



- Rezoning Review
- Conditional Use Permit Review
- Planned Development Review
- CSM/Plat Review

Village of Hobart  
 Dept of Neighborhood Services  
 2990 S Pine Tree Rd  
 Hobart WI 54155  
 Phone: (920) 869-3809  
 Fax (920) 869-2048

**APPLICANT INFORMATION**

Petitioner: \_\_\_\_\_ Date: \_\_\_\_\_

Petitioner's Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone #: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_ Other Contact # or Email: \_\_\_\_\_

Status of Petitioner (Please Check):  Owner  Representative  Tenant  Prospective Buyer

Petitioner's Signature (required): \_\_\_\_\_ Date: \_\_\_\_\_

**OWNER INFORMATION**

Owner(s): \_\_\_\_\_ Date: \_\_\_\_\_

Owner(s) Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone #: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_ Other Contact # or Email: \_\_\_\_\_

Ownership Status (Please Check):  Individual  Trust  Partnership  Corporation

**Property Owner Consent: (required)**

By signature hereon, I/We acknowledge that Village officials and/or employees may, in the performance of their functions, enter upon the property to inspect or gather other information necessary to process this application. I also understand that all meeting dates are tentative and may be postponed by the Neighborhood Services Department for incomplete submissions or other administrative reasons.

Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SITE INFORMATION**

**Address/Location of Proposed Project:** \_\_\_\_\_ **Parcel No.** \_\_\_\_\_

Proposed Project Type: \_\_\_\_\_

Current Use of Property: \_\_\_\_\_ **Zoning:** \_\_\_\_\_

Land Uses Surrounding Site: North: \_\_\_\_\_

South: \_\_\_\_\_

East: \_\_\_\_\_

West: \_\_\_\_\_

**\*\*Please note that a meeting notice will be mailed to all abutting property owners regarding your request prior to any Public Hearing.**

- **Application fees are due at time of submittal. Make check payable to Village of Hobart.**
- **Please refer to the fee schedule for appropriate fee. FEE IS NON-REFUNDABLE**

**CONDITIONAL USE PERMIT / PLANNED DEVELOPMENT APPLICATIONS**

Briefly explain how the proposed **conditional use/development plan** will not have a negative effect on the issues below.

**1. Health, safety, and general welfare of occupants of surrounding lands.**

**2. Pedestrian and vehicular circulation and safety.**

**3. Noise, air, water, or other forms of environmental pollution.**

**4. The demand for and availability of public services and facilities.**

**5. Character and future development of the area.**

**SUBMITTAL REQUIREMENTS** – Must accompany the application to be complete.

- A **NARRATIVE** of the proposed conditional use/Development Plan including:
  - ❑ Existing and proposed use of the property
  - ❑ Identification of all structures (including paving, signage, etc.) on the property and discussion of their relation to the project
  - ❑ Projected number of residents, employees, and/or daily customers
  - ❑ Proposed amount of dwelling units, floor area, landscape area, and parking area expressed in square feet and acreage to the nearest one-hundredth of an acre
  - ❑ Effects on adjoining properties to include: noise, hours of operation, glare, odor, fumes, vibration, etc.
  - ❑ Compatibility of the proposed use with adjacent and other properties in the area.
  - ❑ Traffic generation (anticipated number of customers, deliveries, employee shift changes, etc.)
  - ❑ Any other pertinent information to properly understand the intended use/plan and its relation to nearby properties and the community as a whole
  
- A complete **SITE PLAN** and **BUILDING ELEVATIONS** must include the following information where applicable:
  - ❑ Two (2) full size (minimum 24" x 36") scaled and dimensioned prints of site plan and building elevations
  - ❑ Two (2) 8 ½" x 11 (minimum) to 11" x 17" (maximum) reduction of the site plan and building elevations
  - ❑ The date of the original plan and revision dates, if applicable
  - ❑ A north arrow and graphic scale.
  - ❑ All property lines and existing and proposed right-of-way lines with dimensions clearly labeled
  - ❑ All required setback and offset lines
  - ❑ All existing and proposed buildings, structures, and paved areas, including building entrances, walks, drives, signs, decks, patios, fences, walls, etc.
  - ❑ Location of all outdoor storage and refuse disposal areas and the design and materials used for screening
  - ❑ Location and dimension of all on-site parking (and off-site parking provisions if they are to be employed), including a summary of the number of parking stalls provided.
  - ❑ Location and dimension of all loading and service areas
  - ❑ Location, height, design, illumination power and orientation of all exterior lighting on the property including a photometrics plan.
  - ❑ Location of all exterior mechanical equipment and utilities and elevations of proposed screening devices where applicable (i.e. visible from a public street or residential use or district). Mechanical equipment includes, but is not limited to; HVAC equipment, electrical transformers and boxes, exhaust flues, plumbing vents, gas regulators, generators, etc.

## **REZONING APPLICATIONS**

**Submittal Requirements** – Must accompany the application to be complete.

- ❑ Map of the immediate area showing property involved. Area to be rezoned must be outlined in color
- ❑ A site plan drawn to readable scale showing present status of property and proposed development
- ❑ Street address, adjacent streets, intersections and any other information or landmarks to help identify the property
- ❑ Location of existing uses, structures, fences and signs and location of proposed uses, structures, fences and signs
- ❑ A narrative statement explaining the zone change and discussion of the project

## **SUMMARY OF PROCESS**

The Village of Hobart Planning & Zoning Commission and Village Board act on all zone changes, conditional use permits and planned developments. The petitioner or owner should be present at both the Planning & Zoning Commission and Village Board meetings to discuss and answer questions regarding the request.

Neighborhood opinion is an important factor in the decision-making process. For complex or controversial proposals, it is recommended that the petitioner conduct a neighborhood meeting to solicit public input prior to action by the Planning & Zoning Commission and Village Board. Village staff is available to offer assistance in compiling a mailing list for the neighborhood meeting. Please note that a meeting notice will be mailed to all abutting property owners regarding your request.

The application package is reviewed by Dept. of Neighborhood Services staff to determine conformance with adopted village plans, zoning requirements and development standards. A staff recommendation is prepared for consideration

by the Planning & Zoning Commission and Village Board. The petitioner will be provided with a copy of the staff report and meeting notice several days prior to these meetings. No notice is sent to the petitioner or owner regarding the Village Board's consideration of the request. Petitioners and owners are encouraged to contact Village staff to find out when the request will be sent to the Village Board for review.

The Planning & Zoning Commission's decision is advisory only. The Village Board will make the final decision regarding all zone change, conditional use permit and planned development applications/requests. The Planning & Zoning Commission may lay over requests to subsequent meetings if incomplete information is provided or additional questions or concerns are raised at the meeting.

After the Planning & Zoning Commission makes its recommendation, the request will be forwarded to the Village Board for consideration. Please contact Village Staff to inquire when your application will be considered by the Village Board. Wisconsin State Statutes require a zone change to be published as Class II notice in the local newspaper, the Village takes care of this publication requirement prior to the Council meeting.

If the Village Board approves a rezoning, the Ordinance is published in the newspaper on the following Friday and will be effective on Sunday.