



**OFFICE OF
LAND USE AND ZONING**
A Division of
Land & Water Resources Department

Dear Applicant for Zoning Amendment:

Thank you for taking the time to inquire about the proper zoning for your property. As I am sure you are aware, zoning is important to Oconto County and its citizens because it is essential that land be developed in such a way as to conserve natural resources and prevent conflicting uses from occurring. In order to help you achieve your desired land use in such a way as to minimize impacts to natural resources and prevent conflicting uses, we, at the Oconto County Zoning Office, would like to help you through the rezoning process.

Prior to applying for a petition for zoning amendment (rezone), there are a couple of things that need to be considered in order to ensure that your property will be zoned correctly. The first thing that you should determine is whether the zoning district you are requesting will allow for your intended use(s) of the land. Permitted uses are those that are allowed in that zoning district with a permit, but do not require any additional hearings. Conditional uses require a hearing by the Board of Adjustment. The Board of Adjustment may deny the proposed activity or place special or unique conditions on any permit that is granted. Before you apply to rezone your property, consultation with Zoning Staff is important to assure that your intended land use is allowable in the zoning district you are requesting. There are also rezone standards that the applicant needs to address to assure compatibility with other land uses in the area.

The other item that you should make sure of prior to applying for a rezone is that the property you are rezoning meets the minimum size requirements of the proposed zoning district. Please find a chart enclosed that shows the minimum area for a lot in each zoning district. This chart also shows the minimum road, building site and water frontage required as well as the required setbacks. Again, before you apply for a rezone, you should make sure your property would meet all the minimum dimensional requirements of the proposed district. In addition to these requirements, you will need to contact the town for any more restrictive acreage minimums.

Once you have determined the zoning district you would like to apply for, it is very important that you submit your application, along with the two diagrams that are required, and the \$400.00 application fee, as soon as possible, as the rezone process can be quite lengthy. Rezoning hearings are generally held either during the last week of the month after the application is received. The hearings are held by the Oconto County Planning and Zoning Committee at the local Town Hall. Applications are typically accepted until the last Friday of the month. Applications received after this time will be scheduled for the next set of hearings.

As a prerequisite to making application to Oconto County for any rezone, the zoning department requests that your proposal be reviewed and commented on by the Town Plan

Commission & Town Board. It is important that the Town Board does not object to the zoning change because they have the power to veto any change in zoning that the County Board approves. It is a county policy to not schedule any zoning application until you have a Town Board recommendation to either approve or deny in writing of the zoning change. The towns are in agreement to review land use changes that affect their towns overall comprehensive plans. Each town has a vision for development and would like assurances that proposed land use changes are compatible with their comprehensive plan. **In order for the Town Board to act on your request you must be on the town agenda for their monthly meeting.** Please contact the Town Chairman or Town Clerk to be placed on their agenda.

As part of the County public hearing, there will be a short on-site inspection immediately prior to the hearing. You must attend both the on-site inspection and the public hearing. If you cannot attend the public hearing and the on-site inspection, or if you wish to have someone act on your behalf, for example an attorney, a real estate agent or a potential purchaser of the property, you may assign agent status to that individual by filling out the agent section of the application and by having the agent, as well as yourself, sign the application. The agent must then attend both the on-site inspection and public hearing.

The Planning and Zoning Committee will, after listening to all testimony and reviewing any applicable evidence, make a recommendation to either approve or deny the rezone. This recommendation is then forwarded to the County Board, who ultimately approves or denies the rezone. The County Board meeting will either be held during the month following the public hearing if the hearing was held at the end of the month, or the same month of the public hearing if the hearing was held in the beginning of the month. The County Board meeting is held at the Oconto County Courthouse on the Thursday after the third Monday of the month. Generally speaking, the entire rezone process takes between 8 and 12 weeks.

Please remember that in order to avoid any delays, the application must be filled out completely. If all the information requested on the application is not completed, the required diagrams, the \$400.00 application fee are not submitted, or if Town Board recommendation is not submitted, the application will not be processed. Also, please note, Oconto County does not warrant or guarantee any petition for zoning amendment, and the application fee is non-refundable.

If you have any questions on rezoning, or need assistance filling out the application, please feel free to call me at (920) 834-6827, or write to Oconto County Zoning Department, 301 Washington Street, Oconto, WI 54153.

Sincerely,
Patrick Virtues
Planning, Zoning & Solid Waste Administrator