Department of Development and Land Services
Planning & Zoning | GIS & Land Information
320 S. Walnut St. | Appleton, WI 54911
Outagamie County Government Center, 3rd Floor
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Quick Guide for Town Rezone Application

This document provides guidance on how to submit a Town Rezoning Application.
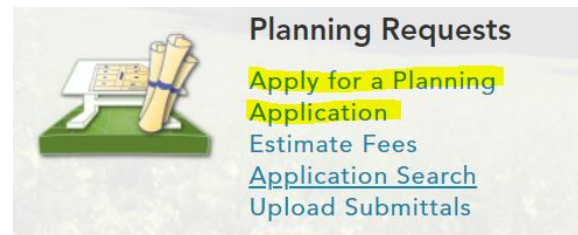
Note: Town Rezoning Applications should be submitted by the Town only.

HELPFUL TIPS BEFORE YOU START AN APPLICATION

- The application will have you upload several documents. It is advised to have all documents ready to upload in Word or PDF format.

- If you have questions about the CityView Application Process, contact the DLS Administrative Assistant. If you have questions about the required documents for the County Rezone, contact the Principal Planner.

STEP 1: CREATE A NEW APPLICATION

1. Visit the webpage: https://cityview.outagamie.org/.

2. Under Planning Requests, click: Apply for a Planning Application.

3. You will be prompted to register as a new user – OR – to sign-in with your existing email address and password.

Planning Requests

Apply for a Planning Application
Estimate Fees
Application Search
Upload Submittals

STEP 2: PROJECT DESCRIPTION

1. **Choose the Project Type:** Select "Rezoning – Town" in the drop down menu.

2. **Project Description Name:** Enter brief project description or title.

3. **Comments:** Enter a brief summary about the purpose of the application (minimal details).

4. **Rezoning Survey:** Respond to the survey questions to the best of your knowledge.

5. **Neighboring Land Uses:** Select the land uses surrounding the property from the drop down menus.

6. **Zoning Districts:** Select the zones surrounding the property from the drop down menus.

7. **Pre-Application #:** Enter your pre-application number (PL20XXXXXXX).

8. **Town Rezoning:** Enter the current zoning district(s) for the project and the proposed zoning district(s) for the project.

9. Click Next Steps.

STEP 3: LOCATIONS

1. Enter the physical address of the project (or the 9-digit parcel number). As you type, the program will try to find the address/parcel number for you. Once it appears, click it and it will show up in the location box.

2. Add additional locations as needed.

3. Click Next Steps.

STEP 4: CONTACTS

1. Enter you name and any additional contacts you would like to have as part of the application.

2. Click Next Steps.

STEP 5: UPLOAD YOUR DOCUMENTS

1. Upload all documentation separately. If you do not have all your documents ready, you may upload them once the application is submitted by visiting My Items at the top of the page.

   - **Town Board Recommendation Form:** Attach the signed Recommendation Form.

     IMPORTANT NOTE: Wisconsin State Statures (66.1001(3)) requires that Towns find the rezone to be consistent with the Town Comprehensive Plan. This finding can be in the form of a finding within the staff memo, Town Board/Plan Commission minutes, the Town Recommendation Form, and/or the adopted ordinance/resolution. The application is not complete without this finding of consistency with the Town Comprehensive Plan.

   - **Town Rezoning Ordinance:** Click HERE and HERE for more information on Ordinance Adoption or Amendment.

   - **Legal Description:** Attach the metes and bounds legal description and map of the area you propose to rezone. Alternatively, parcel numbers are sufficient if rezoning whole parcels.

   - **Town Plan Commission Recommendation.** This can be minutes form the meeting.

   - **Town Public Hearing Notice.** The notice should include certificate of publication.

   - **Town Staff Memo:** While not required, if the memo exists, we recommend it is included with the application.

   - **Town Rezoning Map:** Attach an exhibit of what area is proposed to be rezoned.

2. Click Next Steps.

STEP 6: REVIEW, PAY FEES, AND SUBMIT APPLICATION

1. Review all information on this page.

2. Read the statement at the bottom of the page and check the box "Do you agree?"

3. Enter in the characters shown in the white box.

4. Submit Application at the bottom of the page. Note the Application Number (PL20XXXXXXX).

5. Once the application is submitted, fees can be paid in the following ways:

   - Pay online with E-Check ($0.25 fee) or Credit/Debit Card (2.2% fee).

   - Pay in office by Cash, Check or Credit/Debit Card (2.2% fee).

   - Mail check to: Outagamie County DLS, 320 S. Walnut Street, Appleton, WI 54911 (reference the application number).