

Rezoning/ Zoning Amendment Approval Process:



Step 1: Pre-application Staff Meeting

Although not required, it is recommended that the applicant meet with the Community Planning & Development Director to discuss the proposed request. This step is intended to explain to the applicant the purpose and objectives of the regulations and the comprehensive plan, and to informally reach mutual conclusions regarding the general program and objectives of the proposed development.

Step 2: File Application Materials

The applicant submits a completed application form, other necessary materials, and a \$250 application fee. Upon receipt of the necessary materials, the Zoning Coordinator will place the item on the agenda for the Plan Commission and schedule a public hearing date for the petition to be heard by the City Council. The application deadline for getting on the Plan Commission meeting agenda is twenty (20) working days prior to the meeting.

Step 3: Staff Review

City staff, including representatives of various city departments and divisions as needed, will provide a technical review of the request and the submitted information to identify relevant issues. If extensive changes are required or more information is needed to adequately review the application (e.g. additional plans or engineering studies), the application may be rescheduled to a later Planning Commission meeting date to allow time for the necessary work to be completed. If deficiencies are minor, the item will be scheduled for a Planning Commission meeting, subject to revised plans being submitted at a later date.

Step 4: Public Notice

City Staff shall give written notice to owners of land within two-hundred (200) feet of the area proposed to be rezoned and to all property owners within the area to be rezoned at least ten (10) days prior to the Plan Commission meeting. Public notice shall also be provided by publication in the Platteville Journal at least two (2) times during the thirty (30) days prior to the Council public hearing, listing the time, place, and the changes proposed.

Step 5: Plan Commission Review/ Recommendation

The Plan Commission shall review all proposed changes and amendments, and shall recommend that the petition be granted as requested, modified, or denied. The applicant should attend this meeting and be prepared to present the request and answer questions from the Plan Commission. Public statements will be allowed at this meeting. The Plan Commission meets on the first Monday of the month, at 7:00 p.m. in the council chambers of City Hall.

Step 6: Council Information Meeting

The request will be placed on the Common Council agenda for information and discussion. The applicant is not required to attend this meeting, but it is an opportunity for the Council to ask questions and request additional information. The City Council meets the second and fourth Tuesdays of the month, at 7:00 p.m. in the council chambers of City Hall.

Step 7: Council Public Hearing

The City Council shall hold a public hearing to consider the zoning changes. The applicant should attend this meeting to present the request and answer questions. Members of the public will be allowed to make statements regarding the request. Following such hearing and after careful consideration of the Plan Commission's recommendations and public comments, the City Council shall vote on the application.

In the case of a denial, no petition requesting the same or similar action may be resubmitted by the original petitioner or his/her agent for the same property before the passage of six (6) months following City Council action.

Step 8: Publish Ordinance and Amend Map

City Staff shall publish the rezoning ordinance in the Platteville Journal and make any necessary revisions to the official zoning map.