

# Rezoning Property Process-City of Baraboo



- Attend City staff Development Review meeting to review project concepts, the approval process and code

- Prepare and submit application to City For Plan Commission Review. Pay \$250 fee

- Rezoning property requires a public hearing. This will require the petitioner to notify the City and submit an application at least 3 weeks prior to the Plan Commission meeting. A Class 2 notice is required for rezoning.
- Applicant is required to prepare mailing list for public hearing notices.

- Plan Commission meets every 3<sup>rd</sup> Tuesday each month at 7:00 PM. Plans are required to be submitted 1 week prior to the meeting. The City Engineer will prepare a staff report for the Commission on each project.

- Plan Commission action: Will make a recommendation to the City Council on the rezoning.

- The City Council will require 2 readings of the ordinance for the rezoning. Council meets every 2 weeks, 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays. The rezoning is final after second reading and publication.