



COUNTY OF KENOSHA

Department of Planning and Development

A MULTI-JURISDICTIONAL COMPREHENSIVE PLAN FOR KENOSHA COUNTY: 2035 AMENDMENT PROCEDURES

- 1. Read the section entitled "Procedure for Amending the Multi-Jurisdictional Comprehensive Plan" of Chapter XV of the Kenosha County comprehensive plan, entitled "A Multi-Jurisdictional Comprehensive Plan for Kenosha County: 2035".
- 2. Contact the Kenosha County Department of Planning and Development to determine if your proposed land use change requires an amendment of the Kenosha County comprehensive plan map (Map 65 Land Use Plan Map for Kenosha County: 2035).
- 3. Contact Kenosha County Department of Planning and Development to schedule a joint pre-conference meeting with your town and Kenosha County Department of Planning and Development staff; this is required for all comprehensive plan map amendment requests.

Meeting Date: _____

- 4. Complete the comprehensive plan map amendment application form (A Multi-Jurisdictional Comprehensive Plan for Kenosha County: 2035 Map Amendment Application) as well as any other necessary applications; such as the Kenosha County Zoning Map Amendment Application, Kenosha County Conditional Use Permit Application, or Kenosha County Land Division Application.
- 5. Submit your completed comprehensive plan map amendment application form (A Multi-Jurisdictional Comprehensive Plan for Kenosha County: 2035 Map Amendment Application) and all associated documents to the Kenosha County Department of Planning and Development. Your application must receive a date stamp from the Kenosha County Department of Planning and Development prior to moving on to step six below. After you have received a date stamp from the Kenosha County Department of Planning and Development, you will be provided with two copies of your application documents.

Note: Any petitioner has the right to simultaneously file any other necessary applications (such as the Kenosha County Zoning Map Amendment Application, Kenosha County Conditional Use Permit Application and/or Kenosha County Land Division Application) in conjunction with the proposed comprehensive plan map amendment, however let it be known that should the comprehensive plan map amendment petition be denied or withdrawn, refunds for the additional formal petitions will not be issued.

- 6. Keep one copy of the completed application for your records and deliver the second copy to your local town clerk for notice of public hearing (per section 66.1001(4)(d) of Wisconsin State Statutes) and placement on the Town Planning Commission and Town Board meeting agendas. Note: **The town may not accept/process your application unless it has been stamped received by the Kenosha County Department of Planning and Development.** The town clerk will provide you with the three following dates. Note: these meetings may be held on the same or different days, depending on your respective town's meeting schedule.

Town Plan Commission Meeting/Public Hearing Date: _____

Town Board Meeting Date: _____

Attend the Town Plan Commission/Public Hearing and the Town Board meetings. **NOTE:** You must attend or the Town will not be able to act on your request. If you fail to attend these required meetings, your approval process may be delayed.

KENOSHA COUNTY COMPREHENSIVE PLAN: 2035 MAP AMENDMENT PROCEDURES

- 7. Submit to the Kenosha County Department of Planning and Development a copy (original newspaper page or certified copy from the Town) of the notice of public hearing (per section 66.1001(4)(d) of Wisconsin State Statutes) that was published by your Town at least 30 days before the public hearing is held.

Note: See item (i) on the comprehensive plan map amendment application form (A Multi-Jurisdictional Comprehensive Plan for Kenosha County: 2035 Map Amendment Application).

- 8. Submit to the Kenosha County Department of Planning and Development a copy of the enacted town resolution and ordinance (per section 66.1001(4)(b) and (c) of Wisconsin State Statutes) adopting the amendment to the Kenosha County comprehensive plan map.

Note: See item (j) on the comprehensive plan map amendment application form (A Multi-Jurisdictional Comprehensive Plan for Kenosha County: 2035 Map Amendment Application).

- 9. Attend the Kenosha County Planning, Development & Extension Education Committee meeting/Public Hearing. **NOTE:** You must attend or the Planning, Development & Extension Education Committee will not be able to act on your request. At this meeting you will be asked to brief the Committee on your request. The Planning, Development & Extension Education Committee cannot act on your application until a recommendation is received from the Town Board.

Kenosha County Planning, Development & Extension Education Committee meeting date: _____

- 10. Planning, Development & Extension Education Committee recommends either approval and adopts a resolution or denial and transmits recommendation to the Kenosha County Board of Supervisors. No action is required from the applicant at this time.

- 11. The Kenosha County Board of Supervisors either approves or denies the amendment.

If approved, County Board enacts an ordinance that adopts the amendment.

If denied by the Kenosha County Board of Supervisors you have thirty (30) days to file an appeal with circuit court if you so choose.

- 12. After the County Executive has signed the official Ordinance document amending the Kenosha County comprehensive plan (A Multi-Jurisdictional Comprehensive Plan for Kenosha County: 2035), you will be notified in writing. You may then follow through with filing any other required paperwork such as but not limited to:

Kenosha County Zoning Map Amendment – Filing, review, approval.

Minor Land Divisions – Filing, review, approval and recordation of certified survey map document.

Major Land Divisions – Filing, review, approval and recordation of subdivision plat document.

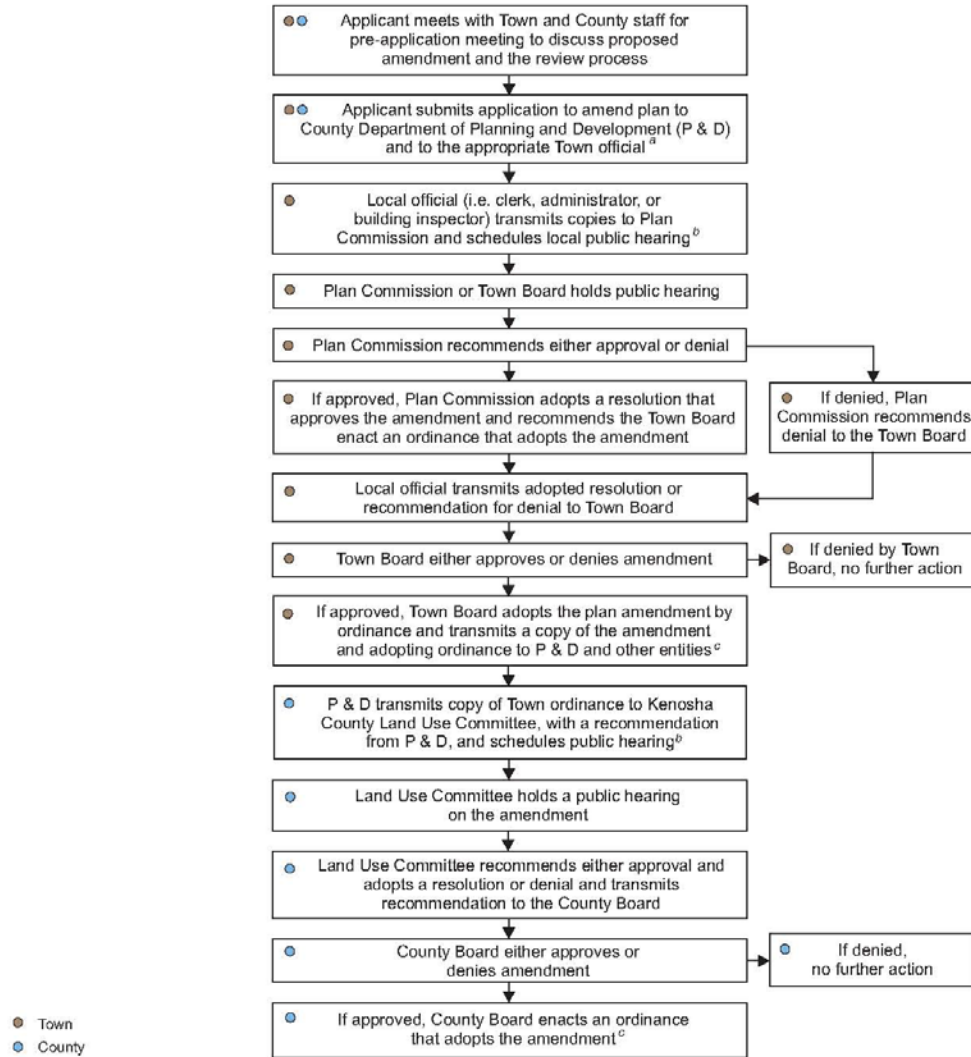
IMPORTANT TELEPHONE NUMBERS

Kenosha County Center Department of Planning & Development 19600 - 75 th Street, Post Office Box 520 Bristol, Wisconsin 53104-0520	
Division of County Development (including Sanitation & Land Conservation)	857-1895
Facsimile #.....	857-1920
Public Works Division of Highways.....	857-1870
Administration Building Division of Land Information	653-2622
Brighton, Town of	878-2218
Paris, Town of	859-3006
Randall, Town of	877-2165
Salem, Town of	843-2313
Utility District	862-2371
Somers Town of	859-2822
Wheatland, Town of	537-4340
Wisconsin Department of Natural Resources - Sturtevant Office	884-2300
Wisconsin Department of Transportation - Waukesha Office	548-8722

KENOSHA COUNTY COMPREHENSIVE PLAN: 2035 MAP AMENDMENT PROCEDURES

Figure XV-1

KENOSHA COUNTY MULTI-JURISDICTIONAL COMPREHENSIVE PLAN AMENDMENT PROCESS FOR TOWNS



^a If Town has adopted a separate Town comprehensive plan, applicant files an application to amend the Town plan. If Town has adopted the multi-jurisdictional comprehensive plan, applicant files application for Town Board approval of amendment to the multi-jurisdictional plan.

^b A notice of public hearing must be published and distributed in accordance with Section 66.1001(4) of the Wisconsin Statutes and the community or County public participation plan.

^c A copy of the amendment and adopting ordinance must be distributed in accordance with Section 66.1001(4) of the Wisconsin Statutes and the community or County public participation plan.

Source: Kenosha County and SEWRPC.



COUNTY OF KENOSHA

Department of Planning and Development

A MULTI-JURISDICTIONAL COMPREHENSIVE PLAN FOR KENOSHA COUNTY: 2035 MAP AMENDMENT APPLICATION

(a) Property Owner's Name:

_____ x _____
Signature

Mailing Address:

City: _____ State: _____ Zip: _____

Phone Number: _____ E-mail (optional): _____

Note: If the property owner's signature cannot be obtained in the above space, a "letter of agent status" signed by the property owner must be submitted if you are an applicant (tenant, leaseholder, or authorized agent representing the legal owner) acting on their behalf.

Applicant's Name (if applicable):

_____ x _____
Signature

Mailing Address:

City: _____ State: _____ Zip: _____

Phone Number: _____ E-mail (optional): _____

(b) Existing planned land use category as shown on Map 65 of the Kenosha County comprehensive plan:

(c) Proposed land use category (must be a land use category included in the legend for Map 65 of the Kenosha County comprehensive plan):

KENOSHA COUNTY COMPREHENSIVE PLAN: 2035 MAP AMENDMENT APPLICATION

(d) Proposed use (a statement of intended use and/or the type, extent, area, etc. of any development project):

(e) Compatibility with the Kenosha County comprehensive plan (address the following questions in detail):

(e-1) Is the proposed amendment consistent with the goals, objectives, policies, and programs of this plan? Explain:

KENOSHA COUNTY COMPREHENSIVE PLAN: 2035 MAP AMENDMENT APPLICATION

(e-2) Is the proposed amendment compatible with surrounding land uses? Explain its compatibility with both existing and planned land uses:

(e-3) Will the proposed amendment have any detrimental environmental effects? Explain:

KENOSHA COUNTY COMPREHENSIVE PLAN: 2035 MAP AMENDMENT APPLICATION

(e-6) Are existing or planned facilities and services adequate to serve the type of development associated with the amendment? Explain:

(e-7) Any additional data or information as requested by the Department of Planning and Development:

KENOSHA COUNTY COMPREHENSIVE PLAN: 2035 MAP AMENDMENT APPLICATION

(f) Attach a legal description and provide the tax key number(s) below of property to be amended on the Kenosha County comprehensive plan:

(g) Attach plot plan or survey plat of property to be amended on the comprehensive plan (showing location, dimensions, planned land use of adjacent properties, existing uses and buildings of adjacent properties—drawn to scale).

(h) The name of the County Supervisor of the district wherein the property is located:

Supervisory District Number: _____ County Board Supervisor: _____

(i) Attach a copy (original newspaper clipping or certified copy from the Town) of the notice of public hearing (per section 66.1001(4)(d) of Wisconsin State Statutes) that is published by your Town at least 30 days before the public hearing is held. Include the date of publication with the copy of the notice of public hearing.

Note: Your application will not be processed by Kenosha County until a copy of the notice of public hearing and town approval letter is received by the Kenosha County Department of Planning and Development.

(j) Attach a copy of the enacted town resolution and ordinance (per section 66.1001(4)(c) of Wisconsin State Statutes) adopting the amendment to the Kenosha County comprehensive plan map.

Note: Your application will not be processed by Kenosha County until a copy of the enacted town resolution and ordinance adopting the amendment is received by the Kenosha County Department of Planning and Development.

(k) The fee specified in Section 12.05-8 of this ordinance.

Request for Land Use Plan Map Amendment \$250.00 payable to "Kenosha County"

(For other fees see the [Fee Schedule](#))

KENOSHA COUNTY COMPREHENSIVE PLAN: 2035 MAP AMENDMENT APPLICATION

IMPORTANT TELEPHONE NUMBERS

Kenosha County Center
Department of Planning & Development
19600 - 75th Street, Post Office Box 520
Bristol, Wisconsin 53104-0520

Division of County Development (including Sanitation & Land Conservation)	857-1895
Facsimile #.....	857-1920
Public Works Division of Highways.....	857-1870

Administration Building
Division of Land Information

Division of Land Information	653-2622
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Brighton, Town of

Brighton, Town of	878-2218
Paris, Town of	859-3006
Randall, Town of	877-2165
Salem, Town of	843-2313
Utility District	862-2371
Somers Town of	859-2822
Wheatland, Town of	537-4340
Wisconsin Department of Natural Resources - Sturtevant Office	884-2300
Wisconsin Department of Transportation - Waukesha Office	548-8722