



# City of Menasha Application Rezoning

SUBMIT TO:  
City of Menasha  
Dept. of Com. Development  
100 Main Street, Suite 200  
Menasha, WI 54952-3190  
PHONE: (920) 967-3650

## APPLICANT INFORMATION

Petitioner: \_\_\_\_\_ Date: \_\_\_\_\_

Petitioner's Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone #: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_ Other Contact # or Email: \_\_\_\_\_

Status of Petitioner (Please Circle):    Owner       Representative       Tenant       Prospective Buyer

Petitioner's Signature (required): \_\_\_\_\_ Date: \_\_\_\_\_

## OWNER INFORMATION

Owner(s): \_\_\_\_\_ Date: \_\_\_\_\_

Owner(s) Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone #: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_ Other Contact # or Email: \_\_\_\_\_

Ownership Status (Please Circle):    Individual       Trust       Partnership       Corporation

### **Property Owner Consent: (required)**

By signature hereon, I/We acknowledge that City officials and/or employees may, in the performance of their functions, enter upon the property to inspect or gather other information necessary to process this application. I also understand that all meeting dates are tentative and may be postponed by the Community Development Dept. for incomplete submissions or other administrative reasons.

Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## ZONING AND DEVELOPMENT INFORMATION

**Address/Location of Rezoning Request:** \_\_\_\_\_

Tax Parcel Number(s): \_\_\_\_\_

Rezone property from: \_\_\_\_\_ to \_\_\_\_\_

Purpose for Rezoning: \_\_\_\_\_

Describe existing property development and land use: \_\_\_\_\_

Describe proposed development and/or proposed land use: \_\_\_\_\_

Proposed time schedule for development and/or use of the property: \_\_\_\_\_

Staff \_\_\_\_\_ Date Rec'd \_\_\_\_\_

Zoning Adjacent to the Site: North: \_\_\_\_\_  
South: \_\_\_\_\_  
East: \_\_\_\_\_  
West: \_\_\_\_\_

**SUBMITTAL REQUIREMENTS – Must accompany the application to be complete.**

- Map of the immediate area showing property involved. Area to be rezoned must be outlined in color
- A site plan drawn to readable scale showing present status of property and proposed development
- Street address, adjacent streets, intersections and any other information or landmarks to help identify the property
- Location of existing uses, structures, fences and signs and location of proposed uses, structures, fences and signs
- A narrative statement explaining the zone change and discussion of the project
- Copies of all deeds for the properties included in the rezoning request (with legal description)

➤ **Fee of \$350.00 is due at time of application, payable to the City of Menasha.  
FEE IS NON-REFUNDABLE**

**SUMMARY OF PROCESS**

The City of Menasha Plan Commission and City Council act on all zone changes. The petitioner or owner should be present at both the Plan Commission and City Council meetings to discuss and answer possible questions regarding the request.

Neighborhood opinion is an important factor in the decision-making process. For complex or controversial proposals, it is recommended that the petitioner conduct a neighborhood meeting to solicit public input prior to action by the Plan Commission and City Council. Community Development staff is available to offer assistance in compiling a mailing list for a neighborhood meeting. Please note that a meeting notice will be mailed to property owners within 100 feet of the subject property regarding your request.

The application package is reviewed by Community Development staff to determine conformance with adopted city plans, planning policy, zoning requirements and development standards. A staff recommendation is prepared for consideration by the Plan Commission and City Council. The petitioner will be provided with a copy of the staff memorandum and meeting notice several days prior to the Plan Commission meeting. No notice is sent to the petitioner or owner regarding the City Council’s consideration of the request. Petitioners and owners are encouraged to contact Community Development staff to find out when the request will be sent to the City Council for review.

The Plan Commission’s decision is advisory only. The City Council will make the final decision regarding all zone change requests. The Plan Commission may lay over requests to subsequent meetings if incomplete information is provided or additional questions or concerns are raised at their meeting(s).

After the Plan Commission makes its recommendation, the request will be forwarded to the City Council for consideration. This generally occurs two-three weeks after the Plan Commission meeting depending on the date the Council meeting is scheduled (the Council meets on the 1<sup>st</sup> and 3<sup>rd</sup> Monday of every month). Wisconsin State Statutes require a zone change to be published as Class II notice in the local newspaper, the City takes care of this publication requirement prior to the Plan Commission and Council meetings.

If Council approves the rezoning, the Ordinance is published in the newspaper. City administrative offices are notified of the effective date of the Ordinance and will make changes to the official zoning map accordingly.

For more information please contact the Community Development Department at (920) 967-3650