

# RUSHFORD TOWNSHIP ZONING PERMIT

3413 N COUNTY ROAD K  
OMRO, WI 54963

Town Chairman, Tom Egan 685-2052  
Supervisor, Pat Kafer, 685-0282  
Supervisor, Jerry Schoonover, 685-6272

Clerk, Peggy Hendricks, 920-379-4515  
Treasurer, Kathryn Lewis, 920-744-8092  
Zoning, Tom Jackson, 685-2910

This packet includes information and applications necessary for filing for a Winnebago County Zoning Change. Please read the instructions carefully and complete the application.

The following items are included:

1. Zoning Change application instructions
2. Town of Rushford application form  
NOTE: if you are rezoning out of Farmland Preservation, there is an additional form that needs to be filled out.
3. Petition of Zoning Amendment
4. Schedule for the next available public hearing

Filing Instructions:

The completed application, petition, and fee (**\$350**) should be submitted to the zoning office as far in advance of the application deadline as possible. Prior to submitting the application, contact the appropriate staff person to set up an appointment for application review.

## **INCOMPLETE APPLICATIONS MAY BE DELAYED UNTIL ALL NECESSARY MATERIAL HAS BEEN RECEIVED**

Prior to filing the application with the County, contact the Town to determine if your request will comply with the Town Land Use plan. If it does not, you may have to have the Town plan amended prior to proceeding with this application.

**FAILURE TO CONTACT THE TOWN MAY RESULT IN A DENIAL AND APPLICATION FEES ARE NOT  
REFUNDABLE.**

TOWN BUILDING PERMIT MUST BE ISSUED PRIOR TO COUNTY ZONING PERMIT.

**ZONING PERMIT REQUIRED BEFORE CONSTRUCTION.**

# PETITION FOR ZONING AMENDMENT

To: Winnebago County Board of Supervisors  
Courtthouse  
Oshkosh, WI 54901

The undersigned owners(s) of the property herein described hereby petitions your honorable body for an amendment to Rushford Township Zoning Ordinance/Winnebago County Town/County Zoning Ordinance and Map to effect a change in the Zoning Classification of real estate in the Town of Rushford, Winnebago County, Wisconsin, more particularly described as follows, to-wit:

From \_\_\_\_\_ Zoning District to \_\_\_\_\_  
zoning district. The land described above will be used for \_\_\_\_\_ if  
\_\_\_\_\_ if  
this amendment is adopted.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Respectfully submitted:

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(Legal Signature)

## ZONING CHANGE INSTRUCTIONS

1. Application must be made for an entire parcel. If a request is for a pending lot sale, or to rezone part of a parcel, a deed must be recorded to create the parcel prior to the application being filed. This may require the owner to record a Quit Claim Deed from themselves to themselves for the purpose of creating the lot. The newly recorded deed must accompany the application. If A Certified Survey Map has been prepared the application can reference the pending CSM provided the CSM is included with the application. **THE FILING OF A DEED WILL ALSO REQUIRE A CERTIFIED SURVEY MAP FOLLOWING THE PUBLIC HEARING PROCESS.**
2. When the request is for vacant property, place a 2 ft. to 3 ft. stake with red flagging in the **CENTER OF THE LOT** at the **PROPERTY LINE** so the Committee and staff can determine the location of the property more easily when viewing.
3. Application Requirements:

Item A:

**A-1:** Property owner completes, and signs.

**A-2:** If someone else is handling the application, that person must complete, and sign also.

Item B:

**B-1** and **B-2** can be obtained from the tax bill or deed.

**B-3:** Identify by address, or closest address and directions (such as North of 2222 Address Road).

**B-4:** State existing zoning and the proposed zoning.

**B-5:** State the current use, and proposed use if the application is approved.

**B-6:** Check if sanitary service is provided or needed, and if by public sewer, or private sanitary system.

Item E:

**E-2 and E-6: To be completed in your own words. .**

4. File the completed application, site plan, and filing fee of \$350 with the Clerk's Office as soon as possible. News paper postings and registered letters have to be sent in a timely matter.

Mail to:           Town of Rushford  
                          3413 County Road K  
                          Omro, WI 54963

Town of Rushford  
3413 County Road K  
Omro, WI 54963

Check or Money Order payable to: Town of Rushford  
920-685-2967

**APPLICATION FOR  
ZONING CHANGE**

**FEE: \$350.00**

(Please print or type. Please use black ink for duplicating purposes.)

**A. PROPERTY OWNER:**

A-1 NAME \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone \_\_\_\_\_

Permission is hereby granted for appropriate Town Staff to enter upon the property for the purpose of placement and removal of hearing notices, conducting inspections prior to hearing, and conducting inspections to determine compliance with the terms and conditions, if any, of the variance granted.

Signature \_\_\_\_\_ Date \_\_\_\_\_

I HEREBY APPOINT THE FOLLOWING AS MY AGENT FOR PURPOSES OF THIS APPLICATION:

A-2 APPLICANT (NAME) \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**B. PROPERTY INFORMATION:**

B-1 Tax Key/Parcel #: \_\_\_\_\_

B-2 Lot \_\_\_\_\_ Block \_\_\_\_\_ Subdivision \_\_\_\_\_ or CSM \_\_\_\_\_

Section \_\_\_\_\_ Town \_\_\_\_\_ North Range \_\_\_\_\_ East

Town of Rushford Acres \_\_\_\_\_

B-3 Location (of property) \_\_\_\_\_

B-4 Zoning (Existing) \_\_\_\_\_ Zoning (Proposed): \_\_\_\_\_

B-5 Use (Existing): \_\_\_\_\_

Use (Proposed): \_\_\_\_\_

B-6 SEWER:

Existing \_\_\_\_\_ Required \_\_\_\_\_ Municipal \_\_\_\_\_ Private System: \_\_\_\_\_

**Applicants please fill out ALL the questions**

**E-2 Describe Present Use(s):**

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**E-3 Describe Proposed Use(s):**

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**E-4 Describe the essential services (sewer, water, streets, etc) for present and future use:**

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**E-5 Describe why the proposed use would be the highest and best for the property:**

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**E-6 Describe the proposed use(s) compatibility with surrounding land uses:**

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