

## GENERAL INFORMATION

A Town of Rhine Application Package for a Rezone or Conditional Use Permit is available at the Town of Rhine Town Hall at W5250 County Road FF, Elkhart Lake, WI 53020, on Tuesdays and Wednesdays from 11:30 am – 4:30 pm. The applications are also available on the Town’s website at townrhine.com.

The package consists of the General Information sheet, an application for Rezoning Permit or for a Conditional Use Permit, a two (2) page Helpful Resources listing, and a Sheboygan County Certified Survey Map Checklist.

It is the applicant’s responsibility to review the Municipal Code of the Town of Rhine which can be found on the Town’s website at townrhine.com. The Land Use map is located at the Town of Rhine Town Hall at W5250 County Road FF, Elkhart Lake, WI 53020.

All application fees must be submitted with the application and are non-refundable. It is the applicant’s responsibility to ensure the application is complete before submitting to the Town Clerk. An incomplete application may require additional review time and/or fees.

## PERMIT PROCEDURE

The following process takes anywhere from 60 to 90 days to complete.

**Step One:** Applicant submits and the Town Clerk accepts a completed application with fees. As a general rule, the application must be received by the Town Clerk four (4) weeks prior to the Plan Commission meeting.

**Step Two:** The application will be forwarded to the Plan Commission for a public hearing. Plan Commission meetings are held at the Town of Rhine Town Hall, W5250 County Road FF, Elkhart Lake, WI 53020.

**Step Three:** A notice of public hearing must be published not less than fifteen (15) days before the public hearing. The applicant and the applicant’s neighbors will receive a notice of public hearing in the mail. The applicant is expected to attend the public hearing.

**Step Four:** The public hearing occurs at the Plan Commission meeting. The Plan Commission, as a fact finding body, will make a recommendation of the proposed rezoning or conditional use permit to the Board of Supervisors.

**Step Five:** The application will go on for approval from the Board of Supervisors. Based on the input received at the public hearing and the Plan Commission’s recommendation, the Board of Supervisors will approve, deny, or modify the rezoning request. The final action will take place at the Board of Supervisors monthly meeting which is held the first Tuesday of the month, at the Town of Rhine Town Hall, W5250 County Road FF, Elkhart Lake, WI 53020.

# TOWN OF RHINE CONDITIONAL USE PERMIT APPLICATION

<b>Office Use Only</b>
Date Received: ___/___/___
Fees Received: \$ _____
Received by: _____
<i>Revised 8/21</i>

Completed application, attachments, and fees must be submitted a minimum of 45 days prior to Plan Commission meeting.

## REQUEST

I hereby request the Town Rhine Board of Supervisors for a Conditional Use Permit to operate the following proposed business: \_\_\_\_\_

Description of Operations: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has a previous petition been filed?  No  Yes Date \_\_\_\_\_

(If a previous petition has been denied, state fully on a separate sheet of paper what change in the parcel or plans would warrant reconsideration.)

## FEES

Please reference current fee schedule. Application Fee: \_\_\_\_\_ (payable to: Town of Rhine)

## OWNER/APPLICANT

Owner: \_\_\_\_\_ Applicant (if not owner): \_\_\_\_\_

Mailing address: \_\_\_\_\_ Mailing address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_\_

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

## SUBJECT PROPERTY

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

Tax Parcel No.: \_\_\_\_\_ Current Zoning: \_\_\_\_\_

## QUESTIONNAIRE (use additional sheets of paper as necessary)

Hours of operation: \_\_\_\_\_  
\_\_\_\_\_

Number of employees: \_\_\_\_\_

Structures – existing and proposed (please attach architectural designs or plans): \_\_\_\_\_

Driveway locations: \_\_\_\_\_

Parking areas: \_\_\_\_\_

Highway Access: \_\_\_\_\_

Traffic (number and type of vehicles entering and leaving; loading): \_\_\_\_\_

Drainage, sewerage, and water systems: \_\_\_\_\_

Security (Fencing, lighting, planting screens): \_\_\_\_\_

Signage (location, size, and number): \_\_\_\_\_

Environmental impact (Noise generated from operation, waste disposal, air pollution, and surface drainage):

**SIGNATURE**

**NOTE:** The Town of Rhine acts on matters as requested and within its jurisdiction, such as zoning, building, land division, and driveway permits. Applicants are responsible for determining what other town, county, state and/or federal regulations (ex: building codes, shoreland zoning, county sanitary or subdivision requirements) might apply to a proposed use or developments, and for obtaining any necessary approvals or permits.

I/We hereby certify that all the above statements and attachments hereto are true and correct to the best of my/our knowledge and belief. I/We consent to the entry in or upon the premises described in this application by any authorized official of the Town of Rhine.

Owner/Applicant Signature	Date
Owner/Applicant Signature	Date
Town of Rhine Chairman, Signature of Approval	Date

**DEVIATION FROM PERMIT:** When a Committee-approved conditional use is not carried out or does not continue in conformance with the conditions of the original approval, the conditional use shall be terminated and the permit revoked by action of the Committee. Revisions or amendments must be approved by the Committee using the same procedure as was used to obtain the initial conditional use approval.

**REQUIRED ATTACHMENTS FOR APPLICATION**

Exclusion of information may postpone meeting with Plan Commission and may require additional filing fees.

**Seven (7) copies of everything are required.**

Scaled overview of current property to include:

- Business Plan – Description of Business
- Labeled existing uses of buildings on the property (if any).
- New proposed structures.
- Zoning of adjacent properties.
- Identification of easements (if any).
- Any current permits pertaining to the parcel.
- Identification of easements.
- Driveway permits, existing driveways, and/or proposed driveway locations.

**INFORMATION AND GUIDELINES FOR ZONING MAP AND ORDINANCE TEXT  
CHANGES FOR THE PLAN COMMISSIONERS, SUPERVISORS, CLERK AND APPLICANTS.**

Any public agency or interested person may make a written request to the Plan Commission and/or Ordinance Committee for an amendment to the text or map of the Zoning Ordinance.

**A. Zoning Changes to the Map**

The overall consideration is whether the rezoning request is reasonable under the existing circumstance.

When considering a rezone, the Plan Commission/Town Board of Supervisors will review such applications in terms of their meeting the following considerations:

1. That a mistake was made originally when the property was zoned to the present district.
2. That conditions have changed in the area generally, or the town as a whole, which would justify the rezoning.
3. There is convincing demonstration that all uses permitted under the proposed district would be in general public's interest and not merely in the interest of an individual or small group.
4. There is convincing demonstration that all uses permitted under the proposed district would be appropriate in the area included in the proposed change.
5. There is convincing demonstration that the character of the area or neighborhood will not be adversely affected by any use permitted in the proposed district change.
6. The proposed change is in accord with the Comprehensive Plan and sound planning principles.
7. The proposed zoning change is consistent with the zoning plans of adjacent governmental units.
8. Other justifiable reasons the Plan Commission/Town Board of Supervisors may find pertinent in considering the particular zone change.

**B. Zoning Changes in Text (Ordinance Committee and Plan Commission)**

Not all zoning changes involve map changes. In some instances, adding a permitted or special land use or revising the zoning district standards may be a better alternative. This is true particularly when the issue in question appears to reflect an oversight or technical deficiency in the construction or wording of the ordinance. When considering text changes, the Plan Commission/Town Board of Supervisors will review such applications in terms of their meeting the following considerations:

1. That a mistake was made originally when the ordinance was drafted.
2. That conditions have changes which would justify the text changes.
3. There is convincing evidence that the text change would be in the general public's interest of an individual or small group.
4. The proposed change is in accord with the Comprehensive Plan and sound planning principles.
5. Other justifiable reasons the Plan Commission/Town Board of Supervisors may find pertinent in considering the particular text change.

## HELPFUL RESOURCES

### TOWN OF RHINE WEBSITE:

[townrhine.com](http://townrhine.com)

This site has all the Municipal Codes and Ordinances for the Town.

The Plan Commission uses SECTION 4.0 Zoning requirements.

### HOW TO FIND YOUR PARCEL NUMBER:

Website: [sheboygancounty.com](http://sheboygancounty.com)

Click "Land Records"

Click on the light purple tile called, "Land Records Web Portal"

You need to accept the Disclaimer. Click "I accept"

From there you can search any property under last name, house number, or street name.

### HOW TO ACCESS ArcGIS Web Map:

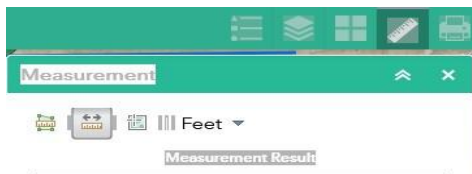
Website: [sheboygancounty.com](http://sheboygancounty.com)

Click "Land Records"

Click on Page 2, then click the orange tile called "Zoning Map" (far, left)

Type in the Parcel Number (found on your tax bill or by following the above directions).

Use measurement icon and set measurements in feet.



### DON'T HAVE A COMPUTER TO USE? Free access at:

#### ELKHART LAKE PUBLIC LIBRARY

40 Pine St., Elkhart Lake, WI 53020

Monday – Thursday 9am – 7pm

Friday 9am – 5pm

Saturday 9am – 2pm

Sunday – Closed

Phone: (920) 876-2554

#### PLYMOUTH PUBLIC LIBRARY

130 Division St., Plymouth, WI 53073

Monday – Thursday 10am – 6pm

Friday 10am – 5pm

Saturday 9am – 1pm

Sunday - Closed

Phone: (920) 892-4416

**Printing and copies are available at a small charge.**

## **REGISTER OF DEEDS**

Administration Bldg. Room 218  
508 New York Avenue, Sheboygan, WI 53081  
(920) 459-3023

The Register of Deeds office is the primary source of legal documents, which affect virtually every individual living in Sheboygan County. This includes personal and real estate ownership and encumbrance records in addition to financing instruments that are the basis of individual and business credit ratings.

## **PLANNING AND CONSERVATION DEPT. (920) 459-3060**

It is recommended to check with the County for additional requirements including shoreland ordinances. The SHEBOYGAN COUNTY CERTIFIED SURVEY MAP CHECKLIST is included in this packet.

## **DEPT. OF NATURAL RESOURCES**

It is recommended to check with the DNR if your property contains wetlands or is in a lake district.  
Kathleen Kramasz – Phone: (920) 893-8531 Email: Kathleen.Kramasz@wisconsin.gov

## **Building Inspector for Town of Rhine**

Tony (Doc) Leonard - Cell: (262) 364-9597 for questions.

For Inspections Only please call (262) 346-4577

The building inspector's hours are by Appointment ONLY.

## **Town Supervisors**

Ron Platz – Chairman, Board of Supervisors - Phone: (920) 390-0332 Email: rplatz@townrhine.com

Al Feld - Chairman, Highway and Road Committees - Phone: (920) 980-3827 Email: afeld@townrhine.com

Jon Rost – Chairman, Board of Appeals - Phone: (920) 980-4800 Email: jrost@townrhine.com

Bill Jacob – Chairman, Plan Commission – Phone: (920) 627-2612 Email: bjacob@townrhine.com

Larry Eberle – Chairman, Properties – Phone: (920) 889-5551 Email: larryeberle@townrhine.com

## SHEBOYGAN COUNTY CERTIFIED SURVEY MAP CHECKLIST

- Consult with the Sheboygan County Planning & Conservation Department to confirm that a Certified Survey Map (CSM) is required (the Department can be reached at 920-459-3060 or plancon@sheboygancounty.com).
- Retain a professional land surveyor registered in the State of Wisconsin to draft the CSM.
- Submit an un-signed copy of the CSM to the Department, either in-person or via email. The owner's agent or surveyor may submit it as well.
- The owner can begin the process of obtaining all other necessary approvals, discussed below, simultaneously with submission of the copy to the County.
- The Department will contact the surveyor with any mechanical changes needed to the CSM. It is recommended that the owner does not have the other approving agencies officially sign the CSM until after the surveyor has made any required changes requested by the Department, if applicable.
- Within thirty days of submittal to the Department, the owner will receive a letter from the Department indicating that the CSM has been approved, conditionally approved, or denied. The letter will explain what other information, if any, is needed from the owner before the CSM can be approved.
- Once the Department receives all of the information from the surveyor and owner, if applicable, the Department will contact the owner via phone or email to inform him or her that the CSM is ready for Department approval. At this point, the owner should obtain all applicable signatures. This may require contacting the appropriate municipality(ies) to be placed on the Town Board, Council, or Plan Commission agenda.
  - Obtain signatures of Town Board approval for the Town in which the land division is taking place.
  - If another municipality has extraterritorial jurisdiction, obtain its signature of approval. The surveyor is able to determine whether this is applicable.
  - Obtain a signature of approval from the mortgage company if the dedication of any land or right-of-way is taking place. The surveyor is able to determine whether this is applicable.
  - All owners must sign the CSM. The surveyor can be contacted to ensure the correct signature lines are shown and in the proper format, particularly in the case of corporations, trusts, or where there are multiple owners.
    - The owner(s) must sign specific to the type of ownership interest he or she has in the property. For instance, if held in a trust, the owner must write "Trustee" after his or her signature. The owner can reference the manner in which he or she signed the most recent deed for the property to ensure the CSM is signed the same way.
  - The surveyor must sign and stamp all pages of the CSM.
- The owner should then contact the Department to arrange a time to bring the final copy of the CSM to the Planning & Conservation Department for its signature. Alternatively, the owner can drop off the final copy of the CSM to the Department, and staff will notify the owner once it has been signed.
- At the time that the CSM is picked up by the owner or owner's agent, a \$265 review fee made payable to the Sheboygan County Treasurer is due.
  - The owner should contact the Town prior to seeking its approval to ensure compliance with local zoning requirements.
  - New lots require a minimum of 66 feet of frontage on a public roadway per the County Subdivision Ordinance (the Town may require more).
  - A septic inspection and report are required within one year prior to approval of the CSM for all existing systems.
  - If soil testing is not being performed on new, vacant lots, the surveyor must place a soils covenant on the map.
  - Certain minimum lot widths, sizes, etc. apply if the lots fall within the shoreland or floodplain jurisdictional boundaries of the County. The surveyor can determine whether this is applicable.
  - The CSM must be recorded within 36 months of the date of the first signature or 12 months of the date of the last signature.
  - The owner(s) of the property being divided must sign the CSM, but an agent on his or her behalf can perform all of the other steps in the process.
  - The County will not sign the CSM until all other signatures have been obtained.