**CHECKLIST FOR REZONING A PARCEL / PROPERTY**

_____ If the parcel you are looking to rezone is a minimum of 1.5 acres, but less than 15 acres, you need to contact a professional land surveyor to have a Certified Survey Map (CSM) completed.

_____ When the preliminary CSM is completed, it must be submitted along with the $100 CSM Review Fee to the Lafayette County Land Information Office for review.

_____ Contact your local town chairman or clerk to have your rezone request go before the Town Board for approval.  
[Once approved at the Town Board, the Town Clerk needs to send a copy of the minutes reflecting the approval/denial of the zoning request to the Lafayette County Conservation & Zoning Office.]

_____ Submit the ‘Zoning Map Amendment’ application to the Conservation & Zoning Office, along with the $400 filing fee by the 15th of the month.  
[It is required by State Statute to publish rezone requests in the County’s designated newspaper for 2 weeks prior to the Planning & Zoning meeting date.]

_____ A copy of the ‘Public Hearing Notice’ and ‘Zoning Map Amendment Application’ will be sent to surrounding neighbors of the parcel being rezoned, to the Planning & Zoning Committee members, and the Township Clerk 1 week prior to the meeting date.

_____ Once the rezone request is approved at the Planning & Zoning Committee meeting, a Resolution requesting the rezone must go before the next available County Board of Supervisors meeting.  [County Board generally meets the 3rd Tuesday of each month, with the exception of January and July]

_____ Once the resolution is approved at the County Board of Supervisors meeting, the Planning & Zoning Office will get an “official” signed copy of the resolution.  An approval letter and copy of the resolution will be sent to the owner.

_____ If building a new structure on the newly rezoned parcel, a Zoning Permit Application must be completed and submitted to the Conservation & Zoning Office along with the required application fee.

_____ If building a new structure, you need to contact the UDC Inspector (Uniform Dwelling Code) for your respective Township.  Mike Reuter (608) 348-3627  
[-or-]  Mike Fenley (608) 963-0652

_____ If building a new structure on the parcel, contact the Lafayette County Land Information Office (608-776-4864) regarding a new fire number.

_____ Contact your Township and the Lafayette County Highway Department at (608-776-4919) regarding a driveway permit.