



Application for Amendment to Zoning Ordinance

For City Staff Use Only	
File No.	_____
Date Filed	_____
Appl. Review	_____
PC Recom	_____
CC Action	_____

1. Applicant's Name(s) _____
 Street/City/Zip _____
 Phone # _____ Email or Fax # _____

2. Specify the amendment requested

3. Reason for requesting the amendment is as follows

4. I (we), the undersigned, do hereby make application and petition the City Plan Commission and City Council to amend the Zoning Ordinance as requested above.

Submitted this _____ day of _____, 20_____

Signatures _____

NOTE: Application filing fee is \$450 payable by check made out to City of Eau Claire

Amendment to Zoning Procedures

Application Procedure

1. It is advisable to discuss your proposal with a City Planner prior to making formal application. The City Planning staff may be reached at 715-839-4914 or by visiting the Department of Community Development on the ground floor, south wing of City Hall, 203 S. Farwell Street.
2. Applications are available from the City of Eau Claire, Department of Community Development, or at <http://www.eauclairewi.gov/government/on-line-forms-brochures>
3. Return the completed application form along with **one (1) set of 8 ½ x 11 plans and a PDF file to Ryan.Petrie@eauclairewi.gov** along with a check made payable to the City of Eau Claire (see application form for filing fee).
4. You will receive a mailed notice from the City giving the time/place of the public hearing at which your application will be considered by the City Plan Commission and City Council.

Rezoning Process

1. Upon filing a completed application with the Department of Community Development, the required public notices will be prepared and dates for a public hearing will be scheduled as soon as possible. Filing deadlines have been set in order to give the City sufficient time to meet the legal requirements for publishing public notices (attached).
2. The application is reviewed and analyzed by various members of City staff. A staff report will be prepared and applicant will receive a copy of this report about 3 days prior to the Plan Commission hearing.
3. The City publishes an ad in the legal notices section of the local newspaper, which gives the legal description of the subject property and indicates zoning amendments to the property. This ad is published twice, at least one week apart and at least one week prior to the Plan Commission's public hearing. A Hearing Notice sign is also posted on the property.
4. The City mails notices of the upcoming public hearings on the application to all owners of properties within 300 feet of the subject property (in the case of a heavy industrial use, 500' of the subject property).
5. The City Plan Commission holds a public hearing and makes a recommendation to City Council on the proposed amendment. These hearings are usually held on the first and third Monday of the month at 7:00 p.m. in the City Council Chambers, City Hall. The applicant is expected to attend the hearing and present his/her case to the City Plan Commission.
6. The City Council holds a public hearing. These hearings are usually held on the second and fourth Monday of the month at 7:00 p.m. in the City Council Chambers. The applicant is expected to attend the hearing and present his/her case to the City Council.
7. The City Council makes its decision on the proposed amendment. This is usually done at the Tuesday, 4:00 p.m., meeting the day after the City Council's public hearing. Again, this meeting is held in the City Council Chambers, City Hall.
8. If the amendment request is approved by the City Council, the zoning amendment becomes official upon publication, by the City Clerk, of the ordinance granting the request. This is usually published within 4 days of the City Council's action.

For further information, contact:

Ryan Petrie, Associate Planner
City of Eau Claire
203 S. Farwell Street
Eau Claire, WI 54702-5148
715-839-4914
Ryan.Petrie@eauclairewi.gov