

ZONING

98 Attachment 8

Procedural Checklist for Amendment of Zoning Regulations

CITY OF LAKE GENEVA PROCEDURAL CHECKLIST FOR:
AMENDMENT OF ZONING REGULATIONS (Requirements per Section 98-902)

This form should be used by the Applicant as a guide to submitting a complete application to amend the Zoning Ordinance text and by the City to process said application. Parts II and III should be used by the Applicant to submit a complete application; Parts I - IV should be used by the City as a guide when processing said application.

I.RECORDATION OF ADMINISTRATIVE PROCEDURES

- Pre-submittal staff meeting scheduled:
Date of Meeting: Time of Meeting: Date: by:
Follow-up pre-submittal staff meetings scheduled for:
Date of Meeting: Time of Meeting: Date: by:
Date of Meeting: Time of Meeting: Date: by:
Date of Meeting: Time of Meeting: Date: by:
Application form filed with Zoning Administrator: Date: by:
Application fee of \$ received by Zoning Administrator: Date: by:
Reimbursement of professional consultant costs agreement executed:Date: by:

II.APPLICATION SUBMITTAL PACKET REQUIREMENTS

Prior to submitting the 8 final complete applications as certified by the Zoning Administrator, the Applicant shall submit 1 initial draft application packet and 1 digital copy for staff review, followed by one revised draft final application packet based upon staff review and comments.

Initial Packet (1 Copy and 1 Digital Copy to Zoning Administrator) Date: by:
Draft Final Packet (8 Copies and 1 Digital Copy to Zoning Administrator) Date: by:

- (a) A copy of the provisions of the current Zoning Ordinance which are to be amended:
With said provisions clearly indicated in a manner which is clearly reproducible with a photocopier.
(b) A copy of the text which is proposed to replace the current text.
(c) Written justification for the proposed text amendment:
Indicating reasons why the Applicant believes the proposed text amendment is in harmony with the recommendations of the City of Lake Geneva Comprehensive Master Plan, particularly as evidenced by compliance with the standards set out in Section 98-902(4)(c)1.-5. (See following page.)

LAKE GENEVA CODE

III. JUSTIFICATION OF THE PROPOSED ZONING ORDINANCE AMENDMENT

1. How does the proposed Official Zoning Ordinance amendment further the purposes of the Zoning Ordinance as outlined in Section 98-005?

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2. How does the proposed text amendment further the purposes of the general Article in which the amendment is proposed to be located?

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3. How does the proposed text amendment further the purposes of the specific Section in which the amendment is proposed to be located?

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\_\_\_\_\_

4. Which of the following has arisen that are not properly addressed in the current zoning text?  
a. The provisions of the Zoning Ordinance should be brought into conformity with the Comprehensive Plan. (If a factor related to the proposed amendment, note pertinent portions of the Comprehensive Plan.);  
b. A change has occurred in the land market, or other factors have arisen which require a new form of development, a new type of land use, or a new procedure to meet said change(s);  
c. New methods of development or providing infrastructure make it necessary to alter the Zoning Ordinance to meet these new factors;  
d. Changing governmental finances require amending the Zoning Ordinance in order to meet the needs of the government in terms of providing and affording public services.

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\_\_\_\_\_

5. If the proposed text amendment is concerned with the provisions of Articles II and/or III: how does the proposed amendment maintain the desired overall consistency of land uses, land use intensities, and land use impacts within the pertinent zoning districts?

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IV. FINAL APPLICATION PACKET INFORMATION

- \_\_\_\_ Receipt of Final Application Packet by Zoning Administrator:      Date: \_\_\_\_\_ by: \_\_\_\_\_
- \_\_\_\_ Receipt of 8 Copies of Final Application by Zoning Administrator:      Date: \_\_\_\_\_ by: \_\_\_\_\_
- \_\_\_\_ A digital copy of Final Application Packet shall be emailed to the Building and Zoning Department upon submittal deadline.      Date: \_\_\_\_\_ by: \_\_\_\_\_
- \_\_\_\_ Certification of complete Final Application Packet and required copies to Zoning Administrator by City Clerk:      Date: \_\_\_\_\_ by: \_\_\_\_\_
- \_\_\_\_ Class 2 Legal Notice sent to official newspaper by City Clerk:      Date: \_\_\_\_\_ by: \_\_\_\_\_
- \_\_\_\_ Class 2 Legal Notice published on \_\_\_\_\_ and \_\_\_\_\_ by: \_\_\_\_\_