

## POLK COUNTY DISTRICT CHANGE APPLICATION

<b>Receipt Number</b>	<b>Fee: \$800.00</b>
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**MAKE CHECKS (black ink) PAYABLE TO:**  
 Polk County Land Information Department  
 100 Polk County Plaza, Suite 130  
 Balsam Lake, WI 54810  
 715-485-9111, Mon- Fri, 8:30am-4:30pm

Property Address (Number & Street or Ave)

Property Owner \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Email (optional): \_\_\_\_\_  
 Phone Number: \_\_\_\_\_

**COMPLETE ALL UNSHADED AREAS  
 INCOMPLETE APPLICATIONS MAY BE  
 RETURNED  
 PLEASE PRINT – USE BLACK INK  
 RETURN ORIGINAL FORM**

**LEGAL DESCRIPTION OF PROPERTY – SEE TAX BILL**

Parcel # / Computer # _____ - _____ - _____	Lot # _____	Subdivision/CSM # _____	Gov't Lot _____
_____ ¼ _____ ¼, Sec _____ /T _____ N /R _____ W		Town of _____	
Size of Parcel X = SQ FT <b>OR</b> Acres		Size of proposed <b>REZONE</b> parcel X = SQ FT <b>OR</b> Acres	

**ADDITIONAL INFORMATION**

Previous Owner	Date Purchased	Are there buildings on the parcel? <input type="checkbox"/> yes <input type="checkbox"/> no	What percent of the buildings are to be rezoned?	Name of Lake/Pond/River/Flowage	Lake Classification <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3
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I request a district change/rezone from \_\_\_\_\_ District to \_\_\_\_\_ District.  
 (State briefly what is being requested & why):

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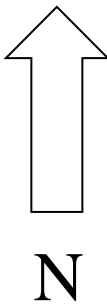
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The applicant, as witnessed by the applicant's signature on this application hereby attests that the information contained therein is accurate and true. Any assistance by County staff was at the applicant's request.

Sign Here: \_\_\_\_\_ Date: \_\_\_\_\_  Cash  Credit  Check # \_\_\_\_\_

COMMENTS:

Received by: _____		Date: _____		Fee: \$800	
Letter/Minutes from town board hearing <input type="checkbox"/> Yes	Hearing Date/Time	Environmental Services Committee approval <input type="checkbox"/> Yes <input type="checkbox"/> No	County Board Meeting Date	County Board approval <input type="checkbox"/> Yes <input type="checkbox"/> No	Date Received

NW ¼ NW ¼	NE ¼ NW ¼,	NW ¼ NE ¼,	NE ¼ NE ¼		<p><b><u>SAMPLE PROPOSED LEGAL DESCRIPTION</u></b></p> <p>“Beginning at the SE Corner of Sec 32/T35N/R16W due north 1320’ thence due west 1320 to the Point of Beginning (POB) at the southeast corner of the NW ¼, SE ¼, thence 220’ due north, thence 440’ due west, thence 220’ due south, thence 440’ due east to the “Point of Beginning” (P.O.B.).—2.22 acres”</p> <p>If the property has a Certified Survey Map, please submit a copy of the map along with the application.</p>
SW ¼ NW ¼	SE ¼ NW ¼	SW ¼ NE ¼	SE ¼ NE ¼		
NW ¼ SW ¼	NE ¼ SW ¼	NW ¼ SE ¼	NE ¼ SE ¼		
SW ¼ SW ¼	SE ¼ SW ¼	SW ¼ SE ¼	SE ¼ SE ¼		

SAMPLE  
SAMPLE

**PLOT PLAN**

NW ¼ NW ¼	NE ¼ NW ¼	NW ¼ NE ¼	NE ¼, NE ¼	<p><input type="checkbox"/> <b><u>PLOT PLAN</u></b> Complete Plot Plan as shown above. Draw in the location of property to be rezoned only. Describe legal description as per above sample. Locate adjoining roads/highways</p>
SW ¼ NW ¼	SE ¼, NW ¼,	SW ¼ NE ¼	SE ¼ NE ¼	
NW ¼ SW ¼	NE ¼ SW ¼	NW ¼ SE ¼	NE ¼ SE ¼	
SW ¼ SW ¼	SE ¼ SW ¼	SW ¼ SE ¼	SE ¼ SE ¼	

Proposed Legal Description

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Please list all names and **complete mailing addresses** of all adjoining property owners within **300 feet** (including across the road). Provide property address if known.

Name		
Mailing Address		
Property Address		
Name		
Mailing Address		
Property Address		
Name		
Mailing Address		
Property Address		
Name		
Mailing Address		
Property Address		

### **Zoning District Change Process**

**Town Level:**

1. Contact the Town where your property is located to get your rezone request on their agenda. (Some towns will put you on the planning commissions agenda first and other towns will start with the Town Board)
2. The Town Board or the planning commission will evaluate the proposed zoning district change with the Town’s comprehensive plan, existing land use, surrounding land use, public infrastructure, and other factors.
3. Planning commission will provide Town Board with a recommendation to grant or deny rezone request.
4. Town board will take action on the request. If the Town Board denies the request, the rezoning process stops at the town level and cannot be pursued to the county level.

**County Level:**

5. Submit this “zoning district change application” to county zoning office along with \$800 application fee.
6. County completes a class 2 legal notice and sets up a public hearing in front of the Environmental Services Committee. Notice is provided to the neighboring properties within 300’ of the applicant’s property.
7. Public hearing- Environmental Services Committee makes a recommendation to the County Board to grant or deny rezoning request.
8. County Board acts on the rezoning request to formally change the zoning district map.

*\*Please Note- This process could take three months at the town level and approximately two months at the county level.*