

TOWN OF OAKLAND

To: Town of Oakland Land Use Petitioners:

The following information has been prepared to inform you of procedures when petitioning for a zoning change, a land division and/or newly created parcel, a subdivision development, a condominium plat, a variance or non-conforming use, a commercial development or a conditional use permit.

PETITIONING PROCEDURE CHECKLIST

1. Preliminary survey (if needed)
2. Execute petition at Jefferson County Zoning Department. Pay fees.
3. Arrange for place on Planning Committee agenda, first Tuesday of each month.
4. Arrange for place on Town Board Agenda, third Tuesday of each month.
5. Arrange for place on Zoning Committee agenda (third Thursday of the month) or Board of Adjustment (second Thursday of the month).
6. Mail all required forms, original documents you are submitting to support your request plus 6 copies of those documents and required fee to Oakland Town Clerk.
7. Attend Oakland Planning Committee meeting (1st Tuesday of the Month).
8. Attend Town of Oakland Board meeting (3rd Tuesday of the Month).
9. Attend Jefferson County Public Hearing or Board of Adjustment meeting, whichever is appropriate.

It is important for you to know that the approval procedure for any of the above **must first involve Oakland Township officials**. It is therefore strongly recommended that you thoroughly acquaint yourself with the Town of Oakland's Comprehensive Growth Plan, a copy which can be obtained from Clerk's Office located at N4450 CTH A, Cambridge, WI 53523.

- **Step 1** – If you are requesting a zoning change, a land division (a newly created parcel), a subdivision development, or a condominium plat, it is necessary to have a preliminary survey map made by a registered surveyor. A preliminary survey is **not** required for a variance, non-conforming use, commercial development or conditional use permit. Whether or not a survey is required, there are forms for petitioners to execute at the Jefferson County Zoning Office, Jefferson County Courthouse, Room 201, 311 South Center Avenue, Jefferson WI 53549. Persons who had preliminary surveys made should be prepared to submit them at this time. Forms available at the zoning office are:
 - Preliminary Review for Certified Survey
 - Zoning and Land Use Permit Application
 - Petition to Amend Zoning Ordinance
 - Application for Conditional Use Permit
 - Petition for Variance

Zoning Department personnel will provide you with the proper form. Fees for land divisions and zoning amendments are \$300.00; Conditional Use and Variance, \$250.00. Fees are payable at the time of forms execution.

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- **Step 2** – While at the Zoning Office, pay the required fee(s) and receive yellow paperwork that needs to be submitted to the Town of Oakland. All petitioners or their representatives must appear at the public hearing **except** those requesting a Variance, in which case and appearance is made before the Board of Adjustments which meets the second Thursday of each month, also at the Jefferson County Courthouse.
- **Step 3** – Contact Oakland Administrative Assistant, Melissa Judd (608-423-3139), between the hours of Monday thru Thursday 8:30 a.m. - 2:30 p.m. You will need to submit the original petition application, original documents that support your request plus 6 copies of those documents, copies of the Jefferson County Application(s), yellow paperwork you received from the County Zoning Department, preliminary Certified Survey Map (if required) and the required fee no later than 14 days prior to a scheduled meeting. The Planning Committee meets at 7:00 p.m. on the first Tuesday of each month at the Oakland Town Hall, N4450 CTH A, Cambridge. All petitioners or their representatives must appear at the Planning Committee meeting. Your request will be published in the Planning Committee Agenda which is then published in the Jefferson County Daily Union the Thursday before your appearance. Due to publication deadlines and /or agenda additions/deletions, such notices are posted in glass enclosed wooden boxes adjacent to the entrance doors to the Town Hall, oaklandtown.com, and Hering's Lake Ripley Inn, CTH A north at Perry Road.
- **Step 4** – After the Planning Committee meeting you will be placed on the next Town Board Agenda. The Oakland Town Board meets at 7:00 p.m. on the third Tuesday of each month at the Oakland Town Hall. All petitioners or their representatives must appear at the Board meeting.

IMPORTANT NOTE:

Only the original documentation submitted to the Planning Committee for review will be forwarded onto the Town Board. If you should have additional documentation to support your request after the Planning Committee has made their recommendation to the Town Board, you will need to appear before the Planning Committee again before said documentation can be review by the Board. An additional fee may be required. The Board has the right to refuse any additional documentation presented that has not gone before the Planning Committee.