

**CITY OF LAKE GENEVA  
APPLICATION FOR AMENDMENT TO THE COMPREHENSIVE PLAN**

**NOTE:** All applications for amendments to the Comprehensive Plan must be submitted to the City Clerk on or before June 30<sup>th</sup>.

**PART A: AMENDMENT REQUEST**

I, \_\_\_\_\_, HEREBY REQUEST THE CITY OF LAKE GENEVA PLAN COMMISSION AND COMMON COUNCIL TO HOLD A PUBLIC HEARING ON THE FOLLOWING REQUEST FOR AMENDMENT TO THE LAKE GENEVA COMPREHENSIVE PLAN:

Please check all that apply:

- \_\_\_\_\_ Amendment to the Future Land Use Map
- \_\_\_\_\_ Amendment to the Community Facilities & Utilities Map
- \_\_\_\_\_ Amendment to Other Maps
- \_\_\_\_\_ Text Amendment (policies, programs, etc.)
- \_\_\_\_\_ Other

**PART B: CONTACT INFORMATION**

**APPLICANT:**

Name (Person OR Firm): \_\_\_\_\_ Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Daytime Telephone: \_\_\_\_\_

**PROPERTY OWNER:** (if different from Applicant) MY SIGNATURE INDICATES THAT I AUTHORIZE AND AGREE WITH ALL ASPECTS OF THIS REQUEST:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**PART C: BRIEF DESCRIPTION OF THIS PROPERTY AND PROPOSED LAND USE:**

(IF request is NOT linked to a particular property, skip to PART D.)

Parcel Number: \_\_\_\_\_ Address: \_\_\_\_\_

**BRIEF DESCRIPTION OF THE PROPOSED AMENDMENT REQUEST:**

\_\_\_\_\_  
\_\_\_\_\_

**CURRENT ZONING:**

Zoning District: \_\_\_\_\_

FUTURE PROPOSED USE (be specific)

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**PART D:** The Plan Commission and Common Council consider the following criteria when making recommendations regarding amendments to the Comprehensive Plan. Please respond to the following questions: *(If you need additional space for your response, please attach to the back of this application form.)*

1. How will the proposed amendment to the Comprehensive Plan benefit the public, City, and/or surrounding neighbors or neighborhoods?

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2. How does the request advance the Comprehensive Plan vision, and the goals, objectives and policies for the chapter within which the amendment affects?

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3. As it affects the amendment request, what circumstances have changed or what new information is now available since the original adoption of the City’s Comprehensive Plan, or in the case of a previously requested amendment, what circumstances have changed since the last amendment process?

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4. Is there any additional information that the City of Lake Geneva should consider in its evaluation of this request?

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**PART E:** Please describe below (or on a separate sheet) what your specific request for a Comprehensive Plan amendment is. Provide any necessary maps, charts, or other supporting data as needed, including conceptual development plans (if applicable). Applicant also **MUST ATTACH** a redline/strikeout of the proposed text amendment and/or a clearly labeled and marked-up version of the proposed Map Amendment.

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\_\_\_\_\_  
Signature of Applicant(s)

\_\_\_\_\_  
Date



Petitioner Name \_\_\_\_\_

Project Address \_\_\_\_\_

OFFICE USE ONLY

Description of Request \_\_\_\_\_

**Agreement for Services**

REIMBURSABLE BY THE PETITIONER / APPLICANT. The city may retain the services of the professional consultants (including planners, engineers, architects, attorneys, environmental specialists, recreation specialists, and other experts) to assist in the City’s review of a proposals coming before the Plan commission and/or Common Council. The submittal of a development proposal application or petition by a Petitioner shall be construed as an agreement to pay for such professional review services applicable to the proposal including any financing charges that may accrue. The City applies the charges for these services to the Petitioner. The City Administrator at any time may require an applicant to submit an advance deposit of **\$500 to \$5,000 depending on the complexity and anticipated involvement of the City’s consultants** or continuing advance deposits against future billings by the City for recovery of costs provide by this ordinance 98-935(4). **An advanced deposit shall be required for the application related to Extraterritorial matters.** Surplus deposits shall be returned to the Applicant at the conclusion of the project.

\_\_\_\_\_, as applicant/petitioner for

Project: \_\_\_\_\_

Project Address: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Cell Phone: (\_\_\_\_) - \_\_\_\_\_ - \_\_\_\_\_

Phone: (\_\_\_\_) - \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_

Dated this \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_

Printed Name of Applicant / Petitioner

\_\_\_\_\_

Signature of Applicant/Petitioner

Applicant/Petitioner agrees that in addition to those normal costs payable by an applicant/petitioner (e.g., filing or permit fees, publication expenses, recording fees, etc.), that in the event the action applied or petitioned for requires the City of Lake Geneva, in the judgment of its staff, to obtain additional professional service(s), (e.g., engineering, surveying, planning, legal) than would be routinely available "in house" to enable the City to properly address, take appropriate action on, or determine the same, applicant/petitioner shall reimburse the City for the costs thereof

#### Section 98-935 Fees:

(1) Fees for Procedures or Permits Requested by a Private Party: The fees for the procedures and permits established by this Chapter shall be established by resolution of the Common Council of the City of Lake Geneva

(2) Fees for Procedures Requested by the City of Lake Geneva: There shall be no fee in the case of applications filed in the public interest by the Common Council or the Plan Commission, other agency, or official of the City of Lake Geneva.

(3) Payment of Fees: Fees shall be payable at the time applications are filed with the appropriate officer of the City (per the requirements of this Chapter), and are not refundable.

(4) Professional Consultant Review Services: The City may retain the services of professional consultants (including planners, engineers, architects, attorneys, environmental specialists, recreation specialists, and other experts) to assist in the City's review of a proposal coming before the Plan Commission. The City may apply the charges for these services to the Petitioner. The City will require the Petitioner to sign a professional consultant review services form. The City Administrator at any time may require an applicant to submit an advance deposit of \$500 to \$5,000 depending on the complexity and anticipated involvement of the City's consultants or continuing advance deposits against future billings by the City for recovery of costs provide by this ordinance 98-935(4). **An advanced deposit shall be required for the application related to Extraterritorial matters.** The City may delay acceptance of the application or petition as complete, or may delay final approval of the proposal, until such fees are paid by the Petitioner. The submittal of a development proposal application or petition by a Petitioner shall be construed as an agreement to pay for such professional review services applicable to the proposal. Review fees which are applied to a Petitioner, but which are not paid, may be assigned by the City as a special assessment to the subject property.