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Rezoning within the Town is governed by the Dane County Code of Ordinances and the Town of Berry Comprehensive Plan. All applications need to be consistent with these Ordinances and Plan in order to be approved at the local and county level. Rezone application forms are available from the Town Clerk or on the Town's website www.townofberry.org.

Rezoning is a lengthy process that usually takes several months. Public hearings are held at the Town level as well as at the County level. This outline intends to identify the standard procedures for rezoning a parcel in the Town of Berry. It is strongly recommended that every applicant discuss their proposed zoning changes informally with Dane County Zoning prior to beginning the formal permit application process.

1. Submit your completed application, map, and fee to the Town Clerk. The Town Clerk can provide information and advice to help you fill out the form.
2. When your application is complete, the proposed rezone will be placed on the agenda for a site visit. At the site visit, the Plan Commission will meet with you at the site of your proposed rezone. This provides you with an opportunity to explain what you want to do to the Plan Commission, and for members of the Plan Commission to explain any concerns they might have. The site visit is an excellent opportunity to identify problems with your proposal early in the process so that they can be addressed to prevent more serious problems later on. Site visits are held on the Saturday following the monthly Town Board meeting.
3. Submit a petition to rezone property to the Dane County Zoning Department. Depending on when you go to the County with your petition, it may be several months before being placed on an agenda at Dane County. Information for filing a petition to rezone land in Dane County is available by phoning 608-266-4266 or online at http://www.countyofdane.com/PLANDEV/zoning/pdf/rezone_info.pdf
4. The application is placed on the agenda for the Plan Commission to consider. The commission may vote to recommend approval, approval with conditions or disapproval to the Town Board. The Plan Commission meets on the first Monday of each month. It is strongly recommended that applicants attend this meeting.
5. The Town Board will take action on the application at its monthly meeting upon receiving a recommendation from the Plan Commission. Meetings are held the third Monday of each month. It is usually in the applicants interest to attend this meeting. Following this meeting the Clerk will also notify the County of approval, approval with conditions, or denial of the application. A petition that is denied by the Town will not be considered by the County Board.

6. Upon receiving the Town's recommendation, the Dane County committee responsible for zoning (currently the Zoning and Land Resources committee) will hold a public hearing on your rezone. The Town's recommendation is taken into consideration at this time. The County Zoning committee will vote to recommend approval or disapproval to the County Board. The Zoning Committee may also recommend imposing conditions or otherwise altering the petition at this time. It is strongly recommended that petitioners attend this hearing. If there are any problems with your zoning petition, it can be helpful to have a representative from the town present at the Zoning Committee hearing. Notify the Town Clerk if you prefer a Town representative at any County meetings.
7. Finally, the petition is voted on by the full County Board. Upon approval by the County Board, the Zoning Department will recognize a zoning change for the property.

*Enclosed is a meeting schedule portraying application deadlines and meeting dates.