

# TOWN OF BLUE MOUNDS

10566 Blue Vista Rd  
Blue Mounds, WI 53517  
608-437-8722

[dctownofbluemounds@gmail.com](mailto:dctownofbluemounds@gmail.com)

## REZONING PROCESS

1. Preliminary Board Meeting (õConcept Meetingö) appearance for Applicant to outline what they plan to do. Done at time of regularly scheduled monthly Board Meeting.
  - " Applicant to be provided the Zoning Change Application form, the Jurisdictional Review form and Reimbursable Expenses form
2. Following the Preliminary Board Meeting, Applicant is to submit the following:
  - " Preliminary CSM (Certified Survey Map)
  - " Completed Jurisdictional Review form
  - " Completed Zoning Change Application form
  - " Completed Reimbursable Charges form
  - " Completed Land Use Committee questionnaire
  - " 500.00 Town Application Fee to address Town expenses (site visits, administration)\*
  - " 750.00 Retainer to address professional services required (Zoning Administrator and CARPC mapping)\*
  - " **IMPORTANT- No action on this matter will continue until all the above listed requirements are met.**
3. Zoning change information forwarded to Zoning Administrator and Land Use Committee Chairperson for scheduling of a site visit/meeting.  
Zoning Administrator review to be completed before and supplied to Land Use Committee prior to site visit.
4. Density study to be performed, if required.
5. Upon receipt of Land Use Committee's recommendation, Office of the Clerk to give Notice of Public Hearing and Notifies Neighbors of zoning change request. This step can be performed as soon as Site Visit date has been set and the Township notified.
6. Public Hearing before the Board of Supervisors to be held the 2<sup>nd</sup> Monday of the month.
  - " Applicant to have preliminary CSM or site plan available.
7. If rezone is approved, Town will issue a Zoning Ordinance Amendment/Zoning Map Amendment.
8. Driveway Permit may be issued at this Public Hearing upon receipt of completed Driveway Construction Permit application, Engineered plan and 500.00 permit fee.\*
9. Upon receipt of final recorded CSM, Office of the Clerk will authorize CARPC to change/update official zoning map.

**\*Checks made payable to the Town of Blue Mounds Updated: 2/2020**

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### **NEW BUILD CHECKLIST**

1. Applicant submits completed Driveway Construction Permit application with 500.00 fee (if not given with Rezone)\*
2. Applicant submits to Dane County for official Address (35.00 fee payable to Dane County)
3. Jurisdictional Review Form submitted to County by Applicant
4. Confirm Town receipt of Jurisdictional Review form. Applicant to complete if not on file.
5. Complete and submit Town Building Permit with 50.00 fee.
6. Complete and Submit Uniform Application Building Permit, if required. This form is carbonless duplicate and goes to the Building Inspector.
7. Complete and submit Land Use Permit application. Fee will be calculated by the Zoning Administrator, but is based on the following:
  - " Residential ó Base fee 50.00 + .095/sq.ft.
  - " Commercial ó Base fee 225.00 + 2.00/each 1,000.00 of construction cost
8. Application forwarded to Zoning Administrator
9. Upon receipt of fees as determined by Zoning Administrator, Land Use Permit to be issued
10. Zoning Administrator emails permit placard to Office of the Clerk for printing and forwarding to applicant.
11. Applicant proceeds to complete building process.

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