



ZONING MAP AMENDMENTS (REZONINGS)

CITY OF MIDDLETON CHECKLIST

REQUIREMENTS PER [SECTION 10.10.30](#)

APPLICATION REQUIREMENTS

The City **strongly prefers** to receive the application electronically via email to planning@cityofmiddleton.us, although a paper copy will also be accepted.

- 1) Plan Commission meets the 2nd and 4th Tuesday of each month at 7PM in the Council Chambers of Middleton City Hall.
- 2) **Due to public hearing notice requirements**, the application packet materials must be submitted **AT LEAST SIX WEEKS** prior to a Plan Commission meeting for staff review unless Planning Staff have authorized a different timeline.
- 3) Application fee and \$5,000 escrow deposit for the City's consultant plan review is required at time of submission to be considered a complete package.
- 4) Failure to submit a complete package may result in the return of all items, a resubmittal fee, and a delay in your project.
- 5) Larger and more complex projects will require additional review time, and staff will be in contact regarding the agenda and timeline.

SUBMITTAL REQUIREMENTS:

- Completed and signed [Plan Commission Application](#).
- A map of the subject property to scale, depicting the following:
 - All lands for which the zoning is proposed to be amended and all other lands within 100 feet of the boundaries of the subject property.
 - All parcel numbers for the subject property.
 - Current zoning of the subject property and its environs, and the jurisdiction(s) which maintains that control.
 - All lot dimensions of the subject property.
 - A graphic scale and north arrow.
- Legal description of the property.
- Written justification for the proposed Official Zoning Map amendment, including evidence that the application is consistent with the Comprehensive Plan.
- Traffic Impact Analysis. The City may require that a traffic impact analysis (TIA) be completed in accordance with the City of Middleton Traffic Impact Analysis Guidelines and Access Management Policy. The Wisconsin Department of Transportation (WisDOT) has TIA requirements that shall be followed if the lot has direct access to the State Trunk Highway System.
- Any further information needed by the Plan Commission to facilitate the making of a comprehensive report to the Plan Commission and City Council.
- All CAD files converted to PDF with SHX text set to 0 or 3.
- Maximum file size of 30 MB.

CRITERIA USED TO EVALUATE THE PROPOSED ZONING MAP AMENDMENT

The Zoning Administrator shall review the complete application and evaluate whether the proposed amendment:

1. Advances the purposes of this Chapter as outlined in [Section 10.01.03](#) and the applicable rules of Wisconsin Department of Administration.
2. Advances the purposes of the general Article and specific Section in which the amendment is proposed to be located.

3. Is in harmony with the [Comprehensive Plan](#).
4. Maintains the desired overall consistency of land uses, land use intensities, and land use impacts within the pertinent zoning districts.
5. Addresses any of the following factors that are not properly addressed on the [current Official Zoning Map](#):
 - a. The designations of the Official Zoning Map are not in conformance with the Comprehensive Plan.
 - b. A mapping mistake was made, including the omission on the Official Zoning Map of an approved zoning map amendment.
 - c. Factors have changed (such as new data, infrastructure, market conditions, development, annexation, or other zoning changes), making the subject property more appropriate for a different zoning district.
 - d. Growth patterns or rates have changed, creating the need for an amendment to the Official Zoning Map.

FEES:	In accordance with the fee schedule in Sec. 3.12 Appendix A	
	Single Lot Rezoning	\$500
	Multiple Lot Rezoning	\$2,000

SECTION 10.10.61(2) ESCROW DEPOSITS:

ESCROW DEPOSIT	An Escrow Deposit of \$5,000 is required per Sec. 10.10.61 to cover project review costs by outside consultants when necessary. Staff will notify you if/when an escrow deposit is needed.
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- a) Applicants for all Zoning Amendments, Conditional Use Permits, Planned Unit Developments, and modifications shall be responsible to pay the actual cost of review of the application charged to the City by other agencies, or by outside consultants hired by the City including but not limited to Federal, State, or County Departments and Madison Metropolitan Sewerage District, Attorneys, Engineers, or Planners. Upon application, the applicant shall deposit an amount set forth in the Fee Schedule under Chapter 3.12 of the Municipal Code to be held in escrow upon which the City shall draw to pay for said costs as they are incurred during the course of reviewing the application. Itemized statements reflecting the amounts drawn from the deposit shall be sent to the applicant each month. In the event that the escrow deposit has been drawn down to twenty-five percent (25%) of the required amount, the applicant shall replenish the escrow deposit to its original amount. If any funds remain in the escrow deposit following final determination of the application, such remaining funds shall be returned to the applicant within sixty (60) days of the determination together with an accounting of the deposits and draws on the escrow.
- b) Applicants may obtain a pre-application waiver of the required escrow deposit from the City Administrator if in the City Administrator's sole discretion, he or she determines that no consultant review will be required. Said waiver shall not preclude the City Administrator from employing an outside consultant, charging the costs of any consultant review to the applicant, or requiring an escrow deposit at any time after application.

Section 26.10(6) – Warranty and Financial Guarantee of the City of Middleton Code of Ordinances requires the submittal of financial guarantee in every instance where the estimated cost of stormwater practices exceeds \$5,000. The financial guarantee must be provided prior to stormwater management permit approval. The amount of the Installation Financial Guarantee shall be determined by the City Engineer and shall not exceed the total estimated construction costs of the approved storm water management practices, plus 25%.