

Town of Troy – Walworth County Wisconsin
N8870 Briggs Street
East Troy, WI 53120
262-642-5292 fax 262-642-5227

COMPREHENSIVE PLAN MAP AMENDMENT – 2050 Land Use Map Amendment

The following, and all items in the Application Checklist (see page 2), must be completed:

- ☐ The signature of the property owner
- ☐ The signature of Walworth County Land Use and Management Staff
- ☐ Project narrative (see Application Checklist)
- ☐ A to-scale plat of survey or site plan (See Application Checklist)
- ☐ All additional, pertinent information and plans (see Application Checklist)

PROPERTY OWNER: _____

ADDRESS: _____

PHONE NUMBER (Owner): _____ EMAIL: _____

APPLICANT: _____

ADDRESS: _____

PHONE NUMBER (Applicant): _____ EMAIL: _____

TAX PARCEL: _____

CURRENT 2050 MAP DESIGNATION: _____

REQUESTED 2050 MAP DESIGNATION: _____

STATEMENT OF PROPOSED USE OF PROPERTY (ATTACH ADDITIONAL DETAILS):

More information may be requested by the Town of Troy Planning Commission, if deemed necessary, to properly evaluate your request. LACK OF INFORMATION SUBMITTED MAY IN ITSELF BE SUFFICIENT CAUSE TO DENY AN APPLICATION. If you have any questions regarding this procedure, please contact the Planning Commission Secretary at (262) 642-5292.

IT IS NECESSARY FOR THE APPLICANT OR A REPRESENTATIVE TO BE PRESENT AT THE HEARING. FAILURE TO APPEAR MAY RESULT IN THE HEARING BEING POSTPONED AND/OR THE APPLICATION BEING POSTPONED OR DENIED.

Dated this _____ day of _____, 20____.

PROPERTY OWNER'S SIGNATURE

APPLICANT'S SIGNATURE

Walworth County Zoning Staff Signature

Date

APPLICATION CHECKLIST

Please note:

- The following information must be provided on all applications, where applicable.
- Applications that do not provide all needed information are considered incomplete and may be tabled or denied.
- Not all information requested on this list may pertain to your project. Please ignore requested information not pertinent to your proposal.

Surveys/Site Plan Should Include (if applicable):

- ☐ Name of Surveyor
- ☐ A north arrow
- ☐ A written legal description of the property
- ☐ The scale of the plat
- ☐ A legend
- ☐ The total acreage of the site
- ☐ The number and size of individual lots or units (acreage)
- ☐ Township or municipal boundaries
- ☐ Soil types
- ☐ Easements (drainage, pedestrian, road, utility, sanitary, sight, etc.)
- ☐ Zoning district(s) and surrounding land uses
- ☐ Shoreland setbacks and boundaries
- ☐ Wetland boundaries
- ☐ Dimensions and locations of existing and proposed structures
- ☐ Outdoor lighting
- ☐ Signage
- ☐ Highway access locations
- ☐ Existing and proposed interior roads, outlots, parking, and driveways
- ☐ Open space areas, common elements, and limited common elements
- ☐ Drainage areas, floodplains, rivers, streams, lakes, forested areas, and any other natural features
- ☐ Navigable water bodies and ordinary high water mark elevations
- ☐ Any distinct vegetative boundaries
- ☐ Existing and proposed two-foot contours for all areas of major excavation, filling, cutting, or extensive grade changes

Project Narrative Should Include (if applicable):

- ☐ Surrounding Land Uses
- ☐ Operational Plan
 - ☐ Type of operation
 - ☐ Daily business activities
 - ☐ Hours of operation
 - ☐ Number of proposed employees
 - ☐ Size of area involved
 - ☐ Extent of development
 - ☐ Vehicular traffic patterns
 - ☐ Parking
 - ☐ Number of animal units
- ☐ Time and lengths of construction phases
 - ☐ Start-up and completion dates for installation of all infrastructure and improvements
- ☐ Check for Wetlands
 - ☐ Wetland delineation report
 - ☐ GIS shapefiles of wetland boundary (email to plansec@townoftroy.com)
- ☐ Densities of dwelling units
 - ☐ Total number of units by type
- ☐ Description of legal measures for any easements, dedications, etc.
- ☐ Describe water supply to service project
- ☐ Drainage plan and Facilities
- ☐ Landscape Plan
 - ☐ Location of landscape areas
 - ☐ Preliminary plants to be used
 - ☐ Describe screening buffers
- ☐ Screening, tree cutting, earthmoving, dust, noise, odors, air and water pollution, fire, explosion, glare, heat radioactivity, electrical disturbance

INFORMATION ON THE 2050 LAND USE MAP AMENDMENT PROCEDURES

This information is provided to assist the applicant in applying for plan amendments.

Application Requirements:

Completed applications must be presented to the Walworth County Land Use and Management office before filing with the Town of Troy. This ensures that zoning staff have reviewed the application and determined that it is complete.

Petitioner must submit 10 copies of the completed application with the correct fee to the Planning Commission Secretary. Incomplete applications will not be accepted.

All legal descriptions, plans, and supporting information must be submitted with the application.

It is important to check the application form and information check list for the type of information that may need to be included with the application.

The application must contain the original signatures of the owner.

No fax applications, emails, or photocopied signatures will be accepted.

Due to publication requirements, complete applications must be received prior to, or on the deadline date established by the Town of Troy Planning Commission and County.

Plan Amendment Schedule:

The following generalized schedule is proposed for the annual processing of plan amendments:

- Each year, towns process plan amendments during the months of June, July and August. "Processing" includes all statutory requirements, including holding a public hearing with a 30-day notice, adoption of a resolution approving the amendment by the town planning commission, and adoption of an ordinance approving the amendment by the town board.
- Each year, towns forward any town-approved amendments to the County Land Use and Resource Management Department at least six weeks prior to the date of the regular October meeting of the County Zoning Agency, which is held on the third Thursday of the month. The Zoning Agency makes a recommendation to the County Board.
- The County Board considers adoption of the pending amendments as part of the County comprehensive plan at its regular November meeting.

If you have further questions regarding the procedures, please contact the Planning Commission Secretary at 262-642-5292.

EXCERPT FROM CHAPTER 6 OF THE COMPREHENSIVE PLAN UPDATE CONCERNING PROCEDURES FOR FUTURE PLAN AMENDMENTS

The following is a copy of the text from the 2050 Multi-Jurisdictional Comprehensive Plan Update.

This text appears on Page 67 of Chapter 6 of the Plan Update.

Comprehensive Plan Amendments

It is expected that there will be amendments to the comprehensive plan in response to changing needs and conditions in the coming years. Plan amendments could consist of changes to the land use plan map or changes to goals, objectives, policies, and programs set forth in the text of the plan. During the development of the 2009 comprehensive plan, recommendations were made for amending the comprehensive plan. Specifically, the plan recommended the following:

- That proposed amendments to the comprehensive plan be considered on an annual basis.
- That there be an opportunity for amending the land use plan at other times if the applicant demonstrates that the proposed amendment involves extraordinary circumstances for reasons affecting the public welfare. In such a case, the concerned town board would have to make a finding that the proposed amendment meets the “extraordinary circumstances” standard. The County Board would not act on any such proposed amendment unless it had the approval of the local governing body concerned and unless a two-thirds majority of the County Board concurred that the “extraordinary circumstances” standard had been met.
- Text amendments to the comprehensive plan that potentially affect all towns would be considered by the County Board only with the approval of a majority of towns that are under County zoning.

Under State comprehensive planning law, amendments to the comprehensive plan must follow the same procedure as those for initial adoption of the plan. Reference should be made to Wisconsin Statutes Section 66.1001(4) for details in this regard. The major steps in the amendment process, as related to towns, are summarized below:

- An application for a plan amendment would be submitted to the town for consideration by the town plan commission.
- The town plan commission would review the proposed amendment and make a recommendation on it to the town board. A recommendation supporting the amendment must be in the form of a resolution adopted by a majority vote of the town plan commission.
- The town would send a copy of the proposed amendment to all adjacent local units of government and other parties listed in Section 66.1001 (4)(b) of the Statutes.
- The town would hold a public hearing on the proposed amendment preceded by a Class 1 notice published at least 30 days prior to the hearing.
- The town board would consider action on the amendment. An action to adopt the amendment must be in the form of an ordinance adopted by a majority vote of the town board.
- The town would send a copy of the adopting ordinance to all adjacent local units of government and other parties listed in Section 66.1001 (4)(b) and (e).

Following adoption by the town board, the amendment should be submitted to the Walworth County Zoning Agency, which would initiate the process of amending the County comprehensive plan. The process for amending the County plan would be similar to that for towns, as summarized above, with the understanding that the functions of the town plan commission and town board would be carried out by the County Zoning Agency and County Board, respectively.