



## Winnebago County Zoning Department

The Wave of the Future

### PLANNED DEVELOPMENT DISTRICT APPLICATION INSTRUCTIONS

**NOTE:** A planned development overlay district shall only be established in the following zoning districts: R-1, R-2, R-3, R-4, B-1, B-2, B-3, and M-1.

1. **A site plan must be included with the application.** Site plan shall include the information requested in Section C-6 "Attachments" of the Planned Development District Application.
2. The application should include any and all pertinent information. Use an additional sheet of paper if necessary.
3. Application Requirements:

Item A:        **A-1:**        ALL property owner must sign and original signatures must submitted.

**A-2:**        If applicable, the agent must complete and sign this section.

Item B:        **B-1**        This information can be obtained from the tax bill, deed, or the County's GIS Mapping System.

**B-2:**        Identify the property by address, or closest address and directions (such as North of 2222 Address Road).

**B-3:**        Indicate current and proposed zoning.

**B-4:**        Describe the current use and proposed use of the property.

**B-5:**        Check if sanitary service is existing or required and if the property will be served by municipal sewer or a private sanitary system.

Item C:        **C-1 thru C-6:** To be completed in your own words.

4. Prior to filing the application with the County, contact the Town to determine if your request will comply with the Town land use plan. If it does not, you may have to have the Town plan amended prior to proceeding with this application.

In addition, if you are within 3 miles of the Cities of Menasha, Neenah, or Oshkosh, or, 1 ½ miles of the City of Omro or Village of Winneconne, you need to contact that community to determine if your request is in compliance with their land use plan. The County cannot approve a request not in compliance with that plan in the areas specified. Although the City or Village cannot approve or deny this request, any required Certified Survey Map may fall within their jurisdiction resulting in a denial of that map. If you are unsure of whether or not to contact someone, do so anyway to be on the safe side.

**NOTE: Failure to contact the Town and City may result in the application being denied. Application fees are non-refundable.**

5. Filing:  
File the completed application, site plan, and filing fee with the Zoning Office by the date indicated on the schedule provided. We suggest scheduling an appointment with Zoning Staff when filing the application to confirm that all necessary information is being submitted. **Incomplete applications may be delayed until all necessary information has been submitted.**

**IMPORTANT:** If any area of a planned development overlay district that can be developed remains substantially undeveloped 3 years after the creation of the district, the Planning and Zoning Committee shall have the authority to unilaterally rezone such area to a suitable classification. Upon written petition and with good cause, the committee may grant a one-time extension not to exceed 3 years.

If you have any questions concerning the application procedure, please contact the Zoning Office Monday through Friday, 8:00 a.m. to 4:30 p.m.



**Winnebago County Zoning Department**

P.O. Box 2808  
112 Otter Ave, 3<sup>rd</sup> Floor  
Oshkosh, WI 54903-2808  
(920) 232-3344  
(920) 232-3347 (fax)

For office use only  
Checked FLUP \_\_\_\_\_ Agreed \_\_\_\_\_  
Receipt # \_\_\_\_\_  
Application #: \_\_\_\_\_

**PLANNED DEVELOPMENT DISTRICT APPLICATION**

**Fee: \$765.00**

**Payable to: Winnebago County**

(Please print or type. Please use black ink for duplicating purposes.)

**A. PROPERTY OWNER(S):**

A-1 NAME: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**NOTE: all property owners must sign application (husband & wife; all co-owners). Use the additional page if necessary.**

**Permission is hereby granted for appropriate County Staff to enter upon the property for the placement and removal of hearing notices and conducting inspections prior to hearing. Said permission is to remain in effect until the conclusion of the Public Hearing and is binding upon all heirs and assigns.**

Property Owner #1 Signature \_\_\_\_\_ Date \_\_\_\_\_

Property Owner #2 Signature \_\_\_\_\_ Date \_\_\_\_\_

**I HEREBY APPOINT THE FOLLOWING AS MY AGENT FOR PURPOSES OF THIS APPLICATION:**

A-2 AGENT (NAME): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Agent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**B. PROPERTY INFORMATION:**

B-1 Tax Key/Parcel #: \_\_\_\_\_

B-2 Location of affected property: \_\_\_\_\_

B-3 Current Zoning: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_

Zoning Code Legend			
<b>R-1</b>	Rural Residential district	<b>B-1</b>	Local Service Business district
<b>R-2</b>	Suburban Residential district	<b>B-2</b>	Community Business district
<b>R-3</b>	Two-family Residential district	<b>B-3</b>	General Business district
<b>R-4</b>	Multifamily Residential district	<b>M-1</b>	Mixed-Use district

\*\* Planned Development Overlay Districts are only allowed with a base zoning district listed above. \*\*

B-4 Current Use: \_\_\_\_\_

Use (Proposed): \_\_\_\_\_

B-5 SEWER:  Existing  Required TYPE:  Municipal  Private System

**PROPERTY OWNER SIGNATURES**

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Name (printed): \_\_\_\_\_

Owner #3 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Name (printed): \_\_\_\_\_

Owner #4 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Permission is hereby granted for appropriate County Staff to enter upon the property for the placement and removal of hearing notices and conducting inspections prior to hearing. Said permission is to remain in effect until the conclusion of the Public Hearing and is binding upon all heirs and assigns.

Name (printed): \_\_\_\_\_

Owner #5 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Permission is hereby granted for appropriate County Staff to enter upon the property for the placement and removal of hearing notices and conducting inspections prior to hearing. Said permission is to remain in effect until the conclusion of the Public Hearing and is binding upon all heirs and assigns.

Name (printed): \_\_\_\_\_

Owner #6 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Permission is hereby granted for appropriate County Staff to enter upon the property for the placement and removal of hearing notices and conducting inspections prior to hearing. Said permission is to remain in effect until the conclusion of the Public Hearing and is binding upon all heirs and assigns.

Name (printed): \_\_\_\_\_

Owner #7 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Applicant, please fill out all of the questions in your own words. Responses may be typed on a separate sheet and attached to this form.**

- C-1 Type of application:**  
 New Planned Development District  
 Amendment to a previously approved Planned Development District

**C-2 Existing Site Conditions:**

**C-3 General Description of the Project:**

**C-4 Justification for requesting approval as a Planned Development District.** (Describe why you believe the current zoning classification is not appropriate given existing site conditions and/or the nature of the project):

**C-5 Other Information:**

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**C-6 Attachments:**

- Proposed zoning regulations that address those matters usually addressed in a zoning code including permitted uses, dimensional standards, general development standards, parking requirements, and other related matters.
- Proposed land use plan
- Proposed landscape plan
- Proposed signage plan
- Proposed outdoor lighting plan
- Proposed grading plan
- Character sketches of proposed buildings or building types