



Procedure for Filing a Comprehensive Plan Map Amendment Application

1. **Who May File:** Individuals, organizations, partnerships, corporations, and public agencies are eligible to make application for a comprehensive plan map amendment.

Individuals making application on behalf of a property owner must include the property owner's signature or evidence must be provided that an individual is lawfully authorized to sign on behalf of the property owner. Similarly, evidence that a person is lawfully authorized to sign on behalf of a corporation, agency, etc., shall be required. In instances where there is more than one property owner, all property owner signatures are required.

2. **Application Forms:** Those wishing to propose amendments to the Village of Weston Comprehensive Plan Map must submit a complete application on forms available at the Village of Weston. Because map amendments are parcel specific, it is essential that an accurate map and legal description clearly identifying the parcel proposed for amendment be provided.

Those interested in submitting a Comprehensive Plan map amendment application are strongly encouraged to schedule a pre-application meeting with Village staff to discuss their proposal.

3. **Process/Time Frame:** Following Village staff review and the preparation of a staff recommendation, plan amendment applications will be forwarded to the Village of Weston Planning Commission for a public hearing in August/September. Following Plan Commission public hearing and recommendation, the Village Board will consider the amendments. Final action by the Village Board on amendment requests typically occurs in October or November following a 30 day public review period, public hearing on the proposed amendments to the comprehensive plan and adoption of the amended comprehensive plan by ordinance.
4. **Relation to Zoning Map:** Comprehensive Plan map amendment requests seek to amend the land use designation for a specific parcel (or parcels) of land on the Comprehensive Plan Map. While a change to the Comprehensive Plan Future Land Use Map may support a future zoning change, **it does not change the Village's Official Zoning Map.** Applicants must pursue amendments to the Village's zoning map under a separate process.
5. **Application Deadline:** The submittal deadline for Comprehensive Plan map amendment applications is **July 15th**.
6. **Fees:** There is a \$350 application fee for a Comprehensive Plan Map amendment request.
7. **Contact Information:** For more information or for questions regarding the application please contact Jennifer Higgins, Community Development Director at (715) 241-2638 or jhiggins@westonwisconsin.org