

Dane County Conditional Use Permit Application

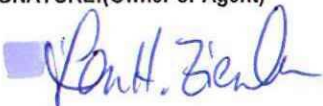
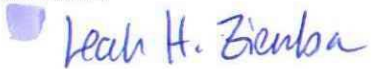

Application Date	C.U.P Number
03/08/2017	DCPCUP-2017-02378
Public Hearing Date	
05/23/2017	

OWNER INFORMATION		AGENT INFORMATION	
OWNER NAME LEAH H ZIEMBA	Phone with Area Code (315) 730-3312	AGENT NAME	Phone with Area Code
BILLING ADDRESS (Number, Street) 1397 HILLSIDE RD		ADDRESS (Number, Street)	
(City, State, Zip) CAMBRIDGE, WI 53523		(City, State, Zip)	
E-MAIL ADDRESS TZIEMBA@HOTMAIL.COM		E-MAIL ADDRESS	

ADDRESS/LOCATION 1		ADDRESS/LOCATION 2		ADDRESS/LOCATION 3	
ADDRESS OR LOCATION OF CUP		ADDRESS OR LOCATION OF CUP		ADDRESS OR LOCATION OF CUP	
1397 HILLSIDE ROAD					
TOWNSHIP ALBION	SECTION 2	TOWNSHIP	SECTION	TOWNSHIP	SECTION
PARCEL NUMBERS INVOLVED		PARCEL NUMBERS INVOLVED		PARCEL NUMBERS INVOLVED	
0512-023-8390-0		---		---	

CUP DESCRIPTION
UNLIMITED LIVESTOCK ON 3 TO 16 ACRES.

DANE COUNTY CODE OF ORDINANCE SECTION	ACRES
10.126(3)(p)	8.59

DEED RESTRICTION REQUIRED? <input type="checkbox"/> Yes <input type="checkbox"/> No Applicant Initials _____	Inspectors Initials PMK2	SIGNATURE: (Owner or Agent) 
		PRINT NAME: 
		DATE: 

COMMENTS: UNLIMITED LIVESTOCK ON 3 TO 16 ACRES.



DANE COUNTY
PLANNING & DEVELOPMENT

Conditional Use Application

Application Fee: \$486 Mineral Extraction: \$1136

Zoning Division
Room 116, City-County Building
210 Martin Luther King Jr. Blvd.
Madison, Wisconsin 53703-3342
Phone: (608) 266-4266
Fax: (608) 267-1540

Items required to be submitted with application:

- Written Legal Description of Conditional Use Permit boundaries
- Scaled drawing of the property showing existing/proposed buildings, setback requirements, driveway, parking area, outside storage areas, location/type of exterior lighting, any natural features, and proposed signs.
- Scaled map showing neighboring area land uses and zoning districts
- Written operations plan describing the items listed below (additional items needed for mineral extraction sites)
- Written statement on how the proposal meets the 6 standards of a Conditional Use

Owner	<u>Timothy & Leah Ziemba</u>	Agent	<u></u>
Address	<u>1397 Hillside Road, Cambridge, WI 53523</u>	Address	<u></u>
Phone	<u>(315) 730-3312</u>	Phone	<u></u>
Email	<u>tziemba@hotmail.com</u>	Email	<u></u>

Parcel numbers affected:	<u>002/0512-023-8390-0</u>	Town:	<u>Albion</u>	Section:	<u>02</u>
		Property Address:	<u>1397 Hillside Road, Cambridge</u>		

Existing/ Proposed Zoning District : No change in zoning is proposed.
A-2(8) [Existing] to A-2(8) with no animal # restriction [Proposed]

○ Type of Activity proposed: Please see the attached summary.

- Hours of Operation
- Number of employees
- Anticipated customers
- Outside storage
- Outdoor activities
- Outdoor lighting
- Outside loudspeakers
- Proposed signs
- Trash removal
- Six Standards of CUP (see back)

The statements provided are true and provide an accurate depiction of the proposed land use. I authorize that I am the owner or have permission to act on behalf of the owner of the property.

Submitted By: *Timothy & Leah Ziemba*

Date: 3/7/17

Six Standards of a Conditional Use Permit

Provide an explanation on how the proposed land use will meet all six standards.

1. The establishment, maintenance or operation of the conditional use will not be detrimental to or endanger the public health, safety, comfort or general welfare.

*Please see attached
for all 6 items.*

2. The uses, values and enjoyment of other property in the neighborhood for purposes already permitted shall be in no foreseeable manner substantially impaired or diminished by establishment, maintenance or operation of the conditional use.
3. That the establishment of the conditional use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.
4. That adequate utilities, access roads, drainage and other necessary site improvements have been or are being made.
5. Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.
6. That the conditional use shall conform to all applicable regulations of the district in which it is located.

Plan of Operation:

Property Owners: Timothy & Leah Ziemba

Property Address: 1397 Hillside Rd. Cambridge WI, 53523

Type of activity proposed: Removal of animal units restriction to allow the Ziembas to raise high quality Registered Holstein dairy calves and heifers.

Description of Proposed Use: Timothy and Leah Ziemba would like to use their 9.5 acre farm to raise high quality Registered Holstein dairy calves and heifers. The property already has a well-constructed 84 x 40 ft. barn that has been designed to properly take care of 20 – 30 dairy calves and heifers. The sole use of the barn will be to care for non-milking dairy animals. The barn has concrete floors made purposefully to handle high quality livestock (i.e. grooved concrete). The barn consists of six (6) pens with a feed area (headlocks), a manure scrape lane, and a bedded pack (bedded with sawdust) that gets cleaned twice daily. At the west end of the barn, the concreted scrape lane continues to a 30 x 25 ft. concrete pad that is enclosed on the North and half of the West side by a 4 ft. high, 8 inch thick concrete wall reinforced with substantial rebar which serves as a manure storage area. The East side is enclosed the exterior of the barn. The animals have access to an approximate 4 acre pasture that wraps around the back of the property. The pasture is enclosed on all sides by a new 5 string high tensile wire electric fence. Animals will be allowed on the pasture as weather permits. There is also a 30 x 30 ft. stone pad on the south side of the barn where individual calf hutches are placed with up to six (6) 0-3 month old dairy calves. The calves in the calf hutches are bedded with straw and wood shavings and cleaned with a skid steer with manure and bedding placed into the manure storage area. The manure storage area has sufficient space to handle 4-6 months of manure from 25-30 Holstein heifers. Manure will be removed during the fall and spring, and when weather permits during winter and summer with a tractor and manure spreader owned by the Ziembas. The Ziembas have permission from both neighboring landowners to spread manure on their land, including Jim and Ellen Skjolass and Scott and Julie Mickleson, totaling over 200 acres. This acreage is more than sufficient to allow any manure generated by the calves and heifers on the farm to be land applied when weather conditions allow and consistent with crop needs. This is a hobby type of farm and will not have any employees. The animals housed at the facility are show-type heifers that are worked with daily and are calm in nature. Animals will be sold throughout the year at public auctions and privately (mostly to youth exhibitors as project animals for county fairs). The Ziembas have a young family and would like their children to have an opportunity to work with these dairy calves and heifers as project animals, as well as learn the responsibility of caring for animals on a day-to-day basis.

Hours of operation: Not applicable, farm will not have open and non-open hours.

Number of Employees: None.

Anticipated Customers: None.

Parking: The farm already has a large paved parking area that is used for feed and/or supply deliveries, but there is no need for public parking.

Deliveries: The farm will only need hay and sawdust deliveries about once per month.

Outside Storage: Only items typically associated with agricultural use would be stored outside (i.e., hay, covered sawdust pile, etc.).

Outdoor Activities: Only those activities typical of agricultural use (pasturing of cattle as described above).

Outside loudspeakers: None.

Proposed signs: A small sign located on the property facing Hillside road with the farm name.

Trash Removal: Incidental trash removed with regular resident trash and recycling services. If more is needed a dumpster will be brought in as needed.

Events: None planned.

Six Standards of a Conditional Use Permit

1. The establishment, maintenance or operation of the conditional use will not be detrimental to or endanger the public health, safety, comfort or general welfare.

The animals housed at the property are of high value and high quality. It is to the advantage of the owners to keep a neat clean operation and provide excellent care for the animals at the property. The current facilities are of the highest quality for the care of the animals and provide protection from interference with neighbors.

2. The uses, values and enjoyment of other property in the neighborhood for purposes already permitted shall be in no foreseeable manner substantially impaired or diminished by establishment, maintenance or operation of the conditional use.

The property is in an agricultural area, is zoned agricultural and will continue to be in active agricultural use. The property itself is surrounded by agricultural fields, all owned by neighbors who own farms and are allowing the Ziembas to spread manure on their fields. Due to the small number of calves and heifers that will be on the premises, there should be absolutely no impairment or diminished use, value and enjoyment of neighboring properties as a result of the small increase in allowance of animals. Current neighbor, Scott and Julie Mickelson already raise beef cattle and Sharon McClary are the only neighbors residing in the immediate area near the dairy cattle facility.

3. That the establishment of the conditional use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.

The current zoning for the property is A-2 (8); the additional animal units will not impact any already allowed agricultural use. There is no intent for the Ziembas to increase the number of animals on the farm to a quantity that becomes unmanageable based on the current property size. Due to the well-constructed facilities and on-site manure storage are, the difference

between 8 animals and 30 would not be realized by neighbors or surrounding property owners. Because manure will be land-applied on neighboring agricultural fields this use will not impede development and/or improvement of the surrounding property because the neighboring lands are already used for agricultural purposes.

4. That adequate utilities, access roads, drainage and other necessary site improvements have been or are being made.

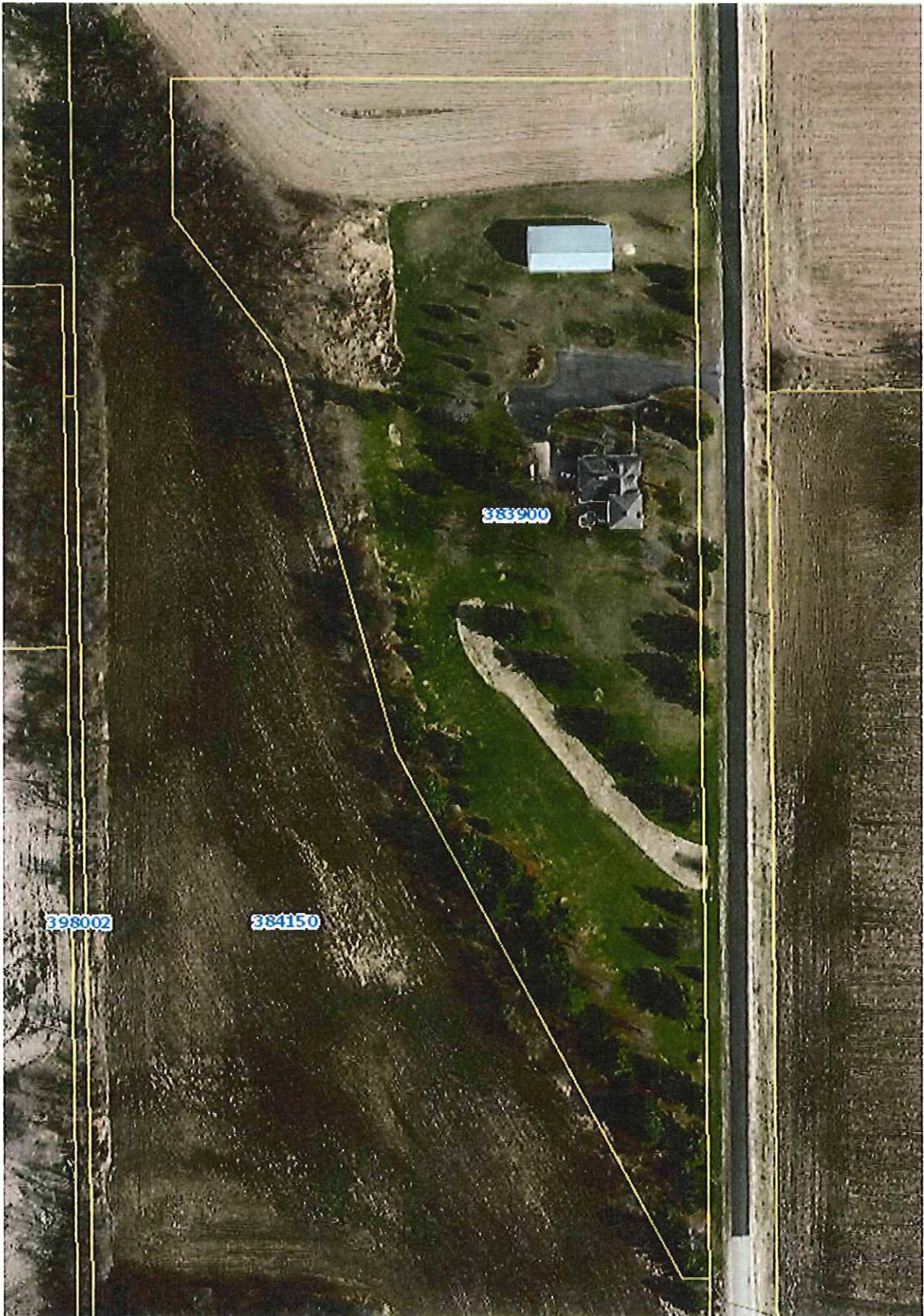
The 84 x 40 ft. barn that was already on the farm has been updated to handle up to 30 animals, with full concrete flooring desirable for agricultural uses and a 25x30 ft. manure storage pad with 4 ft. high, 8 inch thick walls. This facility design ensures all animal waste from the animals in the barn will be properly contained and stored until proper removal. The pasture of high quality high tensile wire is designed to properly handle 15-20 animals (not all animals will be given pasture access), and will be used during proper weather conditions. It is the Ziembas' desire to maintain a desirable appearing farm and residence.

5. Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.

The farm is located in an extremely rural agricultural area, and will have no impact on traffic. Traffic will not increase to/from the farm but for deliveries of hay and sawdust approximately once a month.

6. That the conditional use shall conform to all applicable regulations of the district in which is located.

The additional animal allowance will conform or have no impact on all applicable regulations of the current A-2 zoning other than increased animal allowance.



398002

384150

383900

1397 Hillside Rd

Pasture

Concrete approach

Manure Storage 25' x 30'

Calf Hutch Pad

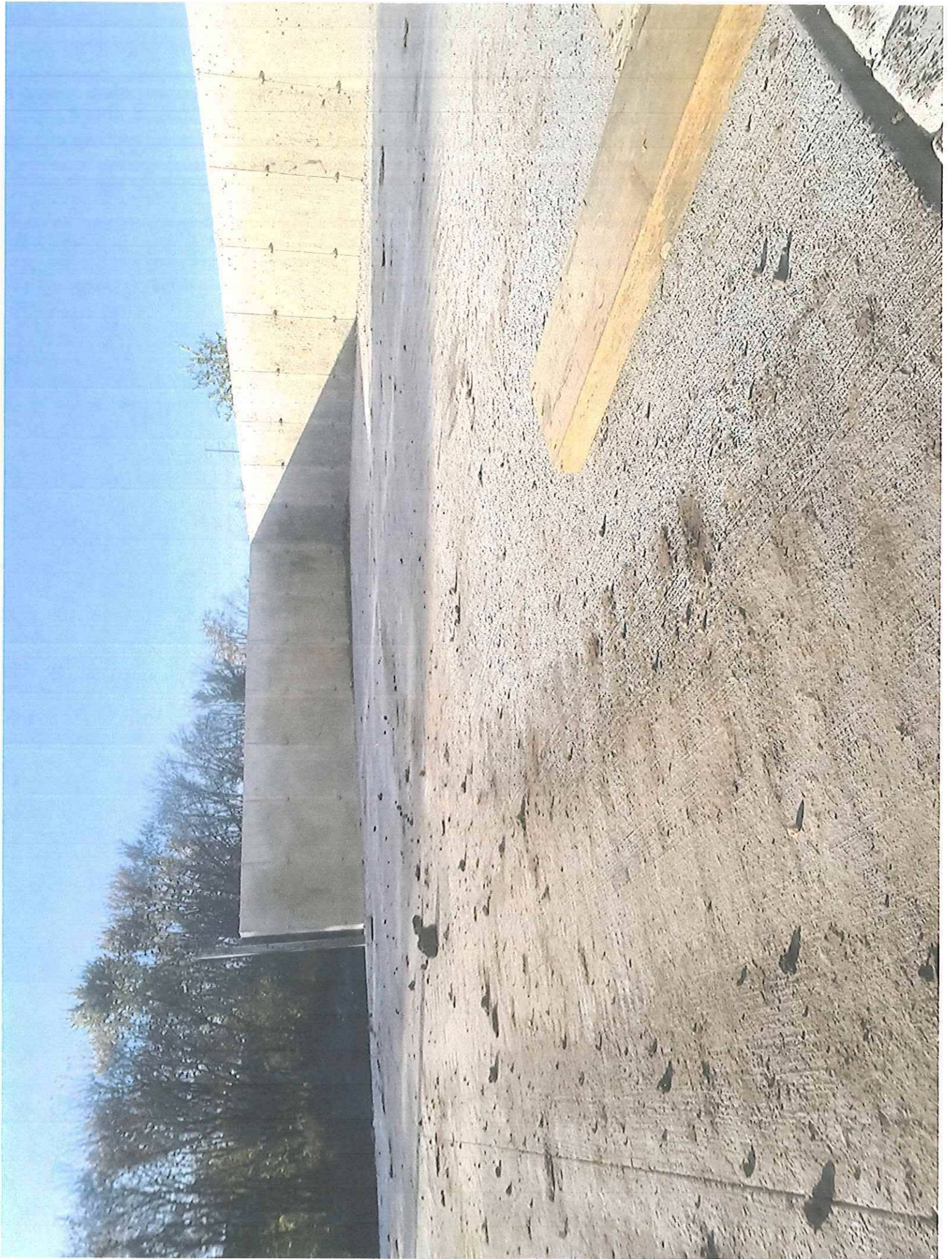
Concrete approach

© 2016 Google

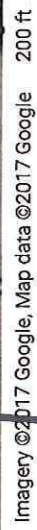
Google Earth

1996

Imagery Date: 6/12/2014 42°55'24.04" N 89°02'37.54" W elev 819 ft eye alt 1836 ft









McLoughlin A2(2)

McBride
A-1

Parcel Number - 002/0512-023-8390-0**Current**[◀ Parcel Parents](#)[Summary Report](#)

Parcel Detail			Less —
Municipality Name	TOWN OF ALBION		
State Municipality Code	002		
Township & Range	Section	Quarter/Quarter & Quarter	
T05NR12E	02	SE of the SW	
Plat Name	CSM 14342		
Block/Building			
Lot/Unit	1		
Parcel Description	LOT 1 CSM 14342 CS98/62&65-9/19/2016 DESCR AS SEC 2-5-12 PRT SE1/4SW1/4 & PRT NE1/4SW1/4 (9.5 ACRES INCL R/W) This property description is for tax purposes. It may be abbreviated. For the complete legal description please refer to the deed.		
Current Owner	TIMOTHY J ZIEMBA		
Current Co-Owner	LEAH H ZIEMBA		
Primary Address	1397 HILLSIDE RD		
Billing Address	1397 HILLSIDE RD CAMBRIDGE WI 53523		

Assessment Summary		More +
Assessment Year	2017	
Valuation Classification		
Assessment Acres	0	
Land Value	\$0.00	
Improved Value	\$0.00	
Total Value	\$0.00	

Show Valuation Breakout

Show Assessment Contact Information ▼

Zoning Information

For the most current and complete zoning information, contact the Division of Zoning.

Zoning

A-2(8) DCPREZ-2016-11004

Zoning District Fact Sheets

Parcel Maps



DCiMap

Google Map

Bing Map

Tax Summary (2016)**More +****No current year tax information available.****District Information**

Type	State Code	Description
REGULAR SCHOOL	1568	EDGERTON SCHOOL DIST
TECHNICAL COLLEGE	0400	MADISON TECH COLLEGE
OTHER DISTRICT	01EF	EDGERTON FIRE
OTHER DISTRICT	01EE	EDGERTON EMS

Recorded Documents

Doc. Type	Date Recorded	Doc. Number	Volume	Page
WD	10/31/2016	5280227		

Show More ▼

DocLink

DocLink is a feature that connects this property to recorded documents. If you'd like to use DocLink, all you need to do is select a link in this section. There is a fee that will require either a credit card or user account. [Click here for instructions.](#)

By Parcel Number: 0512-023-8390-0

Document Types and their Abbreviations

Document Types and their Definitions



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Dane County Land Information Council

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210 Martin Luther King Jr. Blvd

City-County Bldg. Room 116

Madison, WI 53703





R-3
DCPREZ-0000-05722

1455

Proposed
A-2(4)
11080

Proposed
A-2(4)
11080

Proposed
11080

1421

A-1(EX)
DCPREZ-0000-00000

A-2(1)
DCPREZ-0000-06070

A-1(EX)
DCPREZ-0000-00000

RH-3
DCPREZ-0000-06070

A-2(8)
DCPREZ-2016-11004

1397

Zone X
Not Effective
A-1(EX) DCPREZ-0000-00000

A-4
DCPREZ-2016-11004

A-2(1)
DCPREZ-0000-38470

Aarback Rd

Stolen Rd

445
RH-2
DCPREZ-2012-10420

RH-2
DCPREZ-0000-05817

1309

A-1(EX)
DCPREZ-0000-00000

Not Effective
RH-4 DCPREZ-0000-05817

A-4
DCPREZ-2012-10420

A-1(EX)
DCPREZ-0000-00000

A-1(EX)
DCPREZ-0000-00000

Not Effective
A-1(EX) DCPREZ-0000-00000

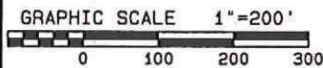
Doc# 5268978

CERTIFIED SURVEY MAP NO. 14342

PART OF THE SE 1/4 OF THE SW 1/4 AND PART OF THE NE 1/4 OF THE SW 1/4 OF SECTION 2, T.5N., R.12E. OF THE 4TH P.M., TOWN OF ALBION, DANE COUNTY, WISCONSIN.

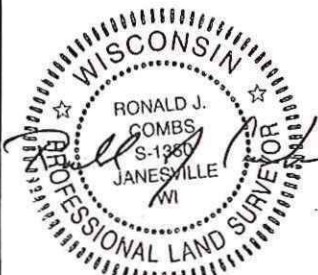
OWNER OF RECORD:
RUDISILL LLC
C/O VICKI MORRIS
614 HEMPHILL AVE
EDGERTON, WI 53534

- SEE SHEET 2 -

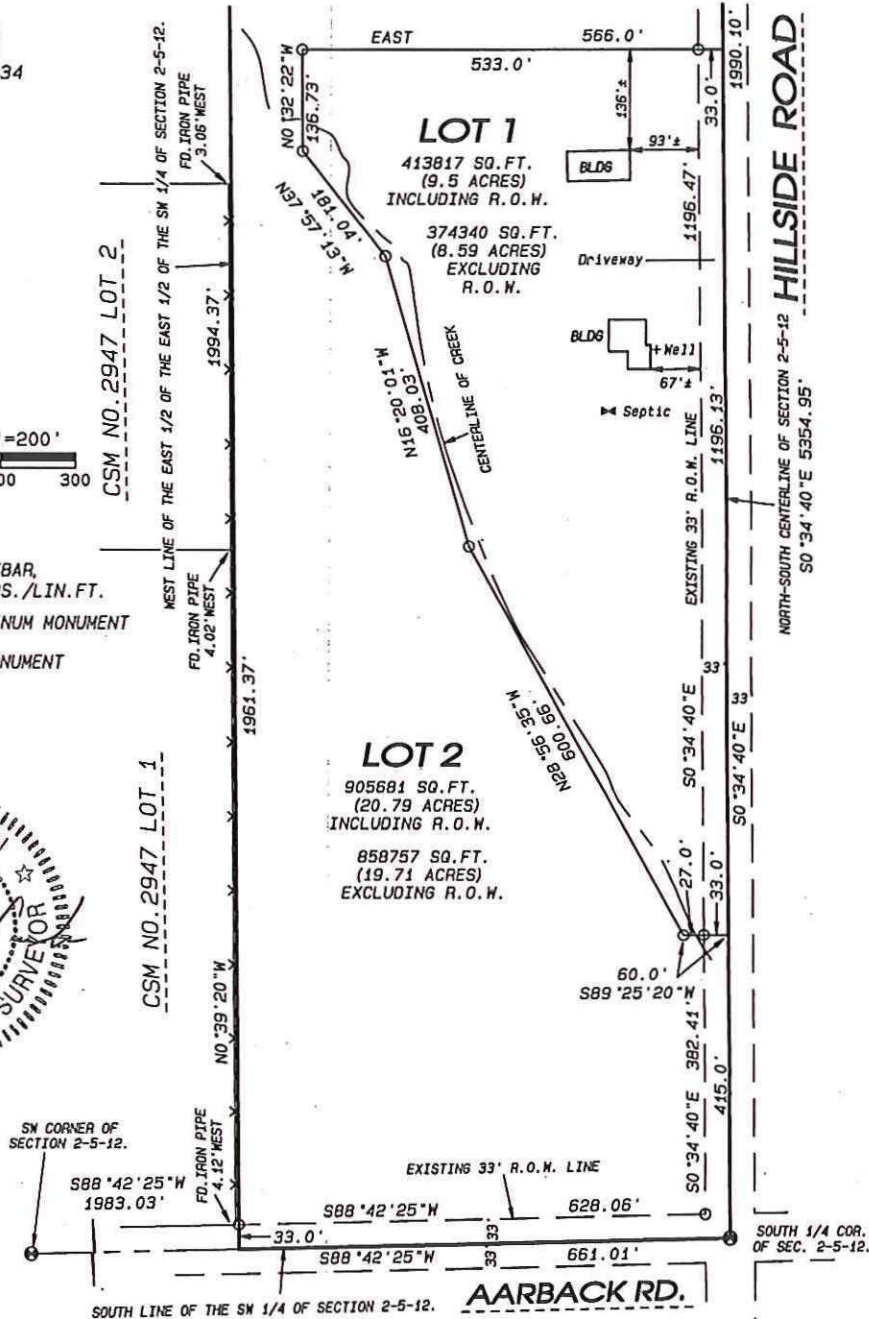


LEGEND:

- SET ROUND IRON REBAR, 3/4"x 24", 1.5 LBS./LIN.FT.
- ⊕ FOUND ROUND ALUMINUM MONUMENT
- FOUND CONCRETE MONUMENT
- X— FENCE



9-14-16



NOTE: ASSUMED S0°34'40"E ALONG THE NORTH-SOUTH CENTERLINE OF SECTION 2-5-12.

NOTE: REFER TO BUILDING SITE INFORMATION CONTAINED IN THE DANE COUNTY SOIL SURVEY.

Combs & Associates

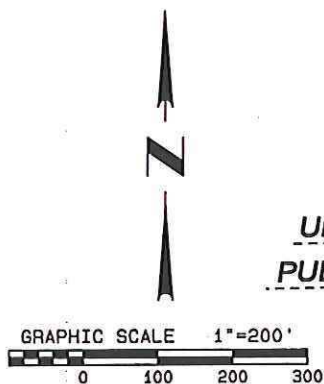
- LAND SURVEYING
- LAND PLANNING
- CIVIL ENGINEERING

109 W. Milwaukee St.
Janesville, WI 53548
www.combsurvey.com

tel: 608 752-0575
fax: 608 752-0534

PART OF THE SE 1/4 OF THE SW 1/4 AND PART OF THE NE 1/4 OF THE SW 1/4 OF SECTION 2, T.5N., R.12E. OF THE 4TH P.M., TOWN OF ALBION, DANE COUNTY, WISCONSIN.

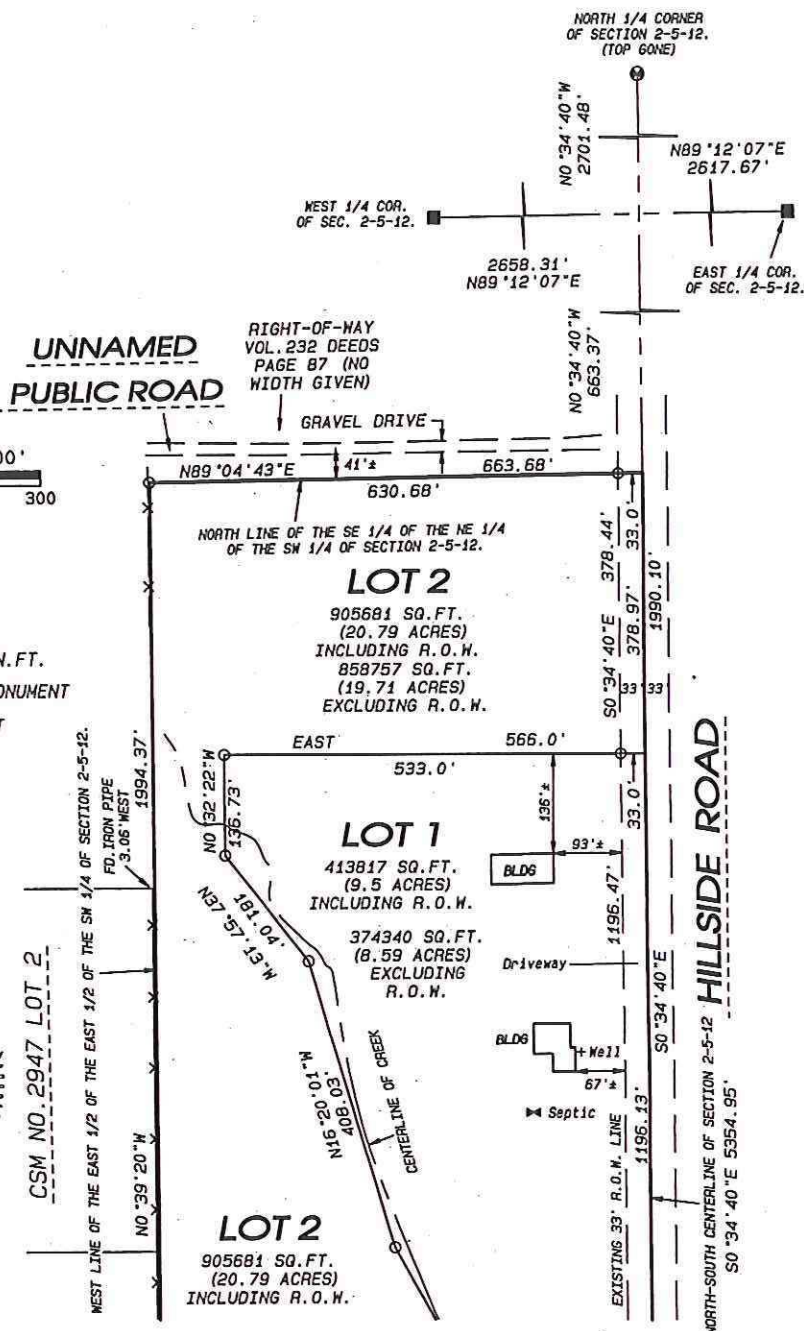
OWNER OF RECORD:
RUDISILL LLC
C/O VICKI MORRIS
614 HEMPHILL AVE
EDGERTON, WI 53534



○ SET ROUND IRON REBAR,
3/4"x 24", 1.5 LBS./LIN.FT.
● FOUND ROUND ALUMINUM MONUMENT
■ FOUND CONCRETE MONUMENT
—X— FENCE



9-14-16



- SEE SHEET 1 -

NOTE: Any land below the ordinary high water mark of a lake or a navigable stream is subject to the public trust in waters that is established under article IX, section 1 of the state constitution.

Project No. 116 - 072 For: RUDISILL

SHEET 2 OF 4 SHEETS



Combs
& ASSOCIATES

- LAND SURVEYING
- LAND PLANNING
- CIVIL ENGINEERING

109 N. Milwaukee St.
Janesville, WI 53548
www.combsurvey.com

tel: 608 752-0575
fax: 608 752-0534

CERTIFIED SURVEY MAP NO. 14342

PART OF THE SE 1/4 OF THE SW 1/4 AND PART OF THE NE 1/4 OF THE SW 1/4
OF SECTION 2, T.5N., R.12E. OF THE 4TH P.M., TOWN OF ALBION, DANE COUNTY,
WISCONSIN.

OWNER'S CERTIFICATE – Rudisill LLC

As owner, I hereby certify that I have caused the land described on this map to be surveyed, divided and mapped as represented hereon. We also certify that this certified survey map is required by S. 75.17 (1) (a), Dane County Code of Ordinance to be submitted to the Dane County Zoning and Land Regulation Committee for approval.

Vicki Morris
Vicki Morris

State of Wisconsin

County of Rock SS. Personally came before me this ____ day of
____, 20____, Vicki Morris to me well known to be the persons who
executed the owner's certificate hereon shown and acknowledged the same.

Notary Public, Rock County, Wisconsin

Stacy Austin

My Commission December 9, 2017

STACY AUSTIN
Notary Public
State of Wisconsin

TOWN BOARD APPROVAL

Approved by the Board of the Town of Albion this 7 day of

June, 2016.

Town Clerk *Julie Haneuall*

CERTIFICATE OF COUNTY PLANNING

Approved by the Dane County Zoning and Land Regulation Committee.

x *Daniel Curran*
Authorized Representative
#9919

SEPTEMBER 19, 2016
Date



9-14-16

SHEET THREE OF FOUR SHEETS

Project No. 116-072 For: MORRIS

COMBS & ASSOCIATES, INC.-SURVEYING-MAPPING-PLANNING-JANESVILLE, WI

CERTIFIED SURVEY MAP NO. 14342

PART OF THE SE 1/4 OF THE SW 1/4 AND PART OF THE NE 1/4 OF THE SW 1/4 OF SECTION 2, T.5N., R.12E. OF THE 4TH P.M., TOWN OF ALBION, DANE COUNTY, WISCONSIN.

SURVEYOR'S CERTIFICATE

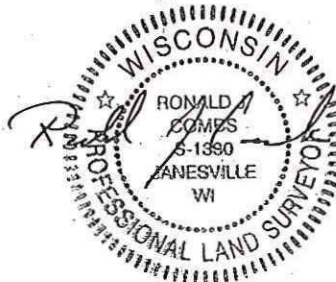
State of Wisconsin

County of Dane

SS.

I, Ronald J. Combs, a Professional Land Surveyor, do hereby certify that I have surveyed, divided and mapped PART OF THE SE 1/4 OF THE SW 1/4 AND PART OF THE NE 1/4 OF THE SW 1/4 OF SECTION 2, T.5N., R.12E. OF THE 4TH P.M., TOWN OF ALBION, DANE COUNTY, WISCONSIN. DESCRIBED AS FOLLOWS: BEGINNING AT AN ALUMINUM MONUMENT AT THE SOUTH 1/4 CORNER OF SAID SECTION; THENCE S88°42'25"W ALONG THE SOUTH LINE OF THE SW 1/4 OF SAID SECTION, 661.01 FEET TO THE WEST LINE OF THE EAST 1/2 OF THE SW 1/4 OF SAID SECTION; THENCE N0°39'20"W ALONG SAID WEST LINE, 1994.37 FEET TO THE NORTH LINE OF THE SE 1/4 OF THE NE 1/4 OF THE SW 1/4 OF SAID SECTION; THENCE N89°04'43"E ALONG SAID NORTH LINE, 663.68 FEET TO THE NORTH-SOUTH CENTERLINE OF SAID SECTION; THENCE S0°34'40"E ALONG SAID NORTH-SOUTH CENTERLINE, 1990.10 FEET TO THE PLACE OF BEGINNING. CONTAINING 30.29 ACRES. That such map is a correct representation of all exterior boundaries of the land surveyed and the division of that land. That I have made such survey, division and map by the direction of Vicki Morris and that I have fully complied with the provisions of Chapter 236.34 of the Wisconsin Statutes in surveying, dividing and mapping the same.

Given under his hand and seal this 8th day of June, 2016, at Janesville, Wisconsin



9-14-16

RECORDING DATA

No. 5268978 received for record this 19th day of September

20 16, at 2:24 o'clock P.M., and recorded in Volume 98,

Pages 62-65 of Certified Survey Maps of DANE County,

Wisconsin. Received 9/19/16 7:41pm.

Register of Deeds Korstichlebowsky by
Wissang Polna, Deputy

SHEET FOUR OF FOUR SHEETS

Project No. 116-072 For: MORRIS

COMBS & ASSOCIATES, INC.-SURVEYING-MAPPING-PLANNING-JANESVILLE, WI



Dane County Planning and Development Department

Zoning Division

Room 116, City-County Building, 210 MLK Jr Boulevard, Madison, Wisconsin 53703
(608) 266-4266 Fax (608) 267-1540

ZONING MAP AMENDMENT (Rezoning Petition) & CONDITIONAL USE PERMIT PROCESS

Zoning Petition No: DCPCUP-2017-02377

Conditional Use Permit No: NONE

Public Hearing Date: 05/23/2017

Time: 6:30 PM

Committee: Dane County Zoning and Land Regulation Committee

Location: City-County Building, Room 354, 210 Martin Luther King, Jr., Blvd.

Please follow these steps to ensure your application is processed in a timely manner.

Town Review ➡ Staff Review ➡ ZLR Committee ➡ County Board ➡
County Executive ➡ County Clerk/Town Verification ➡ Conditions of Approval

1. TOWN REVIEW

All petitions require a formal review by the town's Plan Commission and Board. Please contact the town as soon as possible to notify them that you have submitted a CUP and/or Rezone Petition with Dane County Zoning. A copy of your application will be sent to the Town, approximately one week after the deadline date as noted on the ZLR meeting schedule.

Please note that the town may have specific procedures or fees to process your proposal. In order for the Dane County Zoning and Land Regulation (ZLR) Committee to act on your petition, the Town Clerk must submit a formal Town Action Report by the Thursday prior to the public hearing date. The ZLR Committee will not take action until it has received a Town Action Report.

2. STAFF REVIEW

Dane County staff will begin a review of your application approximately one month prior to the public hearing. Your proposal will be reviewed for consistency against the Town Land Use/Comprehensive Plan and the Dane County Comprehensive Plan. If your proposal involves the creation of new residential lot, a housing density study will be performed to determine the housing density rights associated with the original farm. In addition, the property will be reviewed

for environmentally sensitive areas. You will be contacted if any conflicts arise with your petition. A staff report will be prepared for the ZLR Committee and you will be provided with a copy of this report approximately one week prior to the meeting. All proposed land use changes, rezones, and land divisions must be consistent with the Dane County Comprehensive Plan.

3. ZONING AND LAND REGULATION COMMITTEE PUBLIC HEARING

A public hearing will be held in front of the ZLR Committee. The staff will publish notices in the Wisconsin State Journal approximately two weeks prior to the ZLR public hearing. In addition, all property owners within 300 feet of the property will be notified by mail of your request.

An agenda will be sent to you and your agent approximately one week prior to the meeting. This meeting is an opportunity for individuals to speak in support, opposition, or raise concerns about your proposal.

At the public hearing, the ZLR Chairperson will announce your petition and request that you or your agent speak on behalf of your petition. You will need to approach the podium and state your name, location of your property, the current zoning district of the property, the change request, and reason for the change of zoning. After hearing testimony, The ZLR Committee may recommend approval, postponement, or denial of your petition.

Actions by the Zoning and Land Regulation Committee

Approval: If the Committee received a timely Town Action Report, a favorable Staff report, no public opposition, and no unresolved issues/questions by the committee, the ZLR Committee may recommend approval of your petition to the County Board. See ZLR schedule sheet.

Postponement: If the Committee did not receive a Town Action Report, or if concerns are raised, the petition will be postponed until the next ZLR work meeting. This meeting (called the work meeting) will be held 2 weeks after the public hearing. The delay provides an opportunity for the applicant and staff to address concerns. Staff will contact you to review your options.

Denial: If the Committee recommends denial of your petition, the petition will be sent to the County Board. See ZLR schedule sheet. Proposals which are not consistent with adopted Town or County Comprehensive Plans may be denied.

4. COUNTY BOARD

After the ZLR Committee acts on your petition, it is then placed on the next County Board agenda. At the Board meeting, all zoning petitions on the agenda are generally acted upon in one action. Your attendance is generally not needed. However, if your petition was controversial or if the ZLR Committee did not pass the petition unanimously, you should plan to attend the

County Board meeting in case questions arise. Conditional Use Permits do not require approval of the County Board.

5. COUNTY EXECUTIVE

All zoning petitions approved by the ZLR Committee and County Board are sent to the County Executive for approval. The Executive may approve or veto your petition and are generally acted upon within 10 days of County Board action. Conditional Use Permits do not require approval by the County Executive.

6. COUNTY CLERK / TOWN CONFIRMATION

If your petition was amended or conditions placed on it, such as the recording a Certified Survey Map or a Deed Restrictions, the County is required to send the petition back to the town to confirm the set conditions. The town is given 40 days to act. Please contact the Town

Clerk to see if any additional town meetings require your attendance. Final approval may begin when County receives the town confirmation or the 40 days expires.

7. FINAL APPROVAL

The final step in the process is to meet the conditions imposed on the petition. A letter will be sent to you and your surveyor informing you of all actions that are needed to make the zoning change effective. **You are generally given a 90-day period in which to complete the actions (called the "Delayed Effective Date").** Failure to complete the actions in the designated time frame will render the petition **VOID**.

Contact your Surveyor as soon as possible to submit any required Certified Survey Map (CSM). Please note that the Town or a neighboring municipality may need to approve the CSM as a separate action. Further, signatures may be needed from the owners, mortgage holder, Town Official, neighboring municipality, Dane County Highway Department, and Dane County Land Division Officer, in order to record the CSM.

If a deed restriction is required, a form will be provided to you by Dane County Staff. Please note that your surveyor may need to provide a suitable property description for the deed restriction document.

When all conditions are satisfied, the Zoning Division will notify you by mail that the zoning change or Conditional Use Permit has become effective. Once the zoning becomes effective, a zoning permit for construction may be issued for the property.



Dane County Planning and Development Department

Zoning Division

Room 116, City-County Building, 210 MLK Jr Boulevard, Madison, Wisconsin 53703
(608) 266-4266 Fax (608) 267-1540

NOTICE

REZONE / CUP DIGITAL LEGAL DESCRIPTIONS REQUIRED

Effective immediately, legal descriptions for Rezone and/or Conditional Use Permit (CUP) applications must be submitted electronically via email to Dane County Zoning in text or word format. If email submission is not possible, legal descriptions can be submitted on CD-ROM. When making application for a Rezone or CUP, please provide zoning staff with a hardcopy of the legal description(s). **Email submissions of legal descriptions must be made within two (2) weeks of the date you applied for the rezone / CUP with Dane County.** Failure to provide the digital copy in a timely manner may result in delays processing your rezone or CUP.

The email submission should contain:

- Applicant's name & Petition/CUP Number in the subject heading.
- Attached legal descriptions in MS Word compatible format.

The legal description should include:

- Proposed new zoning district(s) followed by description(s).
- The total acreage or square footage in each description.

Please email the legal description to zonelegals@countyofdane.com or Burns.Diana@countyofdane.com. Please contact Diana Burns at (608) 266-4253 if you have any questions regarding this procedure.



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