

REZONING PROCESS

1. Preliminary Board Meeting for Applicant to outline what they plan to do.
 - Applicant to be provided the Zoning Change Application form, the Jurisdictional Review form and Reimbursable Expenses form
2. Within ten (10) days from 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
 - 400.00 Town Application Fee to address Town expenses (site visits, administration)*
 - 750.00 Retainer to address professional services required (Zoning Administrator and CARPC mapping)*
3. Zoning change information forwarded to Zoning Administrator and Land Use Committee Chairperson. Zoning Administration review to be completed on or before the last Friday of the month.
4. Density study to be performed, if required.
5. Site visit by the Land Use Committee to be performed the first week of the month following the Preliminary Board Meeting.
6. 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.
7. Public Hearing before the Board of Supervisors to be held the 2nd Monday of the month.
 - Applicant to have preliminary CSM or site plan available.
8. If rezone is approved, Town will issue a Zoning Ordinance Amendment/Zoning Map Amendment.
9. Driveway Permit may be issued at this Public Hearing upon receipt of completed Driveway Construction Permit application and 400.00 permit fee.*
10. Office of the Clerk orders CARPC to change/update zoning map.

NEW BUILD CHECKLIST

1. Applicant submits completed Driveway Construction Permit application with 400.00 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 receipt of Jurisdictional Review form. Applicant to complete if not on file.
5. Complete and submit Town Building Permit with 25.00 fee.
6. Complete and submit Land Use Permit application.
 - Residential – Base fee 50.00 + .075/sq.ft.
 - Commercial – Base fee 200.00 + 2.00/each 1,000.00 of construction cost
7. Application forwarded to Zoning Administrator
8. Upon receipt of fees as determined by Zoning Administrator, Land Use Permit to be issued
9. Zoning Administrator emails permit placard to Office of the Clerk for printing and forwarding to applicant.
10. Applicant proceeds to complete building process.

*Checks made payable to the Town of Blue Mounds

Update: 7/2018