



Procedure for Filing a Comprehensive Plan Text Amendment Application

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

The applicant's name, address, email address and telephone number is required.

2. **Application Forms:** Those wishing to propose text amendments to the Village of Weston Comprehensive Plan must submit a complete application on forms available at the Village of Weston. Text amendments should be as specific as possible to allow others to clearly understand the language being proposed and/or deleted.

Those interested in submitting a Comprehensive Plan text amendment application are welcome 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 review in August/September. Following Plan Commission consideration 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. **Application Deadline:** The submittal deadline for Comprehensive Plan map amendment applications is **July 15th**.
5. **Fees:** The fee for a Comprehensive Plan Map amendment request intended to benefit specific properties (as opposed to a general village wide policy) is \$100. The fee for general village wide policy will be waived if deemed to be such by Village staff.
6. **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