

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

It is the applicant’s responsibility to:

- 1.) Review the Municipal Code of the Town of Rhine which can be found on the Town’s website at townrhine.com. or at the Town Hall at W5250 County Road FF, Elkhart Lake, WI 53020. The Land Use map is also located at the Town Hall.
- 2.) Determine 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.
- 3.) Ensure the application is complete before submitting to the Town Clerk. An incomplete application may require additional review time and/or fees.
- 4.) Submit all fees at time of application. Fees are non-refundable.

PERMIT PROCEDURE

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

Step One: Applicant submits a completed application and fees to the Town Clerk. 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 is reviewed for completeness. If the application is incomplete the applicant will be notified and is required to submit the additional information before any further action will be taken. Once all necessary information is submitted the process can move forward.

Step Three: 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 Four: 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 Five: 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 Six: The application will go on for approval to 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 or conditional use permit 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

Office Use Only	
Date Received	_____
Fee: \$	_____ Rcpt.# _____
Fee Received By:	_____
<i>Revised 3/23</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 Town Board 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 Town Board. Revisions or amendments must be approved by the Town Board using the same procedure that 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.

Eight (8) copies of everything are required.

Scaled overview of current property to include. Please mark included or not applicable (N/A).

1. Explanation of business operations. _____
2. Site plan showing **existing** dimensions of lot, setbacks, driveways, and buildings. _____
3. Site plan showing **proposed** dimensions of lot, setbacks, driveways, and buildings. _____
4. Any current permits pertaining to the parcel (Town, County, or State). _____
5. Zoning of adjacent properties. _____

HELPFUL RESOURCES

TOWN OF RHINE WEBSITE: townrhine.com

Click "Government" then "Municipal Codes and Ordinances."
The Plan Commission uses Chapter 4 – Zoning.

HOW TO FIND YOUR PARCEL NUMBER: Parcel number will be on your tax bill or go to sheboygancounty.com.

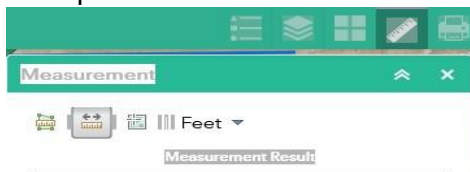
Click, blue tile: "Land Records."
Click "Sheboygan County Land Records – Click Here to Search."
Sheboygan County Land Records Web Portal Page: Login using the login user name and password provided on the Web Portal page (upper left).
Browser requirements: Scroll down and click "I Accept."
Input your name and/or address and click "Search for Properties."

HOW TO FIND A MAP OF YOUR PARCEL: Website: sheboygancounty.com

Click "Land Records."
Scroll down and click the GIS Web Apps tile.
On the GIS Web Apps Gallery, First tile in the first row, County I-map, Click "Explore."
Sheboygan County I-Map, click "OK."
Input your parcel number or address.

There are tool icons listed along the bottom of the page so you can print, measure, and draw.

Example: Use measurement icon and set measurements in feet.



HOW TO FIND YOUR PARCEL ZONING INFORMATION: Go to sheboygancounty.com.

Click "Land Records."
Scroll down and click the GIS Web Apps tile.
On the GIS Web Apps Gallery, find - County Zoning Map tile, Click "Explore."
Type in the Parcel Number (found on your tax bill or by following the above directions).
Parcel information will display, in the blue colored strip, click the arrow to go to the second page.
Your Zoning information will display.

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

ELKHART LAKE PUBLIC LIBRARY
40 Pine St., Elkhart Lake, WI 53020
Please contact for hours of operation.
Phone: (920) 876-2554

PLYMOUTH PUBLIC LIBRARY
130 Division St., Plymouth, WI 53073
Please contact for hours of operation.
Phone: (920) 892-4416

Printing and copies may be 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 THE TOWN OF RHINE

Tony (Doc) Leonard - Cell: (262) 364-9597 for questions.
For Inspections Only please call (262) 420-4732
The building inspector's hours are by Appointment ONLY.

TOWN BOARD OF SUPERVISORS

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

Al Feld - Chairman, Highway and Road Committee
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.