRAWING** of the proposed rezone area, showing point of beginning, dimensions, bearings, etc., as in the Legal Description.
 - The scale of the drawing should be 1 inch = 400 feet to match the scale of the County’s Zoning maps. This ensures that the proposed parcel or rezoned area “fits” with existing property lines and zoning district boundaries.
 - If the proposed rezone area is small, a larger scale drawing may also be required.
 - The scale drawing should also include:
 - A. The size of the area to be rezoned in acres or square feet.
 - B. Existing and proposed Zoning Districts for the proposed rezone area.
 - C. Existing Zoning Districts of all neighboring properties.
 - D. Soil Capability Unit classifications as shown in the Soil Survey of Dane County, Wisconsin. You must provide the percentage of land in each classification (I-VIII) within the area to be rezoned. Zoning Division staff can assist you in determining soil classification percentages, but the application process will be expedited if the information is provided by your surveyor or other professional.
 - E. Although not required, a site plan showing proposed buildings, parking, landscaping, etc. may also be helpful, particularly if your proposal is fairly complicated (see *Box* on reverse).

(Continued on reverse)

4. **WRITTEN STATEMENT** including the following information, in detail:
 - A. Existing uses of the property.
 - B. Existing uses of all neighboring properties.
 - C. Proposed uses of the rezoned area. Be as specific as possible and indicate why you think the rezone is appropriate. Examples of proposed uses include, but are not limited to:
 - providing land for a residence for a child of the farm owner/operator;
 - creating a parcel for a retirement home for the farm owner/operator;
 - selling off poor cropland for residential development;
 - starting a new business or other use which is not permitted under current zoning.
 - D. Time schedule for development (example: construction, grading, sale of land, etc).

5. **IMPORTANT:** Some townships may prefer to have you explain your rezoning proposal to the Town Board and/or Town Plan Commission before you apply at Dane County Zoning. Please call Town Clerk _____ at _____ - _____ - _____ to find out more about the recommended rezoning application process in the Town of _____.

6. **FILING FEE:** A fee is required at the time the application is made (cash or check only) \$ _____.
 - Please check with zoning staff for the current fee.
 - Applications are accepted between 8:00 a.m. and 4:00 p.m. Monday through Friday.
 - The last day to submit an application for the public hearing to be held on _____ is _____.

APPLICATIONS MAY NOT BE SUBMITTED BY MAIL.
Please call the Zoning Division at 266-4266 if there are any questions.

THE DEPARTMENT SUGGESTS THAT YOU TALK WITH COUNTY STAFF BEFORE APPLYING FOR A
 “SIGNIFICANT” REZONE OR CONDITIONAL USE PERMIT.

Before making a formal application for certain “significant” rezoning or conditional use permits (defined below), the Planning and Development Department advises you to discuss your proposal with professional planning, zoning, or land division review staff within the Department. These staff may be able to help you identify the impact of adopted plans, ordinances and policies on your proposal, avoid unnecessary delays later in the review process, and improve the design of your proposal. Of course, we always recommend talking with town officials about your proposal before you submit any type of rezoning or conditional use permit application.

Based on our experience, the types of projects for which we recommend talking with staff before you submit an application include:

1. A proposal which will ultimately result in the creation of **5 or more lots** in a rural area (i.e., served by private well and septic system).
2. A proposal in which you propose to use a **private driveway to serve three or more lots.**
3. A proposal for a **multiple family residential development**, whether for rental units or owner-occupied condominiums.
4. A **commercial, industrial, institutional, or utility development proposal**, but not most small proposals like “limited family businesses.”
5. A request for **communication tower** construction or collocation of antennas.
6. A request for a new **mineral extraction site**, or a change to an existing mineral extraction site.
7. A proposal which has an impact on mapped **wetlands, floodplains, or a shoreland area**
8. Any other proposal which you think might be complicated or potentially confusing.

Staff may be available to discuss your proposal when you come to the Zoning counter. Otherwise, the Zoning Inspectors can help you arrange an appointment with the appropriate staff person.