



PIERCE COUNTY WISCONSIN
DEPARTMENT OF LAND MANAGEMENT & RECORDS

Pierce County Courthouse,
414 W. Main Street P.O. Box 647
Ellsworth, WI 54011
ZONING OFFICE 715-273-6747
PLANNING OFFICE 715-273-6746
Fax: 715-273-6864
www.co.pierce.wi.us

Pierce County PETITION FOR MAP AMENDMENT (Rezone) Application

GENERAL INFORMATION: A request for a map amendment (or rezone) may be initiated by a property owner or their agent. The process requires Town Board consideration and/or approval, a public hearing before the Land Management Committee (LMC), and approval by the County Board of Supervisors.

TOWN RECOMMENDATION: A Town Recommendation is required for all rezoning requests. If the Town in which the rezone is requested has adopted a comprehensive plan, approval of the rezone request will be based solely on its consistency with that Town's comprehensive plan. If the town in which the rezone is request does not have an adopted comprehensive plan, approval of the rezone request is based on consistency with the Pierce County Comprehensive Plan. In such cases, the Town Recommendation will be used to assist in the identification of applicable goal and policy statements in the County Plan. Acquiring a Town Recommendation typically requires appearing before the Town's Planning Commission as well as the Town Board. Please contact your Town Chair or Clerk for additional information or to be placed on an agenda.

APPLICATION: A pre-application conference with Department of Land Management staff is encouraged to discuss the logistics and feasibility of a given rezone request. A complete application must be submitted to the Land Management Department in order to be processed. A general checklist is as follows:

- Contact, Site Information, & Current and Proposed Zoning District (Page 1);
- Legal Description, Proposed Use, & Reasons for Rezoning (Page 2);
- Map (Page 3)
- Town Recommendation; and,
- Fee: \$500.

REVIEW & APPROVAL PROCESS: A rezone request (map amendment) requires that a public hearing be held prior to consideration by the Land Management Committee. A public hearing notice is published in the Pierce County Herald for two consecutive weeks, with the second publication being at least 7 days prior to the hearing date. Persons owning property within 300 feet of the property lines on which the rezone is requested are also provided notice of the date and time of the public hearing. A decision/recommendation is generated by the LMC following the holding of the public hearing. The proposed rezone is then placed on the County Board agenda for two meetings with action taken at the second meeting. Attendance at applicable LMC and County Board meetings is advised.

The Land Management Committee and County Board of Supervisors may, in the process of approving a zoning amendment, limit the use of land to one or more specific uses permitted in the zoning district for which the amendment is sought.

CONTACT INFORMATION:

Property Owner _____ Contact/Agent (if not owner) _____
Mailing Address _____ Mailing Address _____

Daytime Phone (_____) _____ Daytime Phone (_____) _____

SITE INFORMATION:

Property Location: _____ ¼ of the _____ ¼, Section _____, Town _____ N, Range _____ W, Lot _____, Block _____,
Subdivision _____ Town of _____, Pierce County, WI.
Site address: _____
Parcel Identification # _____ - _____ - _____ Computer # _____

CURRENT ZONING DISTRICT:

Zoning District (Check one):

- | | | | |
|-------------------------------------------------|---------------------------------------------------|--------------------------------------------------|-----------------------------------------------|
| <input type="checkbox"/> Exclusive Agriculture | <input type="checkbox"/> Primary Agriculture | <input type="checkbox"/> Agriculture-Residential | <input type="checkbox"/> General Rural |
| <input type="checkbox"/> General Rural Flexible | <input type="checkbox"/> General Rural Flexible-8 | <input type="checkbox"/> Rural Residential-8 | <input type="checkbox"/> Rural Residential-12 |
| <input type="checkbox"/> Rural Residential-20 | <input type="checkbox"/> Commercial | <input type="checkbox"/> Light Industrial | <input type="checkbox"/> Industrial |

Overlay District (Check one):

- | | | |
|-----------------------------------------|----------------------------------------------|----------------------------------------------------------|
| <input type="checkbox"/> Not Applicable | <input type="checkbox"/> Shoreland / Wetland | <input type="checkbox"/> Kinnickinnic River Blufflands |
| <input type="checkbox"/> Floodplain | <input type="checkbox"/> St. Croix Riverway | <input type="checkbox"/> Planned Residential Development |

REQUESTED ZONING DISTRICT:

Zoning District (Check one):

- | | | | |
|-------------------------------------------------|---------------------------------------------------|--------------------------------------------------|-----------------------------------------------|
| <input type="checkbox"/> Exclusive Agriculture | <input type="checkbox"/> Primary Agriculture | <input type="checkbox"/> Agriculture-Residential | <input type="checkbox"/> General Rural |
| <input type="checkbox"/> General Rural Flexible | <input type="checkbox"/> General Rural Flexible-8 | <input type="checkbox"/> Rural Residential-8 | <input type="checkbox"/> Rural Residential-12 |
| <input type="checkbox"/> Rural Residential-20 | <input type="checkbox"/> Commercial | <input type="checkbox"/> Light Industrial | <input type="checkbox"/> Industrial |

Overlay District (Check one):

- Planned Residential Development

LEGAL DESCRIPTION:

In the space below or in an attached narrative, please document the legal description of the land to be rezoned.

PROPOSED USE:

In the space below, please describe the proposed use of the land to be rezoned.

REASONS FOR REZONING:

In the space below, please describe the reasons for rezoning the land.

I hereby certify that the above application and all attachments are true, correct, and complete to the best of my knowledge and belief.










Signed: _____ Date: _____

LEAVE BLANK - FOR RECEIVING AGENCY USE ONLY	
Date Filed:	
Fee:	
DNR Objection:	
Town Objection:	
Landowners Protest	
Airport Affected Area:	
Overlay District:	Signed: (Zoning Administrator)

MAP ATTACHED: (check one): Yes No

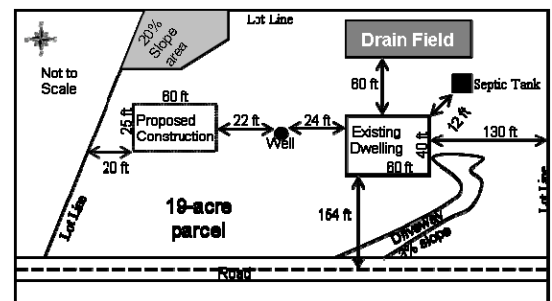
How to create a Plot Plan


This Map Amendment (Rezone) application requires a plot plan. A plot plan is a drawing that shows the entire construction site and all structures, existing and proposed. To assist creating a plot plan, follow these directions:

1. Find your property by going to Pierce County Home Page <http://www.co.pierce.wi.us/>.
2. From the horizontal list on top of the webpage, click on 'Tax & Land Information.'
3. In the middle of this webpage, click on 'Property Data Search.'
4. Type in the computer number, parcel address, or parcel owner, and then press 'Go.'
 - a. If you are taken to the Real Estate Tax Summary. Scroll down to the bottom of the page and click on 'Go to Map.'
 - b. If you are taken to a list of properties, find the correct address and click on the Map Icon. 
5. The computer will automatically go to the selected property. WebFusion is a program that will help generate your plot plan. A basic report caption shows up on the right side of the screen. To continue making the map, close out that caption by clicking on the upper right corner. 
6. On the left side of the screen is a tab labeled 'Map Layers Tab.' Click on the tab and a list of information will show up that you can add your map. Click inside the box to the left of Streams and Aerial Photograph. A check mark will appear inside the box and the information will show up on your map. Hide the tab by clicking on words 'Map Layers Tab' to the left of the screen.
7. Enlarge the parcel by clicking the "Zoom In" Magnifying Glass  tool at the top of the screen. After clicking this tool, use your mouse to left click and drag a boxed area over the selected parcel. Your computer will zoom into the area. If you zoomed in too far, click on the "Zoom Out" Magnifying Glass  tool, repeat the same process, and your computer will zoom out of that area.
8. Now print the map. At the top of the page, click on 'Print' and then 'Print Map.'    A print map caption will show up on the right of the screen. Give your map a title (i.e. John & Jane Doe, N111 – 410th Street). Click on 'Generate Map.' The computer should automatically show you a .PDF document. There are three ways to print the document: a. Go to File, Print, and select your printer. b. Choose the  printer icon to the left of the screen and then select your printer, or c. Choose the  printer icon to the upper right of the screen and then select your printer.

9. The figure to the right is an example of information to draw on to the plot plan. On your printed map, please indicate the following:

- Location & size of proposed construction
- Lot dimensions and lot size
- Locate & label road and any easements
- All existing structures.
- Slopes greater than 20%
- Driveway slope (must be 12% or less)
- Waterways and Floodplains (staff in the office will help with this)
- Distances from construction to roads, well, septic tank, drain field, lot lines, and waterways. This can be measured from your computer screen. First, close out the map you created. Go to the top and middle of your screen and



select the measuring  tool.

*** Note:** If you need assistance with task #9, bring your map to the Land Management Department and ask staff for assistance. If you need assistance using WebFusion, please feel free to call our office at the phone numbers above.

10. Please attach an approved State, County, or Town Driveway Permit if this requires new access to the parcel.
11. Sign your name as owner or agent to the bottom of the WebFusion Plot Plan. Put the date next to your signature.
12. Bring this map to the Land Management Department.

Add additional pages to the application, if necessary. Please number the pages.

Town Recommendation Form

Request: Conditional Use Permit Plat Approval–Concept, Preliminary, Final (Circle One)
 Map Amendment - (Rezone) Other - _____

Applicant/Agent:

Name _____

Site Address (if applicable) _____

Property Description: _____ ¼ of the _____ ¼, Section _____, T _____ N, R _____ W, Lot _____, Block _____,

Subdivision _____ Town of _____

Computer # _____ - _____ - _____ Parcel # _____

Zoning District _____ Acreage _____

A town recommendation is required as part of the application for a rezone (map amendment) or a conditional use permit. This recommendation is necessary whether a town has adopted a comprehensive plan or has not. Pierce County will seek to further each Town's planning goals when considering the establishment of conditionally permitted uses and when considering approval of a request for a rezone or map amendment.

Pierce County will consider adherence to the goals, objectives, and policies of an adopted or amended town comprehensive plan to be consistent with the "public interest" for decisions relating to that Town. In cases where an adopted plan gives guidance regarding the establishment of a proposed conditional use, the specific portion of the plan relating to the request should be referenced. If a town plan is silent regarding the establishment of a proposed use, or a town has not adopted a comprehensive plan, the recommendation will be advisory in nature.

Pierce County will approve re-zonings (map amendments) within a given town only when the proposed amendment is consistent with that town's comprehensive plan. The specific portion of the plan which supports the rezone request should be referenced. It should be noted that if a town's comprehensive plan is silent on a proposed rezone, approval cannot be granted unless consistency is achieved through plan amendment. In cases where a town has not adopted a comprehensive plan, a rezoning request will be considered based upon its consistency with the Pierce County Comprehensive Plan. In such cases, a town's recommendation regarding the proposed rezone will be used to assist the Land Management Committee in evaluating applicable goal statements. Questions regarding the need for a Town Recommendation and its use should be directed to Land Management Department Staff at (715) 273-6746.

Town Recommendation: Approval Denial

Justification/Plan Reference: _____

Concerns/Suggested Conditions: _____

Please attach additional information as necessary.

Town Chair Signature: _____ **Meeting Date:** _____