

**TOWN OF EAGLE
REZONING APPLICATION REQUIREMENTS**

The Plan Commission normally meets the first Monday of each month at 7:30 p.m. 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 rezoning, 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 proper compliance with the requirements for processing.
2. Fill out application. Twelve (12) copies of plat map, application, cover letter or any other information must be submitted to the Town Clerk. Plans must state name of property owner or owner's agent who is responsible for submission materials. The cover letter must indicate the owner's or agent's name, address, phone, and fax; address of proposed rezoning and a complete description of proposed use(s) if applicable. Note: 2 copies are to be full-sized and 10 copies can be reduced to ledger size (11" x 17") paper.
3. Submit complete Rezoning Application.

* Submit a concept plan of the proposed uses as applicable

4. Submit list and addresses of property owners within 300 feet to the Town Clerk.
5. Submit fee of \$400.00 payable to the Town of Eagle.

Town Clerk:

1. Review application for accuracy and all required information.
2. If application is complete forward to Town Planner.
3. A Rezoning notice will be published in the local newspaper for 2 consecutive weeks. The last publication shall be at least one week before the hearing. Owners of all lots within 300' of the application are to be notified by ordinary mail.
4. Public hearing for Rezoning will be scheduled for the next Plan Commission meeting after notice has appeared in the newspaper for 2 weeks.

Town Planner:

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

Process:

Plan Commission makes recommendation to the Town Board for Rezoning and Board renders a recommendation to the County. The Towns recommendation is forwarded to the County for final action.

If you have any questions regarding the application or requirements, contact Town Clerk at 262-594-5800.

**TOWN OF EAGLE
REZONING APPLICATION**

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

- 1) Address and legal description of the subject site: _____
 - 2) Tax parcel number: _____
 - 3) The present zoning classification: _____
 - 4) Requested Zoning Classification for the property: _____
 - 5) Requested zoning text amendment section: _____
 - 6) Petitioner's interest in the requested rezoning: (property owner, buyer, agent, etc.) _____

 - 7) Provide the reason(s) for the rezoning request. 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: _____

 - 8) Submit a Plot Map (prepared by a surveyor or engineer) drawn to scale of 1' = 100' showing area to be rezoned, its locations, dimensions, bearings (legal description), location and classification of adjacent zoning, the location and existing use of all properties within 300' of the area proposed to be rezoned.
 - 9) Attach list of all property owners within 300' of subject lot lines.
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Rezoning Application

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

OWNER'S AGENT

Name _____
(Signature)

(Signature)

Address _____

(City) (State) (Zip)

(City) (State) (Zip)

(Phone)

(Phone)

For Office Use Only

Application reviewed by: _____ Date: _____

Filed _____

Notices Mailed _____

Published _____

Public Hearing _____

Filing Fee (\$400.00) _____

Made payable to the Town of Eagle

PLAN COMMISSION RECOMMENDATION: _____

(Date)

BOARD ACTION: _____

(Date)

