

# IOWA COUNTY OFFICE OF PLANNING & DEVELOPMENT

Courthouse - 222 N. Iowa St. - Dodgeville, WI 53533

Telephone: (608) 935-0398 Fax: (608) 935-3024

e-mail: [scott.godfrey@iowacounty.org](mailto:scott.godfrey@iowacounty.org)

## Checklist for Land Use Change (Rezoning)/Conditional Use Requests

(No application will be accepted until each of the following items is accomplished.)

Step1 Discuss all proposed land divisions, development and land uses with the personnel of the Iowa County Office of Planning & Development. This is required to confirm the current zoning status of the property at issue, determine the appropriate district to request, and to identify any other relevant local, state or federal issues. **This requires, at a minimum, a completed PRELIMINARY DEVELOPMENT FORM (See page 2)**

**Date submitted:** \_\_\_\_\_

Step2 Contact the Town Board or Boards affected by your proposal. Some towns have land use plans that must be adhered to. The Iowa County Zoning, Planning, Sanitation, & Rural Planning Committee requires a written recommendation from the Town Board(s) affected.

**A WRITTEN RECOMMENDATION FROM THE TOWN (S)**

**Date met with Town(s):** \_\_\_\_\_

Step3 All land use change (rezoning) requests must include an EXACT metes and bounds legal description of the lot proposed to be rezoned, in addition to a **RECORDED DEED** of the parent property. The office must approve of the submitted description before the application will be accepted. *Note: In many cases, a proposed land division will require review and approval of a Certified Survey Map in accordance with the Iowa County Subdivision and Land Division Ordinance.* **Date approved by the Office:** \_\_\_\_\_

Step4 Any request made with the intention for a structure to be constructed that will require a private on-site sewage system requires a **SOIL TEST** to be performed and recorded with this Office *before* an application will be accepted.

**Date soil test recorded with Office:** \_\_\_\_\_

Step5 Please review the ATTACHED **APPLICATION** for completion and accuracy. The Office will NOT accept an incomplete application.

**Date completed application submitted to Office:** \_\_\_\_\_

**Please Note:** A land use change (rezoning) request involves a public hearing before the Iowa County Zoning, Planning, Sanitation, & Rural Planning Committee at which time this committee will make a recommendation that must be acted upon by the Iowa County Board of Supervisors. **The applicant/landowner or a representative for the applicant/landowner must be present at the hearing.** No rezoning is effective and no construction permits can be issued until the County Board action. A conditional use request requires action by the Iowa County Zoning, Planning, Sanitation, & Rural Planning Committee but does not require County Board action.

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## IOWA COUNTY LAND USE CHANGE/CONDITIONAL USE APPLICATION

Filing Fee: See below: payable to Office of Planning & Development  
(non-refundable upon notice publication)  
Filing Deadline: 1<sup>st</sup> Friday of each month for the next hearings

Applicant: \_\_\_\_\_ Address: \_\_\_\_\_  
City/Zip Code: \_\_\_\_\_

Landowner: \_\_\_\_\_ Address: \_\_\_\_\_  
City/Zip Code: \_\_\_\_\_

Applicant Phone: (\_\_\_\_) \_\_\_\_\_ Landowner Phone: (\_\_\_\_) \_\_\_\_\_

This application is for: \_\_\_\_\_ Land use change/Rezone---\$300 filing fee  
\_\_\_\_\_ Conditional Use -----\$300 fee if no land use change  
\$100 if with land use change

in the Town of \_\_\_\_\_ Acreage of proposed lot(s) \_\_\_\_\_

Section \_\_\_ Town \_\_\_N Range \_\_\_E \_\_\_1/4 of the \_\_\_1/4

Have you contacted your Town Board about this proposal?  Yes  No

Does this request involve any proposed land division?  Yes  No

**All land use change/rezoning requests must include an exact metes and bounds or survey plat legal description of the proposed lot or lots. This description must be identical to any proposed parcel to be created by sale or transfer.**

Requested zoning district: \_\_\_\_\_ for the proposed use(s) of: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Requested conditional uses(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**For Office Use Only:** Rcv'd by \_\_\_\_\_ Date \_\_\_\_\_ Fee \_\_\_\_\_ Check # \_\_\_\_\_ Cash  
\_\_\_\_\_present zoning \_\_\_\_\_ floodplain \_\_\_\_\_ shoreland/wetland \_\_\_\_\_

Please list any improvements currently on the land: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please explain the reason for the request and proposed plans: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please submit a list of all landowners with addresses that abut the affected property.

The proposed lot or lots may be required to be staked at the site for purposes of on-site inspection by Office of Planning & Development personnel.

**\*\*NOTE\*\* The signature of the land owner and applicant below gives consent for Office of Planning & Development personnel to enter his/he r property for purposes of on-site investigative report in relation to this application. Denial of consent must be submitted in writing as part of this application.**

Applicant(s) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Landowner(s) Signature: \_\_\_\_\_ Date: \_\_\_\_\_