



## APPLICATION PROCEDURE FOR REZONING or CONDITIONAL USE PERMIT

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1. **PROPERTY OWNER** (or Authorized Agent) must contact the Village Clerk to make an appointment for a Planning Meeting. Lisbon Staff will review the proposed project and give direction on what is needed to complete the application process, as well as deadline dates to meet. Forms will be provided to you at, or prior to, this meeting; forms can also be found online at [www.LisbonWI.gov](http://www.LisbonWI.gov).
2. **PROPERTY OWNER** (or Authorized Agent) completes and signs the application form(s) and provides the Clerk with 12 copies of completed application packet. One electronic copy should also be provided via email, fileshare, or flashdrive. Also, please make sure to provide a check for the application fees made payable to the Village of Lisbon.
3. **CLERK** forwards the completed application packet to Planner and Engineer. Planner and Engineer will review project for compliance with Lisbon Code and State requirements, and provide a written staff report for Plan Commission.
4. **CLERK** creates required legal notice for publication in the newspaper, creates a list of property owners within 500 feet from the **exterior boundaries** of the subject property for which a Rezoning or Conditional Use is being sought, and mails a copy of the legal notice to affected property owners.
5. **PROPERTY OWNER** (or Authorized Agent) attends the Plan Commission meeting(s) and any related Public Hearing(s). If applicant or Agent are not present, the Plan Commission may postpone consideration of your project.
6. **PLAN COMMISSION** reviews application and facts presented at the Plan Commission meeting and related Public Hearing(s).
  - a. **Rezoning** – Plan Commission makes a recommendation to the Village Board for final approval. Village Board adopts an Ordinance to Rezone subject property. Clerk then sends a copy to the County for their records.
  - b. **Conditional Use** – Plan Commission grants final approval, possibly with conditions. Lisbon staff drafts Conditional Use Permit document for recording at Register of Deeds. Signatures from all parties will be required, as well as payment of any outstanding fees due to Lisbon, before document will be recorded.



VILLAGE OF LISBON  
W234 N8676 Woodside Rd.  
Lisbon, WI 53089

## PETITION FOR REZONING

### Property Owner

### Applicant *(if different)*

\_\_\_\_\_  
Name/Company

\_\_\_\_\_  
Name/Company

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Email Address

### Property Information

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

Tax Key: \_\_\_\_\_ Approx. Acreage: \_\_\_\_\_

\_\_\_\_\_  
Current Zoning District(s)

\_\_\_\_\_  
Proposed Zoning District(s)

### Rezoning Information

Describe the purpose of the Rezoning. Attach additional sheets as necessary.
