



City of Onalaska, Department of Planning & Zoning, 415 Main Street, Onalaska, WI 54650

Planned Commercial Industrial District (PCID) Amendment Application

The following checklist will ensure the timely processing of your application:

➔ **Overview/Cover Letter Describing the Following:**

- ▶ Detailed Description of Proposed Amendment (address review criteria as noted below as applicable)
- ▶ Plan Set including: Grading/Draingage, Utilities, Site Layout, Landscaping, etc.

➔ **Application Fees:** (Payable to the City of Onalaska).

- ▶ \$700.00 Permit Application (Major Amendment)
- ▶ \$150.00 Permit Application (Minor Amendment)

If the application is incomplete, no further processing of the application will occur until the deficiencies are corrected.

An amendment to an approved Planned Commercial Industrial District (PCID) may be proposed at any time. Amendments shall be initiated by submitting a completed application by owners of the parcels in question. Major Amendments to PCIDs require Public Hearings and neighbor notification at the Plan Commission meeting. Minor Amendments to PCIDs are reviewed by applicable City Staff.

Amendment Review Criteria:

➔ **Answers to the following questions will determine a Major vs. Minor Amendment:**

- ▶ Are the uses proposed pre-existing, allowed in original approved or permitted in underlying zoning district?
- ▶ Does the development result in a significant increase in density?
- ▶ Does the development reduce setbacks or other applicable standards?

➔ ***If the development required a "YES" to any of the above, it is considered a "Major Amendment."***

Property Address:
Parcel Number: 18-
Zoning District:

Applicant:
Mailing Address:
City, State, Zip:
Phone Number:
Email: <input type="checkbox"/> Primary Contact

Business:
Owner/Contact:
Mailing Address:
City, State, Zip:
Phone Number:
Email: <input type="checkbox"/> Primary Contact

Property Owner:
Contact:
Mailing Address:
City, State, Zip:
Phone Number:
Email: <input type="checkbox"/> Primary Contact

The undersigned hereby makes an application for the location stated herein. The undersigned agrees that all work shall be done in accordance with the requirements of the City of Onalaska Unified Development Code / Zoning Ordinance and with all other applicable City Ordinances and the laws and regulations of the State of Wisconsin.

Signature of Applicant:	Date:
Signature of Property Owner:	Date: