



# ZONING ORDINANCE AMENDMENTS (TEXT AMENDMENTS)

## CITY OF MIDDLETON CHECKLIST

### REQUIREMENTS PER [SECTION 10.10.30](#)

#### APPLICATION REQUIREMENTS

The City **strongly prefers** to receive the application electronically via e-mail to [planning@cityofmiddleton.us](mailto: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) Failure to submit a complete package may result in the return of all items, a resubmittal fee, and a delay in your project.
- 4) 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](#).
- The section(s) of the current [Zoning Ordinance](#) which are proposed to be amended.
- The text which is proposed to replace the current text.
- Written justification for the proposed text amendment indicating reasons why the Applicant believes the proposed text amendment is in harmony with the [City of Middleton Comprehensive Plan](#).
- Any further information needed to facilitate appropriate review and generation of a report to the Plan Commission and City Council.

#### CRITERIA USED TO EVALUATE THE PROPOSED ZONING ORDINANCE 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 of the zoning ordinance 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 may not be addressed in the current zoning text:
  - a. A change in the land market, or other factors which require a new form of development, a new type of land use, or a new procedure to meet said change(s).
  - b. New methods of development or types of infrastructure.
  - c. Changing governmental finances to meet the needs of the government in terms of providing and affording public services.
  - d. Any other factor deemed appropriate by the City.

<b>FEES:</b>	In accordance with the fee schedule in <a href="#">Sec. 3.12 Appendix A</a>	
	Ordinance Text Amendment	\$200