

OVERVIEW

A Conditional Use is a land use that requires additional review to ensure its effects are compatible with the surrounding properties (i.e. noise, traffic, parking, etc). A zoning variance is essentially a legal means of breaking the law, which in this case is the Zoning Ordinance. A Certified Survey Map is the division of a parent parcel into four or less smaller parcels. A zoning change (rezoning) is a change of a zoning district for one or more parcels (i.e. Residential to Commercial). A Plat is the layout of a proposed subdivision.

Applications may be picked up at City Hall, printed from the City’s website, or requested by mail, e-mail, or fax. Fees are due when the application is submitted and are non-refundable once the application is placed on the agenda. The Reedsburg Area Development Commission reviews requests outside the City limits but within its zoning area (Extraterritorial Area).

MEETING SCHEDULE*

Plan Commission

2nd Tuesday of the Month- 6 PM

Zoning Board of Appeals

3rd Tuesday of the Month- 12 Noon

Common Council

2nd & 4th Monday of the Month- 7:30 PM

RADC

4th Tuesday of the Month- 7pm

RADC – Zoning Board of Appeals

As needed

FEES*

CUP/SPR.....	\$153
Variance.....	\$112
CSM.....	\$171
Zoning Change.....	\$200
Preliminary Plat.....	\$610
Final Plat.....	Included w/ Prelim. Plat

* Schedule and Fees are subject to change

TOWN CONTACTS

Town of Excelsior Clerk

Lynette M. Gurgel
PO Box 57
Rock Springs, WI 53961

Office: 608-522-5115
FAX: 608-522-5112
E-mail: tnexcel@centurytel.net

Town of Reedsburg Clerk

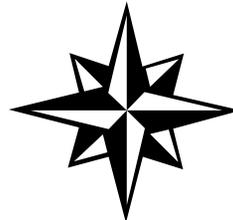
Rebecca Lynn Meyer
S3886 Grote Hill Road
Reedsburg, WI 53959-9524

Town Hall: 608-524-3753
Home: 608-524-3999
E-mail: TORClerk@frontier.com

Town of Winfield Clerk

Teresa Bass
E6274 Bass Rd.
Reedsburg, WI 53959-9779

Home: 608-524-6654
E-mail: tbass@rucls.net



CITY OF REEDSBURG



LAND USE APPLICATION GUIDELINES

**City of Reedsburg
Planning/Zoning Office**
www.reedsburgwi.gov

LAND USE APPLICATION PROCEDURES

Conditional Use Permit (CUP) / Site Plan Review (SPR)

1. Complete the 'City of Reedsburg Land Use Application'. Submit application and fee to City Clerk no less than two weeks prior to the Plan Commission meeting. Include a site plan and supporting documentation & evidence such as maps, photos, background information, etc.
2. Plan Commission reviews request and makes decision.

Zoning Variance

1. Complete the 'City of Reedsburg Land Use Application'. Submit application and fee to City Clerk no less than two weeks prior to the Zoning Board of Appeals (ZBA) meeting. Include a site plan and supporting documentation & evidence such as maps, photos, background information, etc.
2. ZBA reviews request and makes decision.

Certified Survey Map (CSM)

1. Complete the 'City of Reedsburg Land Use Application'. Submit application and fee to City Clerk no less than two weeks prior to the Plan Commission meeting. Include a survey and any other supporting documentation.
2. Plan Commission reviews request, makes recommendation to the Common Council.
3. Common Council reviews request and makes decision.



Zoning Change (Rezoning)

1. Complete the 'City of Reedsburg Land Use Application'. Submit application and fee to City Clerk no less than two weeks prior to the Plan Commission meeting. Include a survey and any other supporting documentation.
2. Plan Commission reviews request, makes recommendation to the Common Council.
3. Common Council schedules a public hearing, usually for the next scheduled meeting.
4. Common Council reviews request and makes decision.

Preliminary Plat / Final Plat

1. Complete the 'City of Reedsburg Land Use Application'. Submit application and fee to City Clerk no less than 30 days prior to the Plan Commission meeting. Include a preliminary site plan of the Plat and any other supporting documentation.
2. Plan Commission reviews request, makes recommendation to the Common Council.
3. Common Council reviews request and makes final approval. The Final Plat has the same procedure following Preliminary Plat approval.

Conditional Use Permit / Site Plan Review and Zoning Variance- Extraterritorial Area

1. Contact Town Clerk for town review procedure and meetings.
2. Once approved by the Town, complete the 'City of Reedsburg Land Use Application'. Submit application and fee to City Clerk no less than two weeks prior to the Reedsburg Area Development Commission (RADDC) meeting. Include a site plan and supporting documentation & evidence such as maps, photos, background information, etc.
3. RADDC reviews request and makes decision.

*Variances would be reviewed by the RADDC-ZBA following same procedure.

Zoning Change (Rezoning), Certified Survey Map, and Preliminary Plat / Final Plat - Extraterritorial Area

1. Contact Township Clerk.
2. Both the Township Plan Commission and Township Board review request and make a recommendation to the RADDC.
3. Once the Town Boards have reviewed the request, complete the 'City of Reedsburg Land Use Application'. Submit application and fee to City Clerk no less than two weeks prior to the RADDC meeting (30 days for a Plat). Include a site plan, survey, or preliminary plat and any other supporting documentation.
4. RADDC reviews request, makes recommendation to Plan Commission.
5. Plan Commission reviews request, makes recommendation to the Common Council.
6. Common Council schedules a public hearing, usually for the next scheduled meeting (rezoning only), or
7. Common Council reviews request and makes decision.
8. Final Plat follows same procedure following Preliminary Plat approval.

Contact

If you have any questions or concerns, please contact Brian Duvalle:

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