

Town of Cooperstown Rezoning Procedure

1. Are you dividing the original property into any parcels of less than 35 acres?

NO If you are maintaining **EXCLUSIVE AGRICULTURAL ZONING** and actively farming. You may not need to apply for a zoning change. Check with County Planning Dept.

YES Continue

2. Will any of the parcels being created take tillable land out of production?

NO Continue

YES If any of this land was enrolled in a **Wisconsin Farmland Preservation** programs

You may have to pay back some property taxes.

Note: The County Agriculture Preservation Plan and Town Comprehensive Plan emphasize minimal development on prime agricultural land.

3. Are you dividing the original property into two (2) or more parcels?

NO You are requesting to change the present zoning classification?

YES Continue

Note: parcels of 15 acres or less require a certified survey map, and or plat recorded with the County Clerk.

4. Is any of the parcel(s) being created:

- a) part of a wood lot or forest
- b) in a flood plain zone
- c) in a wetlands zone or shore land zone
- d) in a designated environmental corridor
- e) have large area of Steep Slope (+12%)
- f) have Historical or Archeological issues
- g) have potential Geology or Soil issues

If you answered yes to more than four (4) items in section 4, you should contact the TOWN PLAN COMMISSION. to determine the feasibility of your zoning request

5. Did you consult County Parks and Planning about your zoning request for the parcel(s) you want to create. (Refer to: Manitowoc County Building Guide)

NO YES

FEASIBILITY Review:

1. Create a simple scale drawing of the property(s) showing:
Location of all corners

Location of all structures

Location of all sensitive areas ie: wetlands, wood lots,
shore land/streams etc.

2. Contact County Parks and Planning Dept. to initiate the process and get the pamphlet: A Guide to Building in Unincorporated Areas.

3. Be sure to select an appropriate lot size and zoning type.
(see County Pamphlet)

4. Prepare a short statement of what you intend to do with the parcels created.

5. Having assembled the above materials. Attend a regular Plan Commission meeting and present your proposal for a feasibility review. At this point the Commission may advise you of any commission concerns before you must submit a FORMAL APPLICATION and begin the actual Rezoning Process.

Vision Statement:

The Town of Cooperstown - through the implementation of the Town's Comprehensive Plan and a close working relationship with the Village of Maribel Manitowoc County and other neighboring communities - provides its residents a safe and peaceful rural atmosphere with a natural rustic landscape comprised of an abundance of farmlands, woodlots, wetlands, open spaces, recreational opportunities, and limited residential, commercial and industrial development.

The Town directs residential, commercial, and industrial growth in a reasonable fashion that allows landowners the use of their property for a wide variety of uses while preserving our low development densities , our rustic character, our natural resources, and our open spaces, all of which allows our residents the opportunity to enjoy the same resources similarly enjoyed by earlier generations.

(20-Year Smart Growth Comprehensive Plan: December 2003)

FORMAL APPLICATION PROCEDURE:

1. **Contact the Town Clerk** for a rezoning application and zoning materials packet.

2. Submit your zoning application and zoning request documentation along with the Filing Fee (\$210), through the Town Clerk. (The Town Clerk will forward for the next regular monthly Plan Commission meeting) Attend the Commission meeting, be prepared to answer possible Questions.

3. At this time the Commission will review the application/ rezoning request proposal and establish a timetable for on-site preview and public hearing date; or refer back to the petitioner for modifications.

4. Rezoning documentation, if applicable etc. The petitioner must submit 6 sets minimum,

- a. certified survey
- b. soils test for septic
- c. site plan drawn to scale (identify any sensitive areas)

also include present and proposed: buildings, septic fields, wells, driveways, culverts etc.
d. flood plain/ wetlands designation documentation
e. if property was/ is enrolled in any governmental set aside or tax relief programs, provide documentation of resolution

5. The Commission when ready to proceed with a public hearing will publish notice of hearing date, time and place. (The process may take up to 60 days) After which time the Commission will make it's official ADVISORY recommendation: (refer back to petitioner for additional changes, or refer to the Town Board for approval or denial). The Town Board will review the application and make it's recommendation to the County Parks and Plan Commission and County Board.

6. Refer to the County Zoning Procedures Pamphlet

Contacts:

www.townofcooperstown.com

Town of Cooperstown Clerk

15911 Cty Hwy R
Maribel WI 54227
920.863.3261

Manitowoc County Planning Dept

4319 Expo DR
Manitowoc WI 54221
920.683.4185
920.683.4190 (Fax)

Town Hall

11626 Cty Hwy Z
Maribel WI 54227
920.863.6515

Planning Commission Mtng
First Monday of the month 7pm

Town Board Mtng
Second Tuesday of the month 7pm