

Re-zone checklist

- 1. Preliminary Meeting with Board
- 2. Zoning change application Submitted. Applicant Pays \$300.00 Non-Refundable Town Fee for:
 - Site Visit Costs
 - Administrative Costs
- 3. Clerk forwards zoning change application to Zoning administrator and Land Use Chairman
- 4. If density study is necessary, Order and Charge applicant \$100 non-refundable fee
- 5. Site visit completed
- 6. Retainer Paid by applicant: \$750.00. This includes but is not limited to:
 - Preliminary Certified Survey Map Review (if necessary)
 - Zoning Review , Documentation, Filing
 - Mapping by CARPC
- 7. Applicant signs Agreement for Reimbursable Services
- 8. Clerk gives Notice of Public Hearing and Notifies Neighbors
- 9. Zoning administrator reviews all documents and issues his report to the Board of Supervisors prior to the public hearing.
- 10. Public hearing before Board of Supervisors. Applicant should have available
 - Site plan, if required at this time
 - Preliminary certified survey map
- 11. If rezone is approved, Town will issue "Zoning Ordinance Amendment/Zoning Map Amendment"
- 12. Driveway Permit May be Issued at the Public Hearing, \$300 fee paid by applicant
- 13. Clerk orders CARPC to change zoning map upon payment of any additional fees.

New build checklist

- 1. Application for Driveway Permit, if not given with Rezone: applicant pays \$300.
- 2. Applicant submits to Dane County for Address. Dane County Fee for Address: \$35
- 3. Complete jurisdictional review form.
 - County review/comments if necessary
- 4. Land use permit application.
 - Town Fee assessed, \$25, at time of application
 - Residential base fee \$50.00 + \$.075/sq. foot
 - Commercial base fee \$200.00 + \$2.00/each \$1,000.00 of construction cost
- 5. Application forwarded to zoning administrator.
- 6. Land use permit issued upon payment of any additional fees (to be confirmed by zoning admin.).
- 7. Zoning administrator emails permit placard to clerk to print for applicant.
- 8. Applicant proceeds to complete building permit process.

****Make checks payable to Town of Blue Mounds.***
