

# Application Packet For Comprehensive Plan Amendment

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*Town of Pacific, Columbia County, WI*

W7530 HWY 16, Pardeeville, WI 53954

[www.tn.pacific.wi.gov](http://www.tn.pacific.wi.gov)

## **Included in this Packet:**

- Summary of Application Process and Submittal Checklist
- Agreement for Reimbursable Services
- Application For Comprehensive Plan Amendment
- Statement of Understanding
- Environmental Assessment Checklist
- Supporting Documentation Checklist

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.

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## Summary of Application Process

1. Contact the Town Clerk to obtain a Comprehensive Plan Amendment Application Packet, in electronic or paper form, or obtain that packet from the Town's website.
2. Contact the Town Engineer to review the entire scope of your proposal. You may obtain the Town Engineer's contact information on the Town's website at [www.tn.pacific.wi.gov](http://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. The applicant shall submit to the Clerk, one comprehensive electronic copy, in PDF format and four (4) comprehensive copies in printed form, identical in all respects to the electronic copy.

### 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.
- Appropriate Fees Payable to the "Town of Pacific"

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, for the purpose of potentially scheduling the statutory 30 day hearing notice.

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

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.

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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 submitted all of the required information, the Town Clerk will distribute the completed packet to the Town Plan Commission.

*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 process outlined under Wisconsin Statute 66.1001 shall 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.

## **ASSOCIATED FEES**

The application fee, escrow fee and review fees are set forth on the Town's Fee Schedule, which is on file with the Clerk and is also available on the Town's website. No approvals will be executed while review fees, that have been billed, remain unpaid.

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## Agreement for Reimbursable Services

Re: (Project Name): \_\_\_\_\_

The fees & costs of application review for the following permit request(s) shall be paid by the Applicant:

\_\_\_\_\_

The Applicant shall pay all reasonable Town of Pacific incurred expenses relating to a particular permit request. Applicant agrees to reimburse the Town of Pacific for all review costs associated with, but not limited to, the Town Engineer and Town Attorney, in connection with the permit 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. This may also include meeting charges, professional consultants, and other relevant Town expenses incurred in connection to the permit request. The Town reserves the right to apply the charges for these services as well as for staff time, mileage, and Town equipment usage expended in the administration, investigation and processing of applications to the Applicant. Review fees owed by the Applicant, which are not paid within thirty (30) days of the issuance of an invoice by the Town, shall accrue interest at a rate of 1.5% per month, until the fee is paid in full.

If the Applicant is not the owner, then the owner agrees to pay all review fees and expenses that are not timely paid by Applicant. If unpaid, the Town may collect such delinquent fees and expenses as a special charge on owner's real estate under §66.0627 Wis. Stats., or from applicant or owner, through other means provided by law. Further, the Town may withdraw or suspend any permit issued by the Town, if any fees or expenses relating to that permit, have not been timely paid.

The Applicant is required to provide the Town with an executed copy of this Agreement as a prerequisite to the processing of the permit request application.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature of Property Owner  
(If Different From Applicant)

\_\_\_\_\_  
Printed Name

This form is to be used for any Application for which the Town is to receive reimbursement for review fees and costs, EXCEPT projects for which a Pre-Development Agreement is to be signed.

## Application for Comprehensive Plan Amendment

APPLICATION TYPE	
<b>Small Scale Map Amendment:</b> Generally defined as being a parcel(s) of land less than 2 acres in size.	<input type="checkbox"/>
<b>Large Scale Map Amendment:</b> Generally defined as being a parcel(s) of land greater than 2 acres in size.	<input type="checkbox"/>
<b>Text Amendment:</b> 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 - <i>(If Different than Applicant)</i> :			
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?     **YES**     **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.     **YES**     **NO**

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Explain:

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

YES

NO

Explain:

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

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner (*if different*)

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

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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
<b>Land Resources - Does the project site involve:</b>		
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?		
<b>Water Resources - Does the request involve:</b>		
Location within the area traversed by a navigable stream or dry run?		
Lake Frontage?		
<b>Human and Scientific Interest - Does the request involve:</b>		
An area of archeological or geological interest?		
An area of historical interest?		
An area of buildings or monuments with unique architecture?		
<b>Energy, Transportation, and Communications</b>		
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.**