

REZONING PETITION INSTRUCTIONS
For a Planned Development District or
Traditional Neighborhood District

STEP 1	Petition. Forms are available to pick up from either the Planning Department or the City Clerk's Office at City Hall or on our website at www.cityoflacrosse.org/City Clerk/Forms .
STEP 2	Submit a letter of intent to the Planning & Development Department, which letter shall include a preliminary sketch of the project. The Planning Department will coordinate a pre-petition conference to include the owner or his/her agent and Planning, Engineering and Building Safety. Said pre-petition conference should be held at least 30 days prior to filing the petition and is necessary to discuss the scope and proposed nature of the contemplated development.
STEP 3	Prepare General Development Plan to include all the information referred to in Section 115-156 of the Municipal Code of Ordinances.
STEP 4	Complete Petition. A. Verify the following: Property address, tax parcel number, legal description, and zoning. B. Obtain the proper legal description of the property and attach a copy to the petition. <i>The proper legal description is the recordable version that can be obtained from the La Crosse County Register of Deeds or can be found on the property deed.</i> <i>Note: Legal descriptions from tax bills or zoning website are not recordable.</i> C. Petitions shall be signed by all owners of the property, or agent with signed affidavit. D. Complete the Petition in its entirety; incomplete or illegible petitions will be refused.
STEP 5	Following the pre-petition conference, submit the Petition and Development Plan to the City Clerk's Office, along with a check payable to the City Treasurer in the amount of \$700.00. Petitions must be submitted no later than 5:00 p.m. on the Friday preceding the regularly scheduled Council meeting, held the second Thursday of the month.

Committee	Meeting Date/Time
Submittal Deadline	Friday,
City Plan Commission* 4:00 p.m.	Monday,
Judiciary & Administration Committee* 6:00 p.m.	Tuesday,
Common Council (Final Action) 6:00 p.m.	Thursday,

* attendance recommended.
Note: All committees meet in Council Chambers.

**PETITION FOR
AMENDMENT OF ZONING DISTRICT BOUNDARIES**

For a Planned Development District or
Traditional Neighborhood District

REQUIREMENTS

All petitions must be completed in full and filed with the City Clerk's Office, no later than 5:00 p.m. on the Friday preceding the regularly scheduled Common Council meeting, which is held on the second Thursday of the month. ***Petitions that are incomplete or illegible will not be accepted.***

Prior to completion of the Petition, petitioner(s) shall submit a letter of intent to the Planning & Development Department, which letter shall include a preliminary sketch of the project. The Planning Department will coordinate a pre-petition conference to include the owner or his/her agent and Planning, Engineering and Building Safety Departments. Said pre-petition conference should be held at least 30 days prior to filing the petition and is necessary to discuss the scope and proposed nature of the contemplated development. In addition, any applicant shall verify property address (include all the street addresses that can be found in subject tax parcel(s)), tax parcel number, legal description and zoning.

FEES

All petitions shall be accompanied by a check made payable to the City Treasurer in the amount of seven hundred dollars (\$700.00).

ATTACHMENTS

All applicants shall be required to provide the following attachments:

General Development Plan to include all the information referred to in Section 115-156 of the Municipal Code of Ordinances.

Additional Information as may be required by the Planning & Development Department, City Engineer, Building Safety or Common Council, which may include a Plat of Survey.

AUTHORIZATION

All petitions shall be signed by all owners of the property. If an agent of the property owner files a petition on behalf of the property owner, the agent must provide a signed affidavit from the property owner authorizing the pursuit of the district change or amendment.

NOTICE

All rezoning amendments, except as otherwise provided by the Common Council for comprehensive rezonings, shall require written notification by regular mail to the owners of record of land included in such change, the owners of record of land within two hundred (200) feet radius, excluding right-of-way.

**PETITION FOR CHANGE TO ZONING
CITY OF LA CROSSE**

AMENDMENT OF ZONING DISTRICT BOUNDARIES

For a Planned Development District or
Traditional Neighborhood District

Petitioner (name and address):

Owner of site (name and address):

Address of subject premises:

Tax Parcel No.:

Legal Description (must be a recordable legal description; see Requirements):

PDD/TND: General Specific General & Specific

Zoning District Classification:

Proposed Zoning Classification:

Is the property located in a floodway/floodplain zoning district? Yes No

Is the property/structure listed on the local register of historic places? Yes No

Is the Rezoning consistent with Future Land Use Map of the Comprehensive Plan? Yes No

Is the consistent with the policies of the Comprehensive Plan? Yes No

Property is Presently Used For:

Property is Proposed to be Used For:

Proposed Rezoning is Necessary Because (Detailed Answer):

Proposed Rezoning will not be Detrimental to the Neighborhood or Public Welfare Because (Detailed Answer):

Proposed Rezoning will not be Detrimental to the City's Long Range Comprehensive Plan Goals, Objectives, Actions and Policies Because (Detailed Answer):

The undersigned depose and state that I/we am/are the owner of the property involved in this petition and that said property was purchased by me/us on the _____ day of _____, _____.

I hereby certify that I am the owner or authorized agent of the owner (include affidavit signed by owner) and that I have read and understand the content of this petition and that the above statements and attachments submitted hereto are true and correct to the best of my knowledge and belief.

(signature)

(telephone)

(date)

(email)

At least 30 days prior to filing the petition for approval of the designation of a Planned Development District, the owner or his agent making such petition shall meet with the Planning Department, Engineering Department and Building Safety to discuss the scope and proposed nature of the contemplated development. (Pursuant sec. 115-156(3)(e)(1) of the Municipal Code of Ordinances of the City of La Crosse.)

PETITIONER SHALL, BEFORE FILING, HAVE PETITION REVIEWED AND INFORMATION VERIFIED BY THE DIRECTOR OF PLANNING & DEVELOPMENT.

Review was made on the _____ day of _____, 20____.

Signed: _____
Director of Planning & Development

AFFIDAVIT

STATE OF)
) ss
COUNTY OF)

The undersigned, _____, being duly sworn states:

1. That the undersigned is an adult resident of the City of _____, State of _____.
2. That the undersigned is (one of the) legal owner(s) of the property located at _____.
3. By signing this affidavit, the undersigned authorizes the application for a conditional use permit/district change or amendment (circle one) for said property.

Property Owner

Subscribed and sworn to before me this _____ day of _____, 20__.

Notary Public
My Commission expires _____.

- (2) The Petition: Following the pre-petition conference, the owner or his agent may file a petition with the Office of the City Clerk for an amendment to the City's Master Zoning Map requesting designation as a Planned Development District. The procedure for rezoning to a planned development district shall be as required for any other change in zoning district boundaries, except that in addition thereto, the rezoning may only be considered in conjunction with a comprehensive development plan and shall be subject to the following additional requirements. The comprehensive development plan may be in the form of a general development plan in order to receive concept approval therefore requiring a two-step process or in the form of a combined general and specific comprehensive development plan in order to receive final approval in a simultaneous, single step approval process. Such petition shall be accompanied by a permit fee of \$500.00, as well as ten (10) copies of the following information:
- a. General Development Plan. A General Development Plan encompassing all of the property which the developer owns or controls which includes a statement which sets forth the relationship of the proposed Planned Development District to the City's adopted General Plan for the La Crosse Area or any adopted component thereof and the general character of and the uses to be included in the proposed Planned Development District, including the following information:
 1. Total area to be included in the Planned Development District, area of open space in acres and percent, proposed uses of land keyed to the comparable existing zoning districts, residential density computations (gross and net), proposed number of dwelling units, the approximate location of different types or densities of dwelling units, population analysis, availability of or requirements for municipal services and utilities and any other similar data pertinent to a comprehensive evaluation of the proposed development.
 2. A general summary of the estimated value of structures and site improvement costs, including landscaping and special features.
 3. A general outline of the organizational structure of a property owner's or management's association, which may be proposed to be established for the purpose of providing any necessary private services including proposed restrictive covenants.
 4. Any proposed departures and requested waivers from the standards of development as set forth in other City zoning regulations, land division ordinance, sign ordinance and other applicable regulations.
 5. The expected date of commencement of physical development as set forth in the proposal and also an outline of any development staging which is planned.
 6. A sketch plan depicting the proposed lot layout, street configuration, utilities, and open space.
 7. A legal description of the boundaries of lands included in the proposed Planned Development District.
 8. A description of the relationship between the lands included in the proposed Planned Development District and surrounding properties.
 9. The location of institutional, recreational and open space areas, common areas and areas reserved or dedicated for public uses, including schools, parks, and drainage ways.
 10. Characteristics of soils related to contemplated specific uses.
 11. Existing topography on site with contours at no greater than two (2) foot intervals City Datum where available.
 12. General landscaping treatment.