

Town of Red Cedar

REZONING and/or SPECIAL EXCEPTION OR CONDITIONAL USE PERMIT (CUP) REQUESTS

All requests must be heard before the Town Planning Commission. Meetings begin at 6:30 p.m. at the Town Hall. The required fee is listed in the Town's Table of Fees/Fee Schedule. The Planning Commission normally meets on the 3rd Tuesday of each month, and a schedule of the Planning Commission meeting dates can be obtained by the Clerk.

A legal notice is published in the Dunn County News two times before the scheduled hearing. State Statutes require that notices be sent to all neighboring properties within 300 feet of the property to be rezoned. We generally send notices to all property owners within 500 feet and sometimes beyond, and the petitioner is required to provide a list of names and addresses of said landowners within 500 feet of the property to be rezoned.

The Town staff submits a written report to the Planning Commission prior to the public hearing for review. All Commission members receive all items submitted with the application.

At the Public Hearing, both sides, for and against, can be heard. The applicant or agent must be present at the Public Hearing. Written statements by others may be sent to the Town Clerk for submittal to the Commission.

The Planning Commission makes a recommendation to the Town Board. This recommendation is presented to the Town Board at the next regularly scheduled Town Board meeting. Rezone recommendations from the Town Board are then submitted to the Dunn County Planning, Resource & Development Committee, and the Dunn County Board of Supervisors thereafter.

The Town has adopted the Dunn County Comprehensive Zoning Ordinance which allows the Town to exercise final veto power of rezones within its borders.

APPLICATION REQUIREMENTS

A list of Planning Commission meeting dates can be obtained from the Town Clerk. All applications need to be submitted 30 days prior to this date.

Applicant:

1. Pre-application Conference: Prior to formal petition for an amendment or rezone, the applicant must confer with the Planning Commission or appropriate Town officials, usually in the form of an appearance before the Plan Commission, in order to establish mutual understanding as to the basic concept proposed and to insure prior compliance with the requirements for processing.
2. Fill out attached application. Twelve (12) copies of plat map, application, cover letter, or any other information must be submitted to the Town Clerk. Plans must state the name of the property owner or owner's agent who is responsible for submission materials. The cover letter must indicate the name, address, phone, and fax number of the owner or agent; address of proposed rezone and a complete description of proposed use(s), if applicable. Note: Two (2) copies of a plat are to be full-sized, and 10 copies can be reduced to size 11" x 17" or 8 ½" by 11" paper.
3. Submit complete Application. Submit a concept plan of the proposed uses as applicable.
4. Submit a list of names and addresses of property owners within 500 feet of the property to the Town Clerk.
5. Submit required fee as outlined in the Town's most current Table of Fees.

Town Clerk:

1. Review application for accuracy and all required information.
2. If application is complete, forward to the Town Planner.
3. A Rezoning notice will be published in the local newspaper for two (2) consecutive weeks. The last publication shall be at least one week before the hearing. Owners of all lots within 500 feet of the application address are to be notified by ordinary mail.
4. The Public hearing will occur at the next Plan Commission meeting scheduled after the publication of the second (2nd) newspaper notice.

Town Planner:

1. Review application and complete staff review.
2. Forward the review to Town Clerk and applicant.

Process:

Plan Commission makes a recommendation to the Town Board, and the Board renders a recommendation to the County.

If you have any questions regarding the application or requirements, contact the Town Clerk at (715) 556-5034.

Town of Red Cedar

Rezone and/or Spec. Exception or CUP Application

I (We), the undersigned owner(s)/agent, do hereby petition the Plan Commission to grant a Zoning Amendment, special exception or CUP.

1) Address and legal description of the subject site: _____

2) Tax Parcel Number: _____

3) Present Zoning Classification: _____

4) Requested Zoning Classification, if applicable: _____

5) Petitioner's interest in the requested rezoning, special exception, or CUP (property owner, buyer, agent, etc.):

6) Provide the reason(s) for the rezoning request, special exception, or CUP. If development is proposed, list type and number of structure(s), proposed operation of use of the structure(s) or site, number of employees, parking facility:

7) Submit a Plat Map (prepared by a surveyor or engineer) drawn to a scale of 1" = 100' showing area to be rezoned, if applicable, its locations, dimensions, bearings (legal description), location, and classification of adjacent zoning, the location and existing use of all properties within 500 feet of the area proposed to be rezoned.

8) Attach a list of all property owners within 500 feet of subject lot lines.

I (We) hereby certify that all the above statements and attachments submitted herewith are true and correct to the best of my knowledge and belief.

PROPERTY OWNER

Name: _____
(Signature)

Address: _____

(City) (State) (Zip)

Phone: _____

Email: _____

OWNER'S AGENT

Name: _____
(Signature)

Address: _____

(City) (State) (Zip)

Phone: _____

Email: _____

For Official Use Only

Application reviewed by: _____ Date: _____

Filed: _____ Notices Mailed: _____

Published: _____ Public Hearing: _____

_____ Filing Fee \$ _____ Date Recd. _____

PLAN COMMISSION RECOMMENDATION: _____ Date: _____

BOARD ACTION: _____ Date: _____