

**PROCESS FOR FILING REZONING PETITIONS
AFTER THE DEADLINE**

STEP 1	<p>You MUST obtain approval from Council Member or Waiver from the Mayor.</p> <ul style="list-style-type: none">• You must contact the council member of the district in which subject premise is located. If you are unable to reach said council member, you must obtain a written waiver by the Mayor.• Personally contact those property owners required to be provided notice of the application no later than the publication date.• A notarized affidavit must be submitted regarding Step 1 with the application.
STEP 2	<p>The following steps must be followed as if filing by the deadline:</p> <ul style="list-style-type: none">• Schedule an appointment with Planning & Development Department.• Complete the application.• Provide all required exhibits.
STEP 3	<p>Submit application to the City Clerk's Office, along with a check made payable to the City Treasurer in the amount of \$1,000.00 (*regular fee is \$500.00).</p> <p>Applications must be submitted no later than 12:00 noon on the Wednesday preceding the regularly scheduled Council meeting, held the second Thursday of the month.</p>

* The fee for Petitions for Amendments of the Zoning Ordinance shall be twice the amount of the regular fee if the petition is received later than 5:00 p.m. on the Friday preceding the Council Meeting and before noon on the Wednesday preceding the Common Council Meeting.

AFFIDAVIT

STATE OF WISCONSIN)
) ss.
COUNTY OF LA CROSSE)

1. That I, _____, am the petitioner of the proposed rezoning located at _____.

2. That I have:

- A. contacted the affected Council Member of the District or
- B. obtained a written waiver by the Mayor because I have not been able to the Council Member.

3. That I will personally contact those property owners required to be provided notice of the rezoning no later than _____.
(insert first publication date)

*4. That I will personally contact the Council Member of the affected district prior to _____.
(insert first publication date)

(*If 2A is checked, question 4 is not applicable.)

(Signature of Applicant)

Subscribed and sworn to before me this _____ day of _____, 20____.

Notary Public
La Crosse County, Wisconsin
My Commission expires:

I, Mayor of the City of La Crosse, do hereby waive the requirement that the Council Member of the District be notified by the Petitioner prior to filing said petition.

Dated: _____
Mayor

Cc: Council Member