

TOWN OF RICHMOND

c/o Barbara Ceas, Town Clerk, W8776 Territorial Road, Whitewater WI 53190
Phone/Fax: 608-883-2017 Email: ceasb@idcnet.com

REZONE AND/OR CONDITIONAL USE PROCEDURES

1. The applicant should meet with the Walworth County Land Use & Resource Management Department to discuss the rezone or conditional use before submitting applications to the Town of Richmond. Date of this meeting and signature of County staff member must be on the applications.
2. Complete the attached Town of Richmond Rezone and/or Conditional Use Application form, and the Walworth County forms available at the Elkhorn office or on their website (www.co.walworth.wi.us - click on "Departments", click on "Land Use and Resource Management/Planning and Zoning, click on "On-line forms".) NOTE: the Town Clerk can not accept any forms if they are not complete. If you have any questions about the forms, contact Town Clerk Barb Ceas at the above address.
3. Notify all adjoining property owners (including those across the road) by Certified Mail, Return Receipt Requested. A copy of the letter sent to all abutting landowners plus a copy of the green return receipt signed by the recipient must be included with all applications.
4. Return the completed applications, with "to scale" drawings, and surveys, along with the above proof of notification and filing fee (see the attached fee schedule and #5 below), to the Town Clerk no later than 15 days prior to the Town Board meeting in order to be on the agenda for that month. Board meetings are held on the 3rd Tuesday of each month (unless otherwise noted) at 7:00p.m. in the Town Hall, W9046 County Road "A". Notice of the Public Hearing on the Application will be published on the Agenda.
5. A "Notice of Public Hearing" sign will be posted on the property for informational purposes. A \$100 deposit will be required at the time of the application, to be refunded when the sign is returned undamaged to the Town. Please include a separate check in the amount of \$100 with the application.
6. At the Public Hearing:
 - The applicant or designee will present the request for rezone and/or conditional use.
 - The Board will ask questions and may consult the Town's Comprehensive Plan and map, the county zoning maps, county Shoreland Zoning Ordinance, Subdivision Control Ordinance and other resources.
 - The Chairperson will open the Public Hearing and call upon citizens wishing to speak For or Against the request, and will allow the applicant to address citizen concerns. The Board may make an immediate decision, may entertain a request from the applicant to table the issue to allow him/her time to furnish more information or amend the original request, or they may table the issue for more information or consultation with the Town attorney, engineer, etc.
 - When a decision has been reached, the recommendation will be forwarded to the Walworth County Land Use & Resource Management Department, with a copy to the applicant.

IMPORTANT: Walworth County Zoning Agency requires that a decision from the Town must be received one week prior to a scheduled public hearing at the County. If not received, the County may reschedule the hearing and charge the applicant a re-notice fee.

TOWN OF RICHMOND
Walworth County, Wisconsin
APPLICATION FOR REZONING PETITION

Tax Key #: _____
_____ County Zoning Staff Signature Meeting Date

Applicant Name: _____
Address: _____
Phone No: _____ Email: _____
Property Address (If different): _____

LandOwner (If different than applicant): _____
Address: _____
Phone: _____ Email: _____

Engineer/Consultant: _____
Address: _____
Phone: _____ Email: _____

Current Zoning: _____ **Requested Zoning** _____ **Total Acres** _____ **Rezone Acres:** _____

Existing Buildings on Property: _____ Yes _____ No If Yes, please describe:

Does this rezone also involve a proposed or pending land division? _____ Yes _____ No

Describe Specifically the reasons justifying this rezone petition and specify the proposed use.

Notification of Adjoining Property Owners: All abutting property owners (including those across the road) must be notified of the rezone application by Certified Mail, Return Receipt Requested. A copy of the letter sent to all abutting landowners, plus a copy of the green return receipt signed by the recipient, must be included with this application.

Owner/Applicant Signature(s) **Date** **Town Initials**

TOWN OF RICHMOND

Walworth County, Wisconsin

APPLICATION FOR CONDITIONAL USE PERMIT

Tax Key #: _____

_____ County Zoning Staff Signature

_____ Meeting Date

Applicant Name: _____

Address: _____

Phone No: _____ Email: _____

Property Address (If different): _____

Business Name: _____

Conditional Use Permit Site Address: _____

Landowner of Record: _____

Address: _____

Phone: _____ Email: _____

Architect: _____

Address: _____

Phone No. _____ Email: _____

Engineer/Contractor: _____

Address: _____

Phone: _____ Email: _____

Lot Size: _____ acres Current Zoning: _____

Does current zoning permit the intended use? _____ Yes _____ No

Will there be a Change in exterior lighting? _____ Yes _____ No (If Yes, please explain: _____)

Will there be Outdoor signage? _____ Yes _____ No (If Yes, please explain: _____)

Days and Hours of Business Operation: _____

Number of Employees: _____

The use will be in _____ existing building(s) _____ new building(s)

Describe Specifically the nature of the proposed business and the proposed use of the existing or new building(s):

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Owner/Applicant Signature(s)

Date

Town Initials

TOWN OF RICHMOND
Walworth County, Wisconsin
Zoning Change/Conditional Use Hearing Fee Schedule
Effective January 1, 2012

Conditional Use and Rezone application fees **:

1. Residential Developments (Zone districts A-1, A-2, A-3, A-5, R-2, R-2A, R-3, R-4, R-5, R-6, R-7, R-8, C-2, and C-3) \$400.00, plus \$200 per additional lot/unit*
2. Commercial Developments: (Zone districts B-1, B-2, B-3, B-4, B-5*, B-6)
 - Less than 5,000 sq.ft. of gross floor area.....\$500.00
 - 5,000 to 10,000 sq. ft. of gross floor area.....\$600.00
 - More than 10,000 sq. ft. of gross floor area.....\$700.00

*Where development includes residential use, a fee of \$200 per lot or unit of housing shall be required in addition to the above fee.

3. Industrial Developments:
 - a. Mineral Extraction (M-3).....\$775.00 plus \$50 per acre.
 - b. Sanitary Landfill (M-4).....\$2,000.00 plus \$200 per acre.
 - c. Other Industrial (M-1, M-2, A-4).....Same as Commercial Development fees
4. Wetland & Park Districts (C-1, C-4, P-1, P-2).....\$575.00

** If a rezone and conditional use are requested at the same time, the Conditional Use fee will be \$150.00.

Additional Fees:

1. Town of Richmond shall be reimbursed for any charge for professional services outside of Board Meetings, i.e. attorney or engineering fees.
2. Notice of Public Hearing Sign - A \$100 deposit (in the form of check or cash) will be required at the time of filing the application, to be held by the Town Clerk and refunded upon return of the undamaged sign.
3. Applications requiring an amendment to the Comprehensive Plan will require a \$300 fee in addition to the above listed fee(s).