

# Oconto County

## Petitioning for Zoning Amendment

Note: Petitioning to rezone property located in Oconto County and the Town of Spruce requires prior review and recommendation from the **Town of Spruce**. This local recommendation will be considered by the Oconto County Planning & Zoning Committee when deciding on the petition for zoning amendment. The steps to pursuing a petition for zoning amendment are as follows:

### Step 1

Consult with Oconto County Planning & Zoning staff regarding your proposal to assure compliance with the Oconto County Zoning Ordinance for the proper zoning district.

### Step 2

Contact Barb Bagnet (Town Clerk) at 920.848.8439 prior to the 1<sup>st</sup> of the month and ask to be placed on the Plan Commission agenda. **(Refer to the back of this sheet for materials required by the Town)**

### Step 3

Attend the Plan Commission meeting usually held the 2<sup>nd</sup> Tuesday of the month.  
(The Town Plan Commission will make a recommendation to the Town Board regarding your rezone request.)

### Step 4

Attend the Town Board Meeting held on the 2<sup>nd</sup> Tuesday of the month after the Plan Commission meeting.  
(The Town Board will review your petition for zoning amendment and make a recommendation. This recommendation is a required part of the Oconto County application petitioning for zoning amendment.)

### Step 5

File completed application petitioning for zoning amendment with the Oconto County Planning & Zoning office prior to the last Friday of the month. Incomplete applications will not be processed.  
(Rezone hearings are usually scheduled toward the end of following month.)

### Step 6

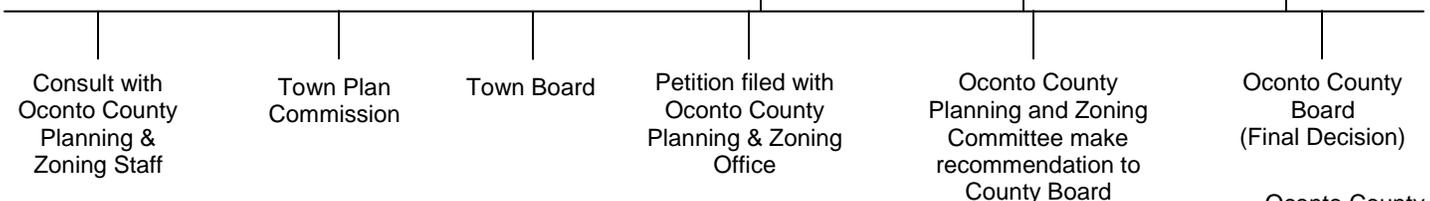
At the next scheduled Oconto County Planning & Zoning public hearing, which you or your agent will need to attend, the Planning & Zoning Committee will either recommend approval or disapproval of the petition for zoning amendment. This recommendation is then forwarded to the County Board for a final decision.

### Step 7

The petition for zoning amendment will be placed on the agenda for the following County Board meeting usually held the 3<sup>rd</sup> Thursday following the first Monday of the month. At this meeting the Board will review the recommendation of the committee and make a final decision. The applicant may, but is not required to attend this meeting. If unable to attend, please feel free to contact the Planning & Zoning Office at 920.834.6827 the day after the Board meeting to inquire about the final decision.

(No additional testimony regarding the rezone request is permitted at the County Board Meeting. For more information on a denied rezone petition and pursuing re-submission, please refer to section 14.3400 of the Oconto County Zoning Ordinance.)

*Allow at least 2 weeks for Public Notice    Agenda published 1 week prior*



**Note:**

The Town of Spruce requires the following in order to be placed on the Plan Commission Agenda. Please have these materials ready prior to contacting the Town Clerk to be put on the Plan Commission Agenda (Step 2).

**Required Materials:**

- **Location Map** – (8 Copies) – This should show the property at a sufficient scale so as to show the property in relation to the Town of Spruce.
- **Zoning Map** – (8 Copies) – This map should show the zoning of the property and the adjoining parcels. This map should show the property at a sufficient scale; include aerial photography and zoning districts.
- **Preliminary Certified Survey Map or Plat** – (8 Copies) – When applicable the preliminary Certified Survey Map (CSM) or Plat should be submitted.
- **Town Recommendation Form** – (8 Copies) – The applicant should submit the Oconto County Town Recommendation form with all applicant and property information completed in a legible manner.

The location and zoning maps can be obtained online at: <http://solo.co.oconto.wi.us/ocontoco/> or at either of the Planning & Zoning Office locations:

Oconto County Planning & Zoning  
301 Washington St.  
Oconto, WI 54153  
920.834.6827

Oconto County Planning & Zoning Northern Satellite Office  
17340 Hwy 32  
Townsend, WI 54175  
715.276.6640

**Note:**

The applicant and/or agent is required to attend the Spruce Plan Commission meeting. Proposals where the applicant and/or agent is not in attendance may delay action by the Plan Commission until a subsequent monthly meeting.