



REZONING APPLICATION CHECKLIST

APPLICATION FEES	
<input type="checkbox"/>	Planning Comm. / Town Board - \$525 (\$450 application fee and \$75 citizen participation fee)
Date Paid: _____	Receipt #: _____
Paid by Whom: _____	

PARCEL #: _____ DATE RECEIVED: _____
 ADDRESS: _____
 PROJECT TITLE: _____

Provide the following items for application of a Special Use Permit:

- Consultation with Town Staff
- Rezoning Application
- Citizen Participation Meeting Informational Letter (as described in §99-2) must be drafted and given to the Town along with application.
 - Date of Citizen Participation Meeting _____
(Applicant must hold this meeting at least seven (7) days prior to the Planning Commission date. See Chapter 99 Citizen Participation Ordinance)
 - Minutes of Citizen Participation Meeting submitted to T.H. Date: _____
(Minutes must be taken at the Citizen Participation Meeting noting all concerns and solutions and by whom. These minutes must be submitted to the Town Clerk within 24 hours of the Citizen Participation meeting start time.)

- Staff Review Date: _____ (Attach completed form and notes)
- Applicant notified of any additional fees (Staff Review notes)
- The Planning Commission shall hold a public hearing and give public notice thereof by Class 2 publication standards.
 - Dates of Class 2 publications _____ / _____
 - Public Hearing notice sent to property owners within 500' of parcel. Date: _____
 - Office Only - Post signage on property Date: _____
 - Date of Planning Commission _____
 - Approval/Denial of Planning Commission _____
Notes: _____
- Date of Town Board Meeting _____
- Approval/Denial of Town Board _____
Notes: _____
- After approval from Planning Commission and Town Board send to Outagamie County along with:
 - Minutes from both meetings
 - Rezoning Fees: \$50.00
 - Map of site and/or legal description
 - Rezoning form on OC Zoning website
 - Rezoning meetings are held the 2nd and 4th Tuesdays of each month



REZONING **APPLICATION**

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Date Paid: _____	Receipt #: _____
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Project Title: _____
 Site Address: _____ Parcel #: _____

Applicant: _____
 Mailing Address: _____
 City: _____ State: _____ Zip: _____
 Phone: _____ Fax: _____
 Email Address: _____

Property Owner: _____
 Mailing Address: _____
 City: _____ State: _____ Zip: _____
 Phone: _____ Fax: _____
 Email Address: _____

PROPERTY INFORMATION

Current Zoning of Parcel: _____ Proposed Zoning of Parcel: _____
 Total Parcel Dimensions: (Attach Site Plan Showing Location, Dimensions, Adjacent Zoning, Land Use & Roads)

Existing Land Use and Structures: _____

Proposed Land Use and Structures: _____

Reasons and justification for rezoning of this project/parcel:

The undersigned owner of the property described above hereby petitions for an amendment to the Town of Greenville Zoning Ordinance and Map to affect a change in the Zoning Classification of real estate described above.

 Applicant's Signature Date Property Owner's Signature (if sale of land is contingent on rezoning) Date

Office Use Only	
Planning Commission Date(s): _____	Approval Date: _____
Town Board Date(s): _____	Approval Date: _____
Notes: _____	
