

**PROCESS FOR FILING REZONING PETITIONS  
AFTER THE DEADLINE**

STEP 1	<p><b>You MUST obtain approval from Council Member or Waiver from the Mayor.</b></p> <ul style="list-style-type: none"> <li>• You must contact the council member of the district in which subject premise is located. If you are unable to reach said council member, you must obtain a written waiver by the Mayor.</li> <li>• Personally contact those property owners required to be provided notice of the application no later than the publication date.</li> <li>• A notarized affidavit must be submitted regarding Step 1 with the application.</li> </ul>
STEP 2	<p><b>The following steps must be followed as if filing by the deadline:</b></p> <ul style="list-style-type: none"> <li>• Schedule an appointment with Planning &amp; Development Department.</li> <li>• Complete the application.</li> <li>• Provide all required exhibits.</li> </ul>
STEP 3	<p><b>Submit application to the City Clerk’s Office, along with a check made payable to the City Treasurer in the amount of \$900.00 (*regular fee is \$450.00).</b></p> <p>Applications must be submitted no later than 12:00 noon on the Wednesday preceding the regularly scheduled Council meeting, held the second Thursday of the month.</p>

\* The fee for Petitions for Amendments of the Zoning Ordinance shall be twice the amount of the regular fee if the petition is received later than 5:00 p.m. on the Friday preceding the Council Meeting and before noon on the Wednesday preceding the Common Council Meeting.

**AFFIDAVIT**

STATE OF WISCONSIN     )  
  ) ss.  
COUNTY OF LA CROSSE    )

1. That I, \_\_\_\_\_, am the petitioner of the proposed rezoning located at \_\_\_\_\_.

2. That I have:

- A.    contacted the affected Council Member of the District or
- B.    obtained a written waiver by the Mayor because I have not been able to the Council Member.

3. That I will personally contact those property owners required to be provided notice of the rezoning no later than \_\_\_\_\_.  
*(insert first publication date)*

\*4. That I will personally contact the Council Member of the affected district prior to \_\_\_\_\_.  
*(insert first publication date)*

(\*If 2A is checked, question 4 is not applicable.)

\_\_\_\_\_  
(Signature of Applicant)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public  
La Crosse County, Wisconsin  
My Commission expires:

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I, Mayor of the City of La Crosse, do hereby waive the requirement that the Council Member of the District be notified by the Petitioner prior to filing said petition.

Dated: \_\_\_\_\_  
Mayor

Cc: Council Member