

## TOWN OF VIENNA

### To: Town of Vienna Land Use Petitioners:

The following information has been prepared for you on the procedures that are **required** when petitioning for a zoning change, a land division and/or newly create parcel, a subdivision development, a condominium plat, a variance or non-conforming use, a commercial development or a conditional use permit.

It is important for you to understand that the approval process for any of the above must be followed depending on the area the request is located in the Town of Vienna. Below is a checklist to help you navigate through the process.

### **LOCATED WITHIN THE DEFOREST-VIENNA EXTRATERRITORIAL ZONING AREA (ETZ)**

For a Variance request or Conditional Use Permit (CUP):

1. Contact Brandi Cooper, Zoning Administrator, at the Village of DeForest, 120 S. Stevenson St., DeForest, (608) 846-6751, [cooperb@vi.deforest.wi.us](mailto:cooperb@vi.deforest.wi.us)
2. Once you have been conditionally approved/denied by the ETZ, you will need to visit the Town of Vienna's website, [www.vienna-wis.com](http://www.vienna-wis.com) (go to the Community Tab, Click on Form, Permits & Applications, and locate the Development Application) or contact the Clerk's office at (608) 846-3800 to obtain a Development Application.
3. Submit the application, all documents to support your request and the application fee of \$25.00 (*other fees will be imposed depending on type of request per Ordinance*) to the Clerk's office for review and placement on the Town of Vienna's Plan Commission agenda. At that time, the Clerk will inform you of any additional fees. Plan Commission meetings are held the 2<sup>nd</sup> Monday of each month, 7:00 p.m., at the Town Hall, 7161 County Road I, DeForest.
4. Once you have been conditionally approved/denied by the Plan Commission, you will then be placed on the Town of Vienna Board agenda. Board meetings are held the 1<sup>st</sup> and 3<sup>rd</sup> Monday of each month, 7:00 p.m., at the Town Hall, 7161 County Road I, DeForest.

For a Re-zone request:

1. Visit the Town of Vienna's website, [www.vienna-wis.com](http://www.vienna-wis.com) (go to the Community Tab, Click on Form, Permits & Applications, and locate the Development Application) or contact the Clerk's office at (608) 846-3800 to obtain a Development Application.
2. Submit the application, all documents to support your request and the application fee of \$25.00 (*other fees will be imposed depending on type of request per Ordinance*) to the Clerk's office for review and placement on the Town of Vienna's Plan Commission agenda. At that time, the Clerk will inform you of any additional fees. Plan Commission meetings are held the 2<sup>nd</sup> Monday of each month, 7:00 p.m., at the Town Hall, 7161 County Road I, DeForest.
3. Once you have been conditionally approved/denied by the Plan Commission, you will then be placed on the Town of Vienna Board agenda. Board meetings are held the 1<sup>st</sup> and 3<sup>rd</sup> Monday of each month, 7:00 p.m., at the Town Hall, 7161 County Road I, DeForest.
4. Contact Brandi Cooper, Zoning Administrator, at the Village of DeForest, 120 S. Stevenson St., DeForest, (608) 846-6751, [cooperb@vi.deforest.wi.us](mailto:cooperb@vi.deforest.wi.us) to complete the process of your request.

**FOR THE ABOVE REQUESTS AND ALL OTHERS NOT LOCATED WITHIN THE ETZ**

1. Visit the Town of Vienna's website, [www.vienna-wis.com](http://www.vienna-wis.com) (go to the Community Tab, Click on Form, Permits & Applications, and locate the Development Application) or contact the Clerk's office at (608) 846-3800 to obtain a Development Application.
2. Submit the application, all documents to support your request and the application fee of \$25.00 (*other will fees will be imposed depending on type of request per Ordinance*) to the Clerk's office for review and placement on the Town of Vienna's Plan Commission agenda. At that time, the Clerk will inform you of any additional fees. Plan Commission meetings are held the 2<sup>nd</sup> Monday of each month, 7:00 p.m., at the Town Hall, 7161 County Road I, DeForest.
3. Once you have been conditionally approved/denied by the Plan Commission, you will then be placed on the Town of Vienna Board agenda. Board meetings are held the 1<sup>st</sup> and 3<sup>rd</sup> Monday of each month, 7:00 p.m., at the Town Hall, 7161 County Road I, DeForest.
4. If approved by the Town Board, you will then need to contact Dane County Planning and Development department at (609) 266-4266 or visit <https://plandev.countyofdane.com> to complete their approval process.
5. Once approved by Dane County Planning and Development and you have obtained the required permits from them, if you are required to obtain a Town Building Permit, visit [www.vienna-wis.com](http://www.vienna-wis.com) (go to the Community Tab, Click on Form, Permits & Applications, and locate the Building Permit Application). Complete the application and submit to the Town of Vienna's Building Inspector Kelly Green, email: [kgreen@generalengineering.net](mailto:kgreen@generalengineering.net), call (608) 697-7771 or mail to Town of Vienna, 7161 County Road I, DeForest, WI 53552.
6. Once the Building Inspector reviews, he will notify you of the permit fee(s) and when to pick up at the Town Hall.

**IMPORTANT NOTE:**

*Only the original documentation submitted to the Plan Commission for review will be forwarded onto the Town Board. If you should have additional documentation or a change to your original request after the Plan Commission has made their recommendation to the Town Board, you will need to appear before the Plan Commission again before said documentation or change can be reviewed by the Board. An additional fee may be required.*

*The Board has the right to refuse any additional documentation presented that has not been reviewed by the Plan Commission.*