

Application Packet For Comprehensive Plan Amendment

Town of Pacific, Columbia County, WI

W7530 HWY 16, Pardeeville, WI 53954

www.tn.pacific.wi.gov

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The purpose of this document is to provide guidance in applying for Comprehensive Plan amendment in the Town of Pacific. The documents contained in this packet will help guide individuals or organizations as they plan and prepare submittal documents, providing for increased efficiency and a streamlined approval process.

Summary of Application Process

1. Contact the Town Clerk to obtain a Comprehensive Plan Amendment Application Packet in electronic form.
2. If you are not contacted by the Town Engineer within three (3) business days of receiving the packet, please initiate contact so the Town Engineer can hear the scope of your proposal. You may obtain the Town Engineer's contact information on the Town's website at www.tn.pacific.wi.gov or from the Town Clerk.
3. You are encouraged to work with the Town Engineer while preparing your submittal. The Town Engineer will provide guidance and decrease the chances of an incomplete submittal, which would delay the process of amending the comprehensive plan.
4. Submit **2 copies** of the following items, **assembled in packet form**, to the Town Clerk (*The Town Clerk will forward the information on to the proper Town Representatives for review*):

EACH PACKET SHALL CONTAIN THE FOLLOWING:

- Letter of Intent
- Completed Reimbursable Services Agreement
- Completed Application For Comprehensive Plan Amendment Form
- Completed Statement of Understanding Form
- Completed Supporting Documentation Checklist Form
- Vicinity Map
 - o Show the property location in relation to major and minor roads and relevant facilities within a 2 mile radius of the proposed site.
- \$100 Application Fee Payable to "Town of Pacific"
- \$1000 Escrow Fee Payable to "Town of Pacific".
*Applicant is responsible for reimbursable engineering, legal and administrative fees in addition to the other listed fees. See the Town's *Land Use and Zoning Review Procedures Ordinance* for terms regarding fees to be reimbursed to the Town and the amounts to be paid into an escrow account toward covering those fees. Applicants for a Conditional Use Permit, Rezoning or Comprehensive Plan Amendment, with each application, shall submit \$1,000.00 to apply toward reimbursable costs, which sum is to be held by the Town in an escrow account.

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The Applicant shall submit all documentation to the Town Engineer a minimum of 40 days prior to the meeting of the Plan Commission at which action is desired.

- a. Planning Commission meets the 1st Tuesday of the month at 5:30 PM
 - b. Town Board meets the 3rd Tuesday of the month at 6:00 PM
-

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If the submittal packet is found to be incomplete, you will not be eligible for Plan Commission action. Any Town action on the submitted request requires full documentation in accordance with this checklist, and the Town Engineer.

5. The Town Engineer, Town Attorney, and other Town representatives as appropriate shall review all of the submitted documents and determine the completeness of the application. The Town engineer will work with you to make sure that you have all of the appropriate information for your submittal.
6. Once the Town Engineer has indicated that you have all of the appropriate information, **you will need to provide 15 copies of the completed packet to the Town Clerk** for distribution to the Town Plan Commission and Town Boards members.

If the documentation is found to be incomplete or inaccurate, your project will not be added to the Plan Commission meeting agenda and will not be discussed until all of the appropriate documentation has been submitted.

7. Once the submittal is complete and has been preliminarily reviewed by the parties mentioned above in step 4, a **Public Hearing** will be held so that neighbors and other concerned citizens have an opportunity to voice their opinions. Please plan to attend this public hearing.
8. Once the public hearing is completed, the Plan Commission will review the documentation, consider any public comments, and consider the Town Engineer/Zoning Administrator's recommendation, and, by majority vote, either approve or reject the application for conditional use permit. Plan on attending this Plan Commission Meeting as well. Either the property owner or representative must be at any meetings where his/her Conditional Use Permit request is considered.
9. If the plan is rejected, the Applicant will be notified in writing, and may re-submit a new or modified Comprehensive Plan Amendment or Appeal the decision.
10. If the Plan Commission decides to move forward with adopting the amendment, the Town Engineer shall draft the amendment with collaboration from the Town Attorney when necessary.
11. The Plan Commission shall review the Town Engineer's draft amendment, and all necessary changes shall be made until a decision to adopt by the Plan Commission can be agreed upon.
12. The same process used initially to adopt the plan under the State of Wisconsin's comprehensive planning statutes shall also be used when adopting amendments to the plan.
13. Depending on the complexity of the change request, total time from submittal to final adoption could vary substantially.

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ASSOCIATED FEES

Application Fee: \$100.00, submitted at the time of application.

Escrow/Review Fees: Applicant is responsible for reimbursable engineering, legal and administrative fees in addition to the other listed fees. Applicants for a Comprehensive Plan Amendment shall submit \$1,000.00 to apply toward reimbursable costs, which sum is to be held by the Town in an escrow account.

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Agreement for Reimbursable Services

In the Review of Comprehensive Plan Amendment Request
Town of Pacific, Columbia County, WI

The cost of application review for all Comprehensive Plan Amendments shall be borne by the Applicant. The Applicant shall pay all reasonable Town of Pacific incurred expenses relating to a particular Comprehensive Plan Amendment request. This may include meeting charges, professional consultants, or other relevant Town expenses incurred in connection to the Comprehensive Plan Amendment request. The Town reserves the right to apply the charges for these services as well as for staff time expended in the administration, investigation and processing of applications to the Applicant.

The Applicant is required to provide the Town with an executed copy of this agreement as a prerequisite to the processing of the Comprehensive Plan Amendment application. The submittal of a Comprehensive Plan Amendment application shall be construed as an agreement to pay for such professional review services applicable to the proposal. Review fees which are applied to an Applicant, but which are not paid within 30 days of the issuance of a bill by the Town will accrue interest at a rate of 1.5% compounded monthly until the outstanding fee is paid in full.

_____ for
Applicant and/or Property Owner(s)

_____, agrees to reimburse the Town of Pacific for
(Project Name)

all review costs associated with, but not limited to, the Town Engineer and Town Attorney, in connection with the Comprehensive Plan Amendment request and, further, agrees to reimburse the Town for other administrative staff review if, in the judgment of the Town Board, such reimbursement is warranted.

Dated this _____ day of _____, 20__ .

Signature of Applicant

Printed Name

Signature of Property Owner
(If Different From Applicant)

Printed Name

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Application for Comprehensive Plan Amendment

APPLICATION TYPE	
Small Scale Map Amendment: Generally defined as being a parcel(s) of land less than 2 acres in size.	<input type="checkbox"/>
Large Scale Map Amendment: Generally defined as being a parcel(s) of land greater than 2 acres in size.	<input type="checkbox"/>
Text Amendment: Text amendments to the goals, objectives and policies as set forth in the Town of Pacific Comprehensive Plan.	<input type="checkbox"/>

APPLICANT INFORMATION			
Applicant(s):			
Mailing Address:	City:	State:	Zip Code:
Email:	Phone (Days):	Phone (Cell):	
Primary Contact Person - (If Different than Applicant):			
Mailing Address:	City:	State:	Zip Code:
Email:	Phone (Days):	Phone (Cell):	

LAND USE MAP AMENDMENTS			
Is this request part of a planned Re-Zoning Request? <input type="checkbox"/> YES <input type="checkbox"/> NO			
Address of Property:	City:	State:	Zip Code:
Tax Parcel #:	Acreage:		
Existing Zoning of Subject Property:	Proposed Zoning of Subject Property:		
Existing Land Use(s):	Proposed Land Use(s):		
Existing Future Land Use Designation in Comprehensive Plan:	Proposed Future Land Use Designation in Comprehensive Plan:		
Will this amendment promote the health, safety and general welfare of the residents of the Town of Pacific? Please explain in the space below.		<input type="checkbox"/> YES <input type="checkbox"/> NO	
Explain:			

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What are the reasons for requesting this change? Attach additional sheets and supporting documents if necessary.

TEXT AMENDMENTS

Section of Plan to be Amended (*If other than Future Land Use*):

Page Number(s):

Will this amendment promote the health, safety and general welfare of the residents of the Town of Pacific? Please explain how in the space below.

YES

NO

Explanation:

What are the reasons for requesting this change? Attach additional sheets and supporting documents if necessary.

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Statement of Understanding

By signing below, I, _____, certify that the information contained in this application is true and accurate to the best of my knowledge, and understand that a deliberate misrepresentation of information may be grounds for denial or reversal of this application, and/or revocation of any approval already awarded based on this application.

(Print Applicant Name)

I also authorize Town of Pacific staff permission to view and enter the subject property for the purpose of reviewing and investigating this request.

I understand that submittal of this application and payment of the proper fees does not mean that approval of an amendment to the Town of Pacific Comprehensive Plan is imminent or guaranteed.

I understand that approval of this future land use amendment does not qualify as, nor replace the necessity for proper permitting for the proposed project.

Signature of Applicant

Printed Name

Date

Signature of Owner (If Different)

Printed Name

Date

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Environmental Assessment Checklist

ITEMS	YES	NO
Land Resources - Does the project site involve:		
Changes in relief and drainage patterns (attach a topographic map showing, at a minimum, two (2) foot contour intervals)?		
A floodplain? (If yes, attach two (2) copies of a typical stream valley cross-section showing the channel of the stream, the 100-year floodplains limits and the floodway limits (if officially adopted), of each site of the channel and a cross-section of area to be developed)		
An area of soil instability — greater than 20% slope and/or organic soils, peats, or mucks at or near the surface?		
Prime agricultural land (Class I or II soils)?		
Wetlands and/or mapped environmental corridors?		
Water Resources - Does the request involve:		
Location within the area traversed by a navigable stream or dry run?		
Lake Frontage?		
Human and Scientific Interest - Does the request involve:		
An area of archeological or geological interest?		
An area of historical interest?		
An area of buildings or monuments with unique architecture?		
Energy, Transportation, and Communications		
Does the development encompass any future street appearing on the Town of Pacific Official Map?		
Is the development traversed by an existing or planned utility corridor (gas, electricity, water, sewer interceptor, communications, storm sewer)?		

All "YES" answers must be explained in detail by attaching maps and supportive documentation describing the impacts of the proposed development.

By signing below, you verify that you have completed all necessary research to ensure the accuracy and truthfulness of your statements.

Signature of Person Preparing this Form

Date

Printed Name

Title

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Supporting Documentation Checklist for Comprehensive Plan Amendment

Please include the following as supporting documentation along with the other items outlined in the Summary of Application Process.

- Completed Environmental Assessment Checklist Form

- Proof of Ownership

- Boundary Survey
 - Must be signed and dated by a Registered Land Surveyor
 - Include relevant easements and deed restrictions

- Legal Description of Property

- Columbia County rough topographical map showing surrounding area

- Access Information
 - Provide Information on Existing Access and Type, as well as Proposed Access Information if Applicable

- School Impact Analysis (if Residential) for Large Scale Map Amendments

- Transportation Analysis for Large Scale Map Amendments
 - Required for all new developments resulting in 10 residential units or more.

- Other items as specified by the Town of Pacific (*Contact Town Engineer, prior to submittal*)
 -
 -
 -
 -

Incomplete, inaccurate, or non-submittal of any items may be grounds for rejection of the application, or denial of the request.