

## **City of Stoughton Procedural Checklist for Amendment of Zoning Regulations (Requirements per Section 78-902)**

This form is designed to be used by the Applicant as a guide to submitting a complete application to amend the Zoning Ordinance text *and* by the City to process said application. Parts II and III are to be used by the Applicant to submit a complete application; Parts I - IV are to be used by the City when processing said application.

Name of Applicant: \_\_\_\_\_

Address & Phone of Applicant: \_\_\_\_\_

Zoning Code Section Requested to Amend: \_\_\_\_\_

### **I. Record of Administrative Procedures for City Use**

Pre-submittal staff meeting

Date of Meeting: \_\_\_\_\_

Follow-up staff meeting if necessary

Date of Meeting: \_\_\_\_\_

Application form filed with Zoning Administrator Date: \_\_\_\_\_

Application fee of \$\_\_\_\_\_ received by Zoning Administrator Date: \_\_\_\_\_

If necessary, reimbursement of consultant costs agreement must be executed.

### **II Application Submittal Packet Requirements for City and Applicant Use**

Prior to submitting the final complete application as certified by the Zoning Administrator, the Applicant shall submit an initial draft application for staff review, followed by one revised draft final application packet based upon staff review and comments.

*Application Packet* Date: \_\_\_\_\_

- (a) **A copy of the provisions of the current Zoning Ordinance which are to be amended:**
  - With said provisions clearly indicated in a manner which is clearly reproducible with a photocopier.
- (b) **A copy of the text which is proposed to replace the current text.**
- (c) **Written justification for the proposed text amendment**
  - Indicating reasons why the Applicant believes the proposed text amendment is in harmony with the recommendations of the City of Stoughton Comprehensive Plan, particularly as evidenced by compliance with the standards set out in Section 78-902(4)(c)1.-5.

### III Justification of the Proposed Zoning Ordinance Amendment for Applicant Use

1. How does the proposed Official Zoning Ordinance amendment further the purposes of the Zoning Ordinance as outlined in Section 78-005?

---

---

---

2. How does the proposed text amendment further the purposes of the general Article in which the amendment is proposed to be located?

---

---

---

3. How does the proposed text amendment further the purposes of the specific Section in which the amendment is proposed to be located?

---

---

---

4. Which of the following has arisen that are not properly addressed in the current zoning text?

The provisions of the Zoning Ordinance should be brought into conformity with the Comprehensive Plan. (If a factor related to the proposed amendment, note pertinent portions of the Comprehensive Plan.)

A change has occurred in the land market, or other factors have arisen which require a new form of development, a new type of land use, or a new procedure to meet said change(s).

New methods of development or providing infrastructure make it necessary to alter the Zoning Ordinance to meet these new factors.

Changing governmental finances require amending the Zoning Ordinance to meet the needs of the government in terms of providing and affording public services.

---

---

---

5. If the proposed text amendment is concerned with the provisions of Articles II and/or III: how does the proposed amendment maintain the desired overall consistency of land uses, land use intensities, and land use impacts within the pertinent zoning districts?

---

---

---

**IV. Final Application Packet Information for City Use**

Receipt of final application packet by Zoning Administrator Date: \_\_\_\_\_

Certification of complete final application packet and required copies to Zoning Administrator Date: \_\_\_\_\_

Notified Neighboring Property Owners (within 300 feet) Date: \_\_\_\_\_

Notified Neighboring Township Clerks (within 1,000 feet) Date: \_\_\_\_\_

Class 2 legal notice sent to official newspaper by City Clerk Date: \_\_\_\_\_

Class 2 legal notice published on \_\_\_\_\_ and \_\_\_\_\_.