



## **Land Use Designation Change Request**

Land Use Designation Change applications go to a public hearing of the Bayfield Planning Commission for recommendation & are then submitted to the Bayfield Town Board for public hearing, consideration & decision.

### **Applicant responsibilities are as follows:**

- *The application must be submitted to the Town of Bayfield at least 30 days before a desired Planning Commission Meeting.*
- *The applicant must supply a development permit application, a copy of the deed to the property documenting the owners & any encumbrances owed, & a written legal description of the property.*
- *The applicant must supply a narrative documenting the need for the land use designation change, the plan for the property once the change is made and addressing all issues concerning the land use district change.*
- *The applicant must supply the Town with 21 copies of the proposed site plan of the property to be changed & narrative to be sent to agencies for comment (at the time of submittal).*
- *The applicant must send a notice via certified mail to all adjacent property owners within 200 square feet of the proposed land use designation change address & provide proof of mailing and a mailing list to the Town of Bayfield before the date of the public hearing.*
- *It is recommended that the applicant hold a neighborhood meeting prior to the date of the Planning Commission Hearing to discuss the proposed change.*
- *The applicant must supply the Town with 13 copies of the proposed site plan & narrative by the Thursday before the Planning Commission meeting. These will be given to the Planning Commission for consideration at the public hearing.*
- *The applicant must supply the Town with an additional 13 copies of the proposed site plan & narrative by the Thursday before the Town Board meeting. These will be given to the Town Board for consideration at the public hearing.*

### **Town of Bayfield responsibilities are as follows:**

- *The Town of Bayfield shall notify the applicant that the project has been officially filed.*
- *The Town of Bayfield will post the property with a public hearing notice sign to be displayed for at least 15 days prior to the public hearing.*
- *The Town of Bayfield will advertise the proposed land use district change request 15 days prior to the Public Hearing.*
- *The Town of Bayfield shall provide a written staff report containing an analysis of the request which will be ready for review on the Friday before the scheduled the Planning Commission Meeting & the Town Board Meeting. This staff report will be used by the Planning Commission & The Town Board to make their determination on the project.*

**Planning Commission responsibilities are as follows:**

- *The Planning Commission will consider the application, the staff report & any materials and public testimony submitted at the public hearing.*
- *The Planning Commission will consider certain criteria set forth in the Bayfield Land Use Code to make their decision.*
- *The Planning Commission shall by motion recommend approval or denial to the Town Board.*

**Town Board responsibilities are as follows:**

- *The Town Board shall hold a public hearing & consider the physical arrangement of the project, the recommendations of the Planning Commission & any public testimony.*
- *The Town Board shall by motion approve, continue, or deny the request.*

*Once approval has been received from the Town Board for the project the Town of Bayfield will send a decision letter to the applicant documenting the decision made by the Town Board, any conditions that must be met, and a copy of the meeting minutes.*