

## Zoning District Change Process

### Town Level

1. Contact the Town where your property is located to get your rezone request on their agenda. (Some towns will put you on the planning commissions agenda first and other towns will start with the Town Board)
2. The Town Board or the planning commission will evaluate the proposed zoning district change with the Town's comprehensive plan, surrounding land use, and other factors.
3. Planning commission will provide Town Board with a recommendation to grant or deny rezone request.
4. Town board will take action on the request. If the Town Board denies the request, the rezoning process stops at the town level and cannot be pursued to the county level.

### County Level

5. Submit Zoning District Change Application to County Zoning Office along with \$750 application fee.
6. County completes a class 2 legal notice and sets up a public hearing in front of the Environmental Services Committee. Notice is provided to the neighboring properties within 300' of the applicant's property.
7. Public hearing- Environmental Services Committee makes a recommendation to the County Board to grant or deny rezoning request.
8. County Board acts on the rezoning request to formally change the zoning district map.

*\*Please Note- This process could take three months at the town level and approximately two months at the county level.*

**If the proposed use also requires a conditional use permit, the applicant will also need to complete the conditional use permit process after the district change has been approved.**

### Conditional Use Permit

1. Complete and Submit the Conditional Use Permit Application to County Zoning Office along with \$750 application fee.
2. County completes a class 2 legal notice and sets up a public hearing in front of the Environmental Services Committee. Notice is provided to the neighboring properties within 300' of the applicant's property.
3. Public Hearing- Committee discusses proposed use with the applicant, deliberates, and acts on the application.
4. If the conditional use permit is granted, the applicant submits the land use permit application along with the \$400 fee to obtain their conditional use permit. (\$400 is a one-time permit fee)
5. If the conditional use permit is denied, the proposed use would be prohibited on the property.

*\*Please Note- The conditional use process typically takes four to six weeks to complete, but could take longer if more information is needed by the Environmental Services Committee.*