

**Request for Re-Zoning  
Procedure**

Village of Theresa  
202 S. Milwaukee Street, PO Box #327  
Theresa, WI 53091  
(920)488-5421

**A Public Hearing must be held in order for a Re-zoning request to be granted.**

The clerk requires the following information:

- a. A complete Conditional Use /Re-Zone application
- b. A fee for a Conditional Use Permit, Variance Request or Re-zoning request \$325.00
- c. Names of abutting property owners. (Clerk will do this)
- d. Letter of hardship
- e. A fee for Public Hearing/Special Meeting in the amount of \$350.00; plus publication fee

The Clerk will then ensue the following procedures:

- f. Publish a class two notice stating the request, location, date, and time of the Village Board Meeting. This notice must be published in the Dodge County Pionier, the designated Village newspaper. Publication must appear in the newspaper twice (2weeks).
- g. Schedule Public Hearing ten (10) days after the final publication date.
- h. Notification as to the date and time of the scheduled Public Hearing will be given to the Village Board Members. This notification should not be not more than thirty (30) days in advance, and not less than five (5) days prior to the meeting.
- i. Notification of the Conditional Use, Variance request or request for Re-Zoning and the Public Hearing will be sent to all landowners within one-hundred (100) feet of any part of the subjects building or premises involved in the appeal. (Done by Village Clerk).

Upon completion of the above procedures the Public Hearing may be held. It is recommended that the individual requesting the Conditional Permit/Variance Request or request for Re-Zoning be present at the hearing. After the Public Hearing has been held, and the decision to grant or deny the permit has been announced, all fees are required. Including all permit fees and the fee for the Public Hearing/Special Meeting.

For further information, please contact:  
Pamela Koll, CMC, WCMC, CMTW  
Village Clerk – Treasurer  
(920) 488-5421