

# City of Lodi Plan Commission: Application for Comprehensive Plan Amendment

◆ 130 South Main Street ◆ Lodi, WI 53555 ◆ Phone (608) 592-3247 ◆ Fax (608) 592-3271 ◆

Per the general provisions of the City of Lodi Comprehensive Plan, amendments to the Plan may be requested by any resident of the City, any person having title to land within the City, any person having a contractual interest in land to be affected by a proposed amendment, or an agent for any of the previously mentioned persons. The person that proposes an amendment to the Future Land Use Map shall have the burden of proof to show that the proposed amendment is in the public interest and internally consistent with the remainder of the plan. This form must be submitted with one hard copy and one digital version of the items listed in the bulleted list below at least 40 days prior to the Plan Commission meeting to accommodate public hearing notification, staff review and agenda placement. The review process will not begin until an application is determined to be complete and the appropriate fee is paid to the City Clerk. In addition to the requirements of this application, the applicant or their agent should attend the Plan Commission meeting to explain the need for the plan amendment and answer questions. If you have any questions about the requirements, please contact Steve Tremlett, Zoning Administrator, at (608) 242-6621 or [stremlett@msa-ps.com](mailto:stremlett@msa-ps.com).

<b>Owner Name(s):</b>	
<b>Applicant Name (if different than above):</b>	
<b>Property Address:</b>	<b>Parcel #:</b>
<b>Applicant Address (if different than above):</b>	
<b>Applicant Phone:</b>	<b>Applicant Email:</b>
<b>Current Zoning Designation:</b>	<b>Current Property Use:</b>
<b>Current Future Land Use Designation:</b>	
<b>Proposed Future Land Use Designation:</b>	

A \$250 fee is required. Please include the following information with your amendment application:

1. An application submitted by a landowner to amend the **Future Land Use Map** shall include the following:
  - (a) A scaled drawing of the subject property;
  - (b) A legal description for each of the parcels in the subject property;
  - (c) A map of the existing land uses occurring on and around the subject property;
  - (d) A written description of the proposed change;
  - (e) A written statement outlining the reason(s) for the amendment;
  - (f) Other supporting information the applicant deems appropriate; and
  - (g) If you are an agent representing the property owner, a letter from the property owner authorizing submittal of amendment request.
  
2. *Other Amendments.* **For all other types of amendments**, the application shall include the following:
  - (a) A written description of the proposed change;
  - (b) A written statement outlining the reason(s) for the amendment; and
  - (c) Other supporting information the applicant deems appropriate.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Owner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<i>For Staff Use Only</i>	
<b>Date Received:</b>	<b>Fee Paid?</b>
<b>Public Hearing Date:</b>	<b>Public Hearing Publication Date:</b>
<b>Plan Commission Recommendation:</b> <input type="checkbox"/> Denied <input type="checkbox"/> Approved <b>Subject to:</b>	
<b>City Council Decision:</b> <input type="checkbox"/> Denied <input type="checkbox"/> Approved <b>Subject to:</b>	
<b>Plan Commission Resolution #:</b>	<b>City Council Ordinance #:</b>

**City of Lodi Comprehensive Plan – General Provisions, Section 11-C.3**

**Section 11-C.3. Application and Review Procedure.**

The amendment process shall entail the following steps:

- (a) *Submittal of Application.* The applicant shall submit a complete application to the City Clerk along with the application fee of \$250.
- (b) *Transmittal of Application to Plan Commission.* The City Clerk shall forward one (1) copy of the application to each member of the Plan Commission.
- (c) *Preliminary Review.* The Plan Commission shall review the application at one of its regular or special meetings. No decision shall be made at this time.
- (d) *Placement of Public Notice.* The City Clerk shall provide for appropriate public notice for the public hearing conducted by the Plan Commission.
- (e) *Interdepartmental/Agency Review.* The City Clerk shall forward one (1) copy of the application to appropriate City personnel and local units of government that would be directly affected by the proposed amendment.
- (f) *Plan Commission Hearing.* Allowing for proper public notice, the Plan Commission shall conduct a meeting to review the application.
- (g) *Plan Commission Recommendation.* The Plan Commission shall make a written recommendation to the Common Council to either: deny the proposed amendment; or approve the proposed amendment without revision; or approve the proposed amendment with revision(s) that it deems appropriate. Such revisions to the proposed amendment shall be limited in scope to those matters considered in the public meeting.
- (h) *Public Hearing.* The Common Council shall hold a public hearing, allowing for proper public notice, to consider the proposed amendment.
- (i) *Common Council Decision.* After reviewing the application and the Plan Commission's recommendation, the Common Council shall make a decision to either: deny the proposed amendment; or approve the proposed amendment without revision; or approve the amendment with revision(s) that it deems appropriate. Such revisions to the proposed amendment shall be limited in scope to those matters considered in the public hearing.
- (k) *Notification of Decision.* Within five (5) days of the decision, the Clerk shall mail the applicant, by regular U.S. mail, the original copy of the decision and notify the Plan Commission in writing of its decision (if it is not the applicant). If the proposed amendment is denied, the notification shall indicate the reasons for the denial. If the amendment is approved, an ordinance to that effect shall be adopted.