

## Plan Commission Policy on Requests for Rezoning

- Written requests for zoning changes and all associated materials must be provided at least five working days prior to the Plan Commission meeting at which the request will be discussed.
- All requests require at least two meetings of the Plan Commission.
- Applicants are required to attend at least one meeting of the Plan Commission, preferably the initial hearing.
- The Plan Commission may make recommendations to the Town Board at the second meeting held on the request.
- Town Board action on the request would typically be held at the next scheduled Town Board meeting if the Plan Commission unanimously recommends action or if there is no opposition to the request.
- Rezone requests should be submitted simultaneously to the Town of Cross Plains and to Dane County.
- County action will not occur until the town has acted on the request. If a county hearing on the request is scheduled prior to action by the town, the county will defer the request until the town has acted on it.