

City of Neenah Development Handbook



Department of Community Development and Assessment

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[Community Development - City of Neenah](#)

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Introduction

The Community Development Department is committed to a customer-service approach that involves assisting property owners, businesses and developers navigate City codes, policies, and procedures. Community Development staff will act as your main point of contact and will coordinate the city process review with other departments.

This Development Handbook outlines the steps for each process, identifies the required submittal documents, describes the approval process, contains contact information, and any other information needed when undertaking a specific project. For a general guideline of what steps are needed for your specific project, please see the guide below.

New Construction	Site Plan (Major)	Page 5
Additions over 5,000 SqFt or 50% of existing building		
Additions under 5,000 SqFt or 50% of existing building	Site Plan (Minor)	Page 7
Accessory Building Construction (e.g. storage building)		
Parking Lot Addition greater than 10 parking stalls	Parking Lot Plan	Page 9
New Parking Lot construction		
Changing the use of a property	Change of Use	Page 10
Telecommunications Tower Construction	Telecom. Tower	Page 12
Dividing land into four or less parcels, any one of which is less than 1.5 acre in size within City limits	City CSM	Page 14
Dividing land into four or less parcels, any one of which is less than 1.5 acre in size outside City limits	Extraterritorial CSM	Page 15
All other land divisions	Preliminary Plat / Final Plat	Page 16

Every project should begin with a preliminary meeting with planning staff to discuss exact requirements for specific projects.

This handbook also covers several other processes and services that the Community Development Department administers. Occasionally, a project requires additional requisites fulfilled. The cases in which these are needed will be specified by planning staff during your preliminary meeting, or otherwise outlined in this handbook. Here, required documents, example documents, step by step processes, and contacts for those various other services can be found. Check the references below for guidance.

Rezoning	Page 18
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Community Health District (CH)	Page 26
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Before undertaking any of the above, please contact the Community Development Department to schedule a preliminary meeting about your specific project if you have not already.

Resources

- [Neenah Zoning Code](#)
- [Neenah Subdivision Code](#)
- [Neenah Sign Code](#)
- [Floodplain Map](#)
- [Town/City Boundary Agreement Map](#)
- [Interactive Parcel Map](#)
- [Zoning Map](#)
- [Future Land Use Map](#)

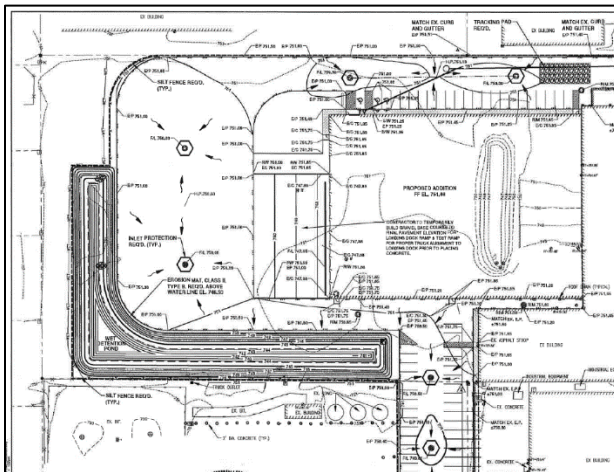
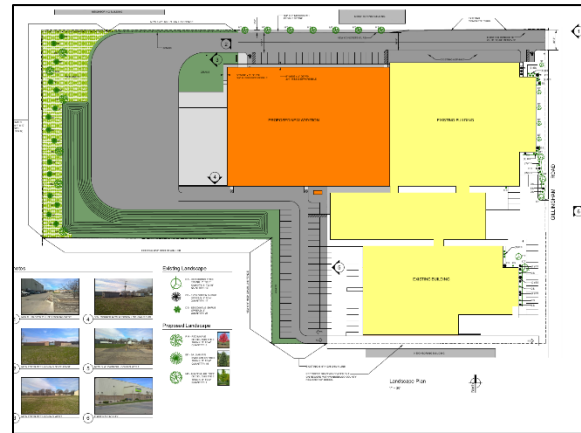
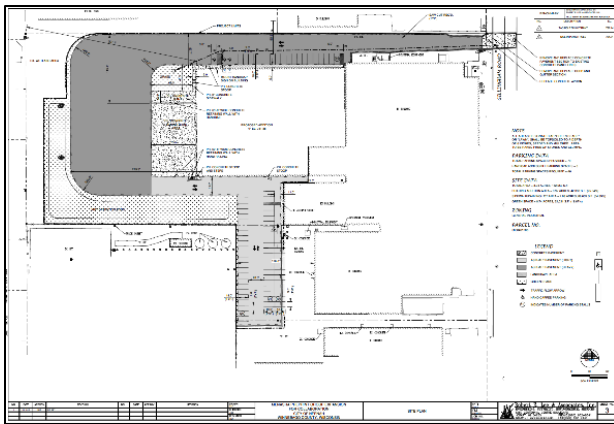
Site Plan Reviews

Major Site Plan

A major site plan review includes new developments, building additions greater than 5,000 square feet in size or larger than 50% of the existing building, or other projects deemed major site plans by Community Development staff.

1. Schedule a preliminary meeting with planning staff.
 - Prepare conceptual plans and be prepared to explain your project.
2. Incorporate staff feedback and prepare final plans.
 - The required information on the site plan is:
 - i. Name and address of owner and / or developer.
 - ii. Date, north marker, scale, and name of proposed development project.
 - iii. Existing buildings, right-of-way.
 - iv. Easements, and locations & name of roadways.
 - v. Proposed location of buildings, parking areas, refuse areas, drives, and landscaping.
 - vi. Drainage and Grading plans.
 - vii. Outdoor Lighting plans including light fixture information.
 - viii. Storm water management plan.
 - ix. Utility plan.
 - x. Building elevations and floor plans; and
 - xi. Any other necessary information necessary to describe the project or development.
3. Complete a [Planning Service](#) application.
 - Fill out the contact and property information portions.
 - Describe the proposed project.
 - Indicate you are applying for a Major Site Plan Review.
4. Apply for Zoning Approvals (If necessary).
 - Identify the zoning of the property using the [Zoning Map](#).
 - i. Verify the proposed land use is permitted in the [Zoning Code](#).
 - ii. If the proposed land use is considered a “Special Use”, see page 19 for the process of obtaining a Special Use Permit.
 - iii. If the proposed land use is not permitted in the property’s current zoning, see page 18 for the Rezoning application process.
5. Submit the following to the Community Development Department:
 - Final Site Plan.
 - Completed Planning Service application.
 - i. Including any necessary Zoning Approval Requests.
 - And a check for the \$400 Major Site Plan Review Fee.
 - i. If you are also applying for other services on the same application, you can combine the fees onto one check.

- ii. [See the complete fee schedule here.](#)
- Completed applications shall be submitted a minimum of two weeks prior to the Plan Commission meeting.
6. Make a reasonable effort to attend the Plan Commission Meeting.
 - Once the documents are received, the planning staff will review the project and make recommendations.
 - The Site Plan will be placed on the agenda of the next regularly scheduled Plan Commission meeting. [Click here to see a schedule.](#)
 - The Plan Commission will decide whether to deny, approve, or conditionally approve the project.
 - A letter explaining the Plan Commission decision will be sent to the applicant after the meeting.
7. Obtain required building permits.
 - [Click here to apply for building permits.](#)
8. Begin construction and schedule inspections according to building permit specifications.
 - [Click here to schedule an inspection.](#)



Site Plan Reviews

Minor Site Plan

Minor site plans include all building additions less than 5,000 square feet or less than 50% of the size of the existing building, accessory structures, construction of a new parking lot on a separate parcel, and other projects deemed necessary by Community Development staff.

1. Schedule a preliminary meeting with planning staff.
 - Prepare conceptual plans and be prepared to explain your project.
2. Incorporate staff feedback and prepare final plans.
 - The required information on the site plan is:
 - i. Name and address of owner and / or developer.
 - ii. Date, scale, north marker, and name of proposed development project.
 - iii. Existing buildings, right-of-ways.
 - iv. Easements, and locations & name of roadways.
 - v. Proposed location of buildings, parking areas, refuse areas, drives, building elevations, outdoor lighting, and landscaping; and
 - vi. Any other necessary information necessary to describe the project or development.
3. Complete a [Planning Service](#) application.
 - Fill out the contact and property information portions.
 - Describe the proposed project.
 - Indicate you are applying for a Minor Site Plan Review.
4. Apply for Zoning Approvals (If necessary).
 - Identify the zoning of the property using the [Zoning Map](#).
 - i. Verify the proposed land use is permitted in the [Zoning Code](#).
 - ii. If the proposed land use is considered a “Special Use”, see page 19 for the process of obtaining a Special Use Permit.
 - iii. If the proposed land use is not permitted in the property’s current zoning, see page 18 for the Rezoning application process.
5. Submit the following to the Community Development Department:
 - Final Site Plan.
 - Completed Planning Service application.
 - i. Including any necessary Zoning Approval Requests.
 - And a check for the \$200 Minor Site Plan Review Fee.
 - i. If you are also applying for other services on the same application, you can combine the fees onto one check.
 - ii. [See the complete fee schedule here](#).
 - Completed applications shall be submitted a minimum of two weeks prior to the Plan Commission meeting.
6. Make a reasonable effort to attend the Plan Commission Meeting.

- Once the documents are received, the planning staff will review the project and make recommendations.
 - The Site Plan will be placed on the agenda of the next regularly scheduled Plan Commission meeting. [Click here to see a schedule.](#)
 - The Plan Commission will decide whether to deny, approve, or conditionally approve the project.
 - A letter explaining the Plan Commission decision will be sent to the applicant after the meeting.
7. Obtain required building permits.
 - [Click here to apply for building permits.](#)
 8. Begin construction and schedule inspections according to building permit specifications.
 - [Click here to schedule an inspection.](#)

Site Plan Reviews

Parking Lot Site Plan

A parking lot plan is required when an existing parking lot is expanded by 10 or more parking spaces or a new parking lot on the same parcel as the principal use is constructed. In each scenario there is no other project associated with the project.

1. Schedule a preliminary meeting with planning staff.
 - Prepare conceptual plans and be prepared to explain your project.
2. Incorporate staff feedback and prepare final plans.
 - The required information on the site plan is:
 - i. Name and address of owner and / or developer.
 - ii. Date, scale, north marker, and name of proposed development project.
 - iii. Existing buildings, rights-of-way.
 - iv. Easements, and locations & name of roadways.
 - v. Proposed location of buildings, parking areas, refuse areas, drives, and landscaping; and
 - vi. Any other necessary information necessary to describe the project or development.
3. Complete a [Planning Service](#) application.
 - Fill out the contact and property information portions.
 - Describe the proposed project.
 - Indicate you are applying for a Parking Lot Site Plan Review.
4. Submit the following to the Community Development Department:
 - Final Site Plan.
 - Completed Planning Service application.
 - And a check for the \$100 Parking Lot Review Fee.
 - i. If you are also applying for other services on the same application, you can combine the fees onto one check.
 - ii. [See the complete fee schedule here.](#)
5. If approved, apply for a Parking Lot Permit. [Click here](#) to access permit portal.
 - Once the permit is issued, construction can begin.

Site Plan Reviews

Change of Use

A change of use review is required when an applicant is proposing to change the use of the property/building (e.g. from a retail use to a restaurant). In addition, if a property/building has been vacant for a period of 12-months or longer, a change of use review is required. If the project includes modifications, additions, or other types of physical changes to the site (not the interior of the building), a minor or major site plan may be required.

1. Schedule a preliminary meeting with planning staff.
 - Prepare conceptual plans and be prepared to explain your project.
2. Incorporate staff feedback and prepare final plans.
 - The required information on the site plan is:
 - i. Name and address of owner and / or developer.
 - ii. Date, scale, north marker, and name of proposed development project.
 - iii. Existing buildings, right-of-ways.
 - iv. Easements, and locations & name of roadways.
 - v. Identify how the property will be used including off-street parking, floor plan, refuse collection, etc.; and
 - vi. Any other necessary information necessary to describe the project or development.
3. Complete a [Planning Service](#) application.
 - Fill out the contact and property information portions.
 - Describe the proposed project.
 - Indicate you are applying for a Change of Use.
4. Apply for Zoning Approvals (If necessary).
 - Identify the zoning of the property using the [Zoning Map](#).
 - i. Verify the proposed land use is permitted in the [Zoning Code](#).
 - ii. If the proposed land use is considered a “Special Use”, see page 19 for the process of obtaining a Special Use Permit.
 - iii. If the proposed land use is not permitted in the property’s current zoning, see page 18 for the Rezoning application process.
5. Submit the following to the Community Development Department:
 - Final Site Plan.
 - Completed Planning Service application.
 - i. Including any necessary Zoning Approval Requests.
 - And a check for the \$150 Change of Use Review Fee.
 - i. If you are also applying for other services on the same application, you can combine the fees onto one check.
 - ii. [See the complete fee schedule here](#).

6. Await decision from planning staff.
 - If approved, the occupancy can then change.
 - If planning staff determines corrective actions need to be taken, change of use will only be allowed once all of the corrective actions are completed.
7. In some cases, a change of use may have to be reviewed by the Plan Commission Meeting.
 - Once the documents are received, the planning staff will review the project and make recommendations.
 - The Site Plan will be placed on the agenda of the next regularly scheduled Plan Commission meeting. [Click here to see a schedule.](#)
 - The Plan Commission will decide whether to deny, approve, or conditionally approve the project.
 - A letter explaining the Plan Commission decision will be sent to the applicant after the meeting.
8. Obtain required building permits.
 - [Click here to apply for building permits.](#)
9. Begin construction and schedule inspections according to building permit specifications.
 - [Click here to schedule an inspection.](#)

Site Plan Reviews

Telecommunications Tower

1. Schedule a preliminary meeting with planning staff.
 - Prepare conceptual plans and be prepared to explain your project.
2. Incorporate staff feedback and prepare final plans.
 - The required information on the site plan is:
 - i. Name and address of owner and / or developer.
 - ii. Date, scale, north marker, and name of proposed development project.
 - iii. Existing buildings, right-of-ways.
 - iv. Easements, and locations & name of roadways.
 - v. Proposed location of buildings, parking areas, refuse areas, drives, and landscaping; and
 - vi. Any other necessary information necessary to describe the project or development.
3. Complete a [Planning Service](#) application.
 - Fill out the contact and property information portions.
 - Describe the proposed project.
 - Indicate you are applying for a Telecommunications Tower.
4. Apply for Zoning Approvals (If necessary).
 - Identify the zoning of the property using the [Zoning Map](#).
 - i. Verify the proposed land use is permitted in the [Zoning Code](#).
 - ii. If the proposed land use is considered a “Special Use”, see page 19 for the process of obtaining a Special Use Permit.
 - iii. If the proposed land use is not permitted in the property’s current zoning, see page 18 for the Rezoning application process.
5. Submit the following to the Community Development Department:
 - Final Site Plan.
 - Completed Planning Service application.
 - i. Including any necessary Zoning Approval Requests.
 - And a check for the \$3,000 Telecommunications Tower Site Plan Review Fee.
 - i. If you are also applying for other services on the same application, you can combine the fees onto one check.
 - ii. [See the complete fee schedule here](#).
6. Make a reasonable effort to attend the Plan Commission Meeting.
 - Once the documents are received, the planning staff will review the project and make recommendations.
 - The Site Plan will be placed on the agenda of the next regularly scheduled Plan Commission meeting. [Click here to see a schedule](#).
 - The Plan Commission will decide whether to deny, approve, or conditionally approve the project.
 - A letter explaining the Plan Commission decision will be sent to the applicant after the meeting.

7. Obtain required building permits.
 - [Click here to apply for building permits.](#)
8. Begin construction and schedule inspections according to building permit specifications.
 - [Click here to schedule an inspection.](#)

Land Division

City Certified Survey Map (CSM) – 4 or less lots

1. Schedule a preliminary meeting with planning staff.
 - Prepare conceptual plans and be prepared to explain your project.
2. Have the survey performed and the map prepared by a qualified Wisconsin land surveyor.
 - All corners should be monumented according to Wisconsin State statutes [236.15\(1\)\(c\)](#) and [236.15\(1\)\(d\)](#).
 - The map must meet Wisconsin State statute [236.20\(2\)](#).
 - i. The map must include the affidavit of the surveyor who surveyed and mapped the parcel.
 - ii. This must include a clear and concise description of the land surveyed by bearings and distances, commencing with some corner established or in reference to an established corner in the US Public Land Survey.
3. Complete a [Planning Service](#) application.
 - Fill out the contact and property information portions.
 - Provide a property identification or a legal description of the property.
 - Indicate you are applying for a City CSM.
4. Submit the following to the Community Development Department:
 - Copies of the completed survey map.
 - Completed Planning Service application.
 - And a check for the \$150 City CSM Review Fee.
 - i. If you are applying for other services on the same application, you can combine the fees onto one check.
 - ii. [See the complete fee schedule here.](#)
5. Make a reasonable effort to attend the Plan Commission Meeting.
 - Once the documents are received, the planning staff will review the project and make recommendations.
 - The CSM will be placed on the agenda of the next regularly scheduled Plan Commission meeting. [Click here to see a schedule.](#)
 - The Plan Commission will decide whether to deny, approve, or conditionally approve the project.
 - The Plan Commission will instead make recommendations to the Common Council and place the CSM on the agenda for the next [Common Council meeting](#) if the map contains any of the following:
 - i. Dedications of public streets.
 - ii. Other public land dedications.
 - iii. Or easement interests for the public.
6. Make a reasonable effort to attend the Common Council Meeting.
 - The Common Council will then either deny, approve, or conditionally approve the map.

Land Division

Extraterritorial Certified Survey Map (CSM)

An extraterritorial CSM review is required when land is subdivided outside of City limits, but within the City's extraterritorial jurisdiction, which is generally 2.5 miles outside the city and within an unincorporated area (town).

1. Schedule a preliminary meeting with planning staff.
 - Prepare conceptual plans and be prepared to explain your project.
2. Have the survey performed and the map prepared by a qualified Wisconsin land surveyor.
 - All corners should be monumented according to Wisconsin State statutes [236.15\(1\)\(c\)](#) and [236.15\(1\)\(d\)](#).
 - The map must meet Wisconsin State statute [236.20\(2\)](#).
 - i. The map must include the affidavit of the surveyor who surveyed and mapped the parcel.
 - ii. This must include a clear and concise description of the land surveyed by bearings and distances, commencing with some corner established or in reference to an established corner in the US Public Land Survey.
3. Complete a [Planning Service](#) application.
 - Fill out the contact and property information portions.
 - Provide a property identification or a legal description of the property.
 - Indicate you are applying for an Extraterritorial CSM.
4. Submit the following to the Community Development Department:
 - Copies of the completed survey map.
 - Completed Planning Service application.
 - And a check for the \$150 Extraterritorial CSM Review Fee.
 - i. If you are applying for other services on the same application, you can combine the fees onto one check.
 - ii. [See the complete fee schedule here.](#)

Land Division

Preliminary Plat / Final Plat

1. Schedule a preliminary meeting with planning staff.
 - Prepare conceptual plans and be prepared to explain your project. This should include:
 - i. Description of proposed plat.
 - ii. A map of the proposed plat.
 - iii. And a sketch plan of the proposed plat.
2. Consult Plan Commission with conceptual plans.
 - Attend a regularly scheduled Plan Commission Meeting to present a conceptual plan of the proposed plat. [Click here to see a schedule.](#)
3. Prepare a Preliminary Plat consistent with the guidance of the Plan Commission.
 - Exact requirements for this document can be found in the [Municipal Code](#).
4. Complete a [Planning Service](#) application.
 - Fill out the contact and property information portions.
 - Provide a property identification and number of lots / outlots.
 - Indicate you are applying for a Preliminary Plat.
5. Submit the following to the Community Development Department:
 - Eight copies of the Preliminary Plat.
 - Completed Planning Service application.
 - And a check for the Preliminary Plat Review Fee.
 - i. This fee is \$150 + \$35 for each lot in the plat.
 - ii. If you are applying for other services on the same application, you can combine the fees onto one check.
 - iii. [See the complete fee schedule here.](#)
6. Make a reasonable effort to attend the Plan Commission Meeting.
 - Once the documents are received, the planning staff will review the project and make recommendations.
 - The Preliminary Plat will be placed on the agenda of the next regularly scheduled Plan Commission meeting. [Click here to see a schedule.](#)
 - The Plan Commission will then make recommendations to the Common Council.
7. Make a reasonable effort to attend the Common Council Meeting.
 - After the recommendations of the Plan Commission, the plat will be placed on the agenda for the next Common Council Meeting. [Click here to see a schedule.](#)
 - The Common Council will then either deny, approve, or conditionally approve the plat.
8. Complete a second [Planning Service](#) application.
 - Fill out fields as before, but indicate you are applying for a Final Plat.
9. Submit the following to the Community Development Department:
 - Eight copies of the Final Plat.
 - Completed Planning Service application.
 - Check for the Final Plat Review Fee

- i. This fee is \$100 + \$10 for each lot in the plat.
10. Make a reasonable effort to attend the Plan Commission and Common Council meetings.
- The plat will be placed on the agendas again to be reviewed by the Plan Commission and the Common Council.
 - Common Council will have the final approval of the Final Plat.

Zoning

Rezoning

Each property within the City is located within a zoning district. The zoning district contains a list of permitted land uses, uses requiring a special use permit, and development standards. A use that isn't permitted may necessitate a rezoning or an amendment to the zoning map to change the zoning district of a property. There are certain limitations to when a property may be rezoned.

1. Schedule a preliminary meeting with planning staff.
 - Be prepared to explain your intentions for rezoning the property.
 - Familiarize yourself with the property's Zoning on the [Zoning Map](#).
 - Understand the City's [Zoning Code](#).
2. Complete a [Planning Service](#) application.
 - Fill out the contact and property information portions.
 - Provide your reasoning for rezoning in the project description box.
 - Indicate you are applying for a Rezoning.
3. Submit the following to the Community Development Department:
 - A completed Planning Service application.
 - A map of the area to be rezoned.
 - And a check for the \$500 Rezoning Application Fee.
 - i. If you are applying for other services on the same application, you can combine the fees onto one check.
 - ii. [See the complete fee schedule here](#).
4. Make a reasonable effort to attend the Plan Commission Meeting.
 - Once received, planning staff will review the application and it will be placed on the agenda for the next scheduled Plan Commission Meeting. [Click here for schedule](#).
 - Here there will be an informal hearing where you will have the opportunity to answer questions about your application.
 - Property owners within 200 feet of the proposed rezoning are also notified and may attend the meeting to ask questions.
 - Plan Commission will make a recommendation to the Common Council.
5. Make a reasonable effort to attend the Common Council Meeting.
 - After Plan Commission makes its recommendations, the application will be placed on the agenda for the next Common Council Meeting. [Click here for a schedule](#).
 - A formal hearing will be held before the Common Council Meeting, owners of any property within 200 ft of the property to be rezoned will have been notified of the hearing and the application to rezone.
 - Common Council will then either deny, approve, or conditionally approve the application.

Zoning

Special Use Permits

Each zoning district contains a list of permitted uses or uses allowed by right and special uses or uses requiring a higher level of review to determine the use's impact on the surrounding neighborhood.

1. Schedule a preliminary meeting with planning staff.
 - Prepare conceptual plans and be prepared to explain your project.
2. Complete a [Planning Service](#) application.
 - Fill out the contact and property information portions.
 - Provide a description of your project.
 - Indicate you are applying for a Special Use Permit
3. Submit the following to the Community Development Department:
 - A completed Planning Service application.
 - And a check for the \$500 Special Use Permit Application.
 - i. If you are applying for other services on the same application, you can combine the fees onto one check.
 - ii. [See the complete fee schedule here.](#)
4. Make a reasonable effort to attend the Plan Commission Meeting.
 - Once received, planning staff will review the application and it will be placed on the agenda for the next scheduled Plan Commission Meeting. [Click here for schedule.](#)
 - Here there will be an informal hearing where you will have the opportunity to answer questions about your application.
 - Plan Commission will make a recommendation to the Common Council.
5. Make a reasonable effort to attend the Common Council Meeting.
 - After Plan Commission makes its recommendations, the application will be placed on the agenda for the next Common Council Meeting. [Click here for a schedule.](#)
 - An informal hearing will be held before the Common Council Meeting, owners of any property within 200 ft of the property will have been notified of the hearing and the application for a Special Use Permit.
 - i. There may be more opportunities to answer questions on the application.
 - Common Council will then either deny, approve, or conditionally approve the application.
6. Once approved, a site plan (major or minor) may be submitted. In some cases, a special use permit and site plan can be submitted and reviewed together.

Zoning

Appeals or Variances

A property owner may appeal a decision to deny a permit if they feel the decision was made in error. A variance is a request to allow a relief of a zoning standard (e.g. reduced setback) based on specific hardship based on the unique, physical characteristics of the property.

1. Complete a [Planning Service](#) application.
 - Fill out the contact and property information portions.
 - Explain why you are appealing a decision / seeking a variance.
 - Indicate you are applying for an Appeal or Variance.
2. Submit the following to the Community Development Department:
 - A completed Planning Service application.
 - A check for the \$350 Appeal or Variance Application Fee.
 - i. If you are applying for other services on the same application, you can combine the fees onto one check.
 - ii. [See the complete fee schedule here.](#)
3. Attend the Board of Zoning Appeals Hearing.
 - Upon receiving the application, the Community Development Department will review the application and it will be placed on the agenda for the next Board of Zoning Appeals Meeting.
 - i. The Board meets on the third Thursday of each month.
 - Notice of this hearing will be sent to the property owners of each adjoining property, as well as the Alderman of the ward the subject property is located.
 - The owner or agent must be in attendance or else no action will be taken.
4. Wait for the decision of the Board to be mailed to you.

For more information on the role of the Board of Zoning Appeals, please visit the following link hosted by University of Wisconsin Extension:

<https://fyi.extension.wisc.edu/landusetraining/variances/>

Zoning

Future Land Use Map Amendments

The City's Comprehensive Plan serves as a guide to future city growth and development. Within the Comprehensive Plan is a future land use map which generally describes future land use patterns. Although the Plan is frequently reviewed and amended, land use patterns may change necessitating a change to the future land use map. These changes are typically initiated by the City, but a property owner may request a change.

1. Schedule a preliminary meeting with planning staff.
 - Be prepared to explain your motivations for updating the [Future Land Use Map](#).
 - Familiarize yourself with the property's Zoning on the [Zoning Map](#).
 - Understand the City's [Zoning Code](#).
2. Complete a [Planning Service](#) application.
 - Fill out the contact and property information portions.
 - Provide your reasoning for rezoning in the project description box.
 - Indicate you are applying for a Future Land Use Map Amendment.
3. Submit the following to the Community Development Department:
 - A completed Planning Service application.
 - A map of the area to be changed on the Future Land Use Map.
 - And a check for the \$500 Future Land Use Map Amendment Fee.
 - i. If you are applying for other services on the same application, you can combine the fees onto one check.
 - ii. [See the complete fee schedule here](#).
4. Make a reasonable effort to attend the Plan Commission Meeting.
 - Once received, planning staff will review the application and it will be placed on the agenda for the next scheduled Plan Commission Meeting. [Click here for schedule](#).
 - Here there will be an informal hearing where you will have the opportunity to answer questions about your application.
 - Plan Commission will make a recommendation to the Common Council.
5. Make a reasonable effort to attend the Common Council Meeting.
 - After Plan Commission makes its recommendations, the application will be placed on the agenda for the next Common Council Meeting. [Click here for a schedule](#).
 - A formal hearing will be held before the Common Council Meeting, owners of any property within 200 ft of the subject property will have been notified of the hearing and the application to amend the map.
 - i. There may be more opportunities to answer questions on the application.
 - Common Council will then either deny, approve, or conditionally approve the application.

Special Projects

Planned Development Districts

1. Schedule a preliminary meeting with planning staff.
 - Prepare conceptual plans and be prepared to discuss the following:
 - i. Scope and size of development, and proposed land uses.
 - ii. Parking and open space considerations.
 - iii. Infrastructure needs, and traffic impacts.
 - iv. And conformance with the Comprehensive Plan for the City.
2. Prepare a Master Development Plan incorporating feedback from planning staff.
 - The plan should include the following:
 - i. Name and address of owner and / or developer.
 - ii. A legal description of the site, easements, and other restrictions.
 - iii. A statement describing the general character of the proposed development, its conformance with neighborhood community goals, timing of development, land uses, development densities, lot sizes, and number of dwellings units.
 - iv. A general outline describing the proposed relationship between the owner and the developer as well as any deed restrictions.
 - v. Existing site conditions.
 - vi. Pattern of proposed land uses, including the shape, size, and arrangement of use areas, as well as an outline showing proposed staging of the project.
 - vii. The pattern of public and private streets.
 - viii. A preliminary utility plans.
 - ix. And a description of any areas to be dedicated to the public.
 - x. This list is abbreviated, see the [municipal code](#) for the full requirements.
3. Complete a [Planning Service](#) application.
 - Fill out the contact and property information portions.
 - Include a brief description of the project.
 - Indicate you are applying for a Master Plan Review.
4. Submit the following to the Community Development Department:
 - A completed Master Development Plan.
 - A completed Planning Service application.
 - And a check for \$500 Master Plan Approval Fee.
 - i. If you are applying for other services on the same application, you can combine the fees onto one check.
5. Make a reasonable effort to attend the Plan Commission Meeting.
 - Once received, planning staff will review the application and it will be placed on the agenda for the next scheduled Plan Commission Meeting. [Click here for schedule.](#)
 - There will be an opportunity to answer questions about the project to the Plan Commission.
 - Plan Commission will make a recommendation to the Common Council.
6. Make a reasonable effort to attend the Common Council Meeting.

- After Plan Commission makes its recommendations, the application will be placed on the agenda for the next Common Council Meeting. [Click here for a schedule.](#)
 - There will be an opportunity to answer questions about the project to the Council.
 - Common Council will then either deny, approve, or conditionally approve the application.
7. Once a planned development district and its subsequent master plan are approved, any project or development within the district requires Project Plan Approval. Please see page #28 for more information.

Special Projects

Traditional Neighborhood Developments

1. Schedule a preliminary meeting with planning staff.
 - Prepare conceptual plans and be prepared to discuss the following:
 - i. Scope and size of development, and proposed land uses.
 - ii. Parking and open space considerations.
 - iii. Infrastructure needs, and traffic impacts.
 - iv. And conformance with the Comprehensive Plan for the City.
2. Prepare a Master Development Plan incorporating feedback from planning staff.
 - The plan should include the following:
 - i. Name and address of owner and / or developer.
 - ii. A legal description of the site, easements, and other restrictions.
 - iii. Existing site conditions.
 - iv. A statement describing the general character of the proposed development, its conformance with neighborhood community goals, timing of development, land uses, development densities, lot sizes, and number of dwelling units;
 - v. A general outline describing the proposed relationship between the owner and the developer as well as any deed restrictions.
 - vi. A conceptual site plan, with building outlines, streets, transit stops, drives, pedestrian paths, service areas, proposed land uses, and proposed staging of the project.
 - vii. A preliminary utility plans.
 - viii. And a description of any areas to be dedicated to the public.
 - ix. This list is abbreviated, see the [municipal code](#) for the full requirements.
3. Complete a [Planning Service](#) application.
 - Fill out the contact and property information portions.
 - Include a brief description of the project.
 - Indicate you are applying for a Master Plan Review.
4. Submit the following to the Community Development Department:
 - A completed Master Development Plan.
 - A completed Planning Service application.
 - And a check for \$500 Master Plan Approval Fee.
 - i. If you are applying for other services on the same application, you can combine the fees onto one check.
5. Make a reasonable effort to attend the Plan Commission Meeting.
 - Once received, planning staff will review the application and it will be placed on the agenda for the next scheduled Plan Commission Meeting. [Click here for schedule.](#)
 - There will be an opportunity to answer questions about the project to the Plan Commission.
 - Plan Commission will make a recommendation to the Common Council.
6. Make a reasonable effort to attend the Common Council Meeting.

- After Plan Commission makes its recommendations, the application will be placed on the agenda for the next Common Council Meeting. [Click here for a schedule.](#)
 - There will be an opportunity to answer questions about the project to the Council.
 - Common Council will then either deny, approve, or conditionally approve the application.
7. Once a traditional development district and its subsequent master plan are approved, any project or development within the district requires Project Plan Approval. Please see page #28 for more information.

Special Projects

Community Health Districts

1. Schedule a preliminary meeting with planning staff.
 - Prepare conceptual plans and be prepared to discuss the following:
 - i. Scope and size of development, and proposed land uses.
 - ii. Parking and open space considerations.
 - iii. Infrastructure needs, and traffic impacts.
 - iv. And conformance with the Comprehensive Plan for the City.
2. Prepare a Master Development Plan incorporating feedback from planning staff.
 - The plan should include the following:
 - i. A certified topographic survey.
 - ii. A project site plan including areas dedicated for buildings, parking, landscaping, circulation, and utilities.
 - iii. Floor plans and elevations of any proposed buildings.
 - iv. A landscape plans.
 - v. And a statement of intent, including the nature of the project, the long-term goals, data corroborating proposed developments, and number of employees.
 - vi. This list is abbreviated, see the [municipal code](#) for the full requirements.
3. Complete a [Planning Service](#) application.
 - Fill out the contact and property information portions.
 - Include a brief description of the project.
 - Indicate you are applying for a Master Plan Review.
4. Submit the following to the Community Development Department:
 - A completed Master Development Plan.
 - A completed Planning Service application.
 - And a check for \$500 Master Plan Approval Fee.
 - i. If you are applying for other services on the same application, you can combine the fees onto one check.
5. Make a reasonable effort to attend the Plan Commission Meeting.
 - Once received, planning staff will review the application and it will be placed on the agenda for the next scheduled Plan Commission Meeting. [Click here for schedule.](#)
 - There will be an opportunity to answer questions about the project to the Plan Commission.
 - Plan Commission will make a recommendation to the Common Council.
6. Make a reasonable effort to attend the Common Council Meeting.
 - After Plan Commission makes its recommendations, the application will be placed on the agenda for the next Common Council Meeting. [Click here for a schedule.](#)
 - There will be an opportunity to answer questions about the project to the Council.
 - Common Council will then either deny, approve, or conditionally approve the application.

7. Once a community health district and its subsequent master plan are approved, any project or development within the district requires Project Plan Approval. Please see page #28 for more information.

Special Projects

Project Plan Approval

Projects or developments proposed in a Community Health District, Planned Development District or Traditional Neighborhood District require project plan approval. Basically, this process follows the site plan review process, but includes a Common Council review to ensure conformity to the master plan of the district.

1. Schedule a preliminary meeting with planning staff.
 - Prepare conceptual plans and be prepared to explain your project.
2. Incorporate staff feedback and prepare final plans.
 - The required information on the site plan is:
 - i. Consistency with District master plan
 - ii. Name and address of owner and / or developer.
 - iii. Date, north marker, scale, and name of proposed development project.
 - iv. Existing buildings, right-of-ways.
 - v. Easements, and locations & name of roadways.
 - vi. Proposed location of buildings, parking areas, refuse areas, drives, and landscaping.
 - vii. Drainage and Grading plans.
 - viii. Outdoor Lighting plans including light fixture information.
 - ix. Storm water management plan.
 - x. Utility plan.
 - xi. Building elevations and floor plans; and
 - xii. Any other necessary information necessary to describe the project or development.
 - xiii. Each special district requires slightly different standards. Please review the zoning code for the special district you are attending to develop in.
3. Complete a [Planning Service](#) application.
 - Fill out the contact and property information portions.
 - Describe the proposed project.
 - Indicate you are applying for a Project Plan Approval.
4. Apply for Zoning Approvals (If necessary).
 - Identify the zoning of the property using the [Zoning Map](#).
 - i. Verify the proposed land use is permitted in the [Zoning Code](#).
 - ii. If the proposed land use is considered a “Special Use”, see page 19 for the process of obtaining a Special Use Permit.
 - iii. If the proposed land use is not permitted in the property’s current zoning, see page 18 for the Rezoning application process.
5. Submit the following to the Community Development Department:
 - Final Site Plan.

- Completed Planning Service application.
 - i. Including any necessary Zoning Approval Requests.
 - And a check for the \$400 Project Plan Approval Fee.
 - i. If you are also applying for other services on the same application, you can combine the fees onto one check.
 - ii. [See the complete fee schedule here.](#)
 - Completed applications shall be submitted a minimum of two weeks prior to the Plan Commission meeting.
6. Make a reasonable effort to attend the Plan Commission Meeting.
 - Once the documents are received, the planning staff will review the project and make recommendations.
 - The Site Plan will be placed on the agenda of the next regularly scheduled Plan Commission meeting. [Click here to see a schedule.](#)
 - The Plan Commission will make a recommendation to deny, approve, or conditionally approve the project.
 7. Common Council, at its next regularly scheduled meeting, will review Plan Commission's recommendation and approve, conditionally approve or deny the project plan.
 - If approved, City staff will send a decision letter explaining the approval and any conditions of approval.
 8. Obtain required building permits.
 - [Click here to apply for building permits.](#)
 9. Begin construction and schedule inspections according to building permit specifications.
 - [Click here to schedule an inspection.](#)

Annexations

Annexation Petition

1. Schedule a preliminary meeting with planning staff.
 - Typically, City staff will need to know the address of the property proposed for annexation, the use of the property, whether the property needs City utilities (water/sanitary sewer), and other pertinent information.
2. There are certain limitations the city has in accepting an annexation such as whether the land is contiguous or is it restricted as part of a boundary agreement. If City staff determines the annexation can proceed, the following information is required:
 - Signed annexation petition including a legal description of the land to be annexed, the type of annexation, the number of people living in the annexation area, the number of electors (people of voting age), and a signature of each owner of real property.
 - i. There are different types of annexations that may apply. City staff will help determine which type is appropriate for your request.
 - Additionally, submit an annexation exhibit (map) as is required by Wisconsin Department of Administration standards.
 - There is no review fee if the property being annexed is intended to be used as single-family development (R-1 District). However, if the zoning district is anything other than R-1, a rezoning fee of \$500 is required.
 - In addition, the Wisconsin Department of Administration requires a review fee. Please consult with City staff to determine the fee amount.
3. Once a full petition and map have been submitted, the City will begin its internal review process which includes a fiscal impact analysis which determines any costs associated with the annexation to the City and the costs/fees, and deferred assessment that would be collected from the annexing property owner.
4. A Plan Commission meeting is then scheduled to review the annexation. The plan Commission makes a recommendation to approve or deny the annexation.
5. The Common Council has final review authority and can either approve the annexation, adjust the boundaries of the annexation, or deny the annexation.
6. The entire process can take up to 2 months depending on the complexity of the annexation.
7. Once approved, the property has been added to the City and that property is eligible for City services.