



## **INFORMATION ABOUT THE PROCESS OF LAND DEVELOPMENT IN THE TOWN OF SPRINGFIELD**

This pamphlet is for informational purposes only.

Nothing in this pamphlet modifies any plan, ordinance, policy or procedure of the town of Springfield.

This pamphlet may not be cited as authority in any comprehensive or other proceedings.

# Introduction

The Town of Springfield hopes that the process of considering comprehensive proposals is fair to all and focuses on the important issues involved. Our experience has shown us that many people seeking approval of comprehensive proposals are unprepared for the complexity, difficulty and length of the process. In order to help all people involved in comprehensive issues be prepared for the process, we have provided this pamphlet. We don't suggest that we're covering everything in this document. It's just some basic information that we hope will help parties involved to prepare the necessary information and material to have an efficient and timely process.

The Town of Springfield wants the process of reviewing requests for property development to be consistent, fair and as expeditious as possible. However, persons seeking to develop property need to be aware of several important things:

1. The Town has a comprehensive plan which guides the Town Plan Commission and Board in the future development of the Town. If a proposal is contrary to the comprehensive plan, it will not be approved. The property owner's recourse in that instance is to seek amendment of the comprehensive plan.
2. Reviews of land development proposals require a great deal of information. Some of that information must be obtained from professionals such as engineers, surveyors, lawyers and appraisers. The Town is not responsible for obtaining any of the information needed to evaluate a proposal.
3. The Town may determine that the Town needs independent advice in reviewing development proposals. If the Town needs that kind of advice, the Town will require the developer to pay for it.
4. There is no guarantee that the Town will approve any request.
5. The Town is not the only level of government that has authority over land development. Proposals may require approval by Dane County &/or the State of Wisconsin. The Town cannot guarantee favorable action by these levels of government and is not responsible for obtaining such approvals.

The approval process may take a considerable amount of time and no guarantees can be made that it will have a favorable result.

## The First Step: Define Your Proposal

The Town cannot approve a vague concept. If you come to the Plan Commission and ask it to approve some kind of commercial development, maybe a gas station or a wood shop, you will not get approval. The request needs to be specific and well-developed. The submittal requirements detailed in this Pamphlet convey an idea of the great level of detail expected. It may seem burdensome to expect that detail, but it is necessary. Before any proposal is approved, those very details will need to be specified. The sooner these details are provided, the faster the process will be completed.

The need for details means that you will need to engage experts such as a surveyor, engineer, planner or architect. Only a few proposals for rezoning or land divisions can be accomplished without hiring professionals and spending some money. It is best to retain these advisers up front before becoming committed to a particular idea. Experts can tell you how to implement your proposal within the constraints of the law.

Please review the rules that apply to your proposal before submitting it. Some of the rules may seem arbitrary or silly. That doesn't mean the Town can ignore them. If a proposal, for example, calls for filling a wetland, it will be rejected because that is illegal under almost all circumstances. In shaping your proposal, be aware of the rules that apply and be guided by them.

In shaping your proposal, please be sure you review and address the specific requirements of the Town zoning ordinance, comprehensive plan and other ordinances or regulations which apply to your proposal.

## **The Second Step: Communicate With Your Neighbors**

To paraphrase Shakespeare, hell hath no fury like a neighborhood ignored. If you intend to propose a zoning change, land division or other development, the interests and concerns of adjacent landowners will be heard and considered. Proposals are not considered in secret; notices of the proposals and the hearings on them will be sent to your neighbors.

Our experience is that it is better to approach neighbors personally before they learn of a proposal in the mail or the newspapers. Even if the proposal is one that you are certain the neighbors will oppose, the courtesy demonstrated by approaching them first will eliminate one source of hostility. It also pleases the Town when land owners take the initiative to work with neighbors rather than expecting the Town Plan Commission or Board to do that work.

## **The Third Step: Initiate the Review Process**

The review process will involve presentations of your proposal to a number of governmental bodies. Each of them plays a different role in evaluating your proposal.

### **TOWN OF SPRINGFIELD BODIES INVOLVED IN COMPREHENSIVE ISSUES:**

The **Plan Commission:** The Plan Commission is a seven member body composed of six Town residents and a Town Supervisor. The Plan Commission advises the Town Board on all comprehensive issues. The Commission conducts public hearings on proposals, hears presentations by the project's proponent, and adopts a recommendation for consideration by the Town Board. Although the Plan Commission's actions are not final, they are very important and are given a great deal of weight by the Town Board. The Plan Commission will make recommendations on conditions of approval that will be taken very seriously.

The **Town Board of Supervisors.** The Town Board is a five-member body composed of four elected supervisors and the elected town chairperson. All five are elected by and represent the entire town. The Town Board reviews the recommendations of the Plan Commission and makes the Town's recommendation on comprehensive proposals.

### **DANE COUNTY BODIES INVOLVED IN COMPREHENSIVE ISSUES**

If your property is subject to Dane County's jurisdiction, (due to shoreline, wetland, floodplain issues etc.) the Town cannot grant your zoning change without Dane County's approval. A Jurisdiction Review Form is required as part of your plan submission to help you make that determination.

# The Town's Comprehensive Plan

The Town's comprehensive plan is one of the basic guidelines for all land development decisions by the Town. The complete text of the plan may be found on the Town's web site.

You should review the comprehensive plan as it applies to your proposal because your proposal will be evaluated in light of the Plan's requirements.






Please note that the Town's comprehensive plan has minimum lot sizes for residential lots depending on how the parcel is zoned.

The text of the plan explains many policies and goals of the Town. Prior to proposing a land use (zoning) change, you should review the comprehensive plan to become familiar with the policies and provisions that apply. Please note that if you propose a land use that is different from the comprehensive plan, the Town is likely to reject the proposal on the ground that it is not consistent with the plan. If you desire to pursue a land use change that is contrary to the comprehensive plan, it is recommended that you start by requesting an amendment to the comprehensive plan.

The following map identifies various comprehensive goals for portions of the Town.

## Planned Land Use

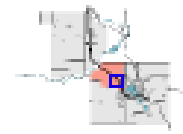
-  **Agricultural Preservation District**
  - Preserve productive agricultural land in the long-term.
  - Allow limited commercial and institutional uses.
  - One house per 35 acres.
  - Limited outdoor recreation conditional uses.
-  **Agricultural Transition District**
  - Preserve high quality and open space until development may be appropriate.
  - Town may be willing to sell land in future for more intensive development.
  - Some policies as Agricultural Preservation District until then.
-  **Rural Development District**
  - Lower density residential development served by on-site systems.
  - Limited neighborhood-serving commercial and institutional uses.
  - Minimum lot size 1.5 acres.
  - Use conservation neighborhood design standards.
-  **Rural Development District-Rural Center**
  - See map 6 A for additional detail.
-  **Conservancy District**
  - Environmentally sensitive areas including wetlands, floodplains, and public lands.
  - Avoid building construction.
-  **Soils with Building Limitations**
  - Includes slopes greater than 20%, hydro soils not mapped in wetlands, and soils with low or variable potential for cherting with basements.
  - Hydro locations are appropriate building sites.
-  **Surface Water**

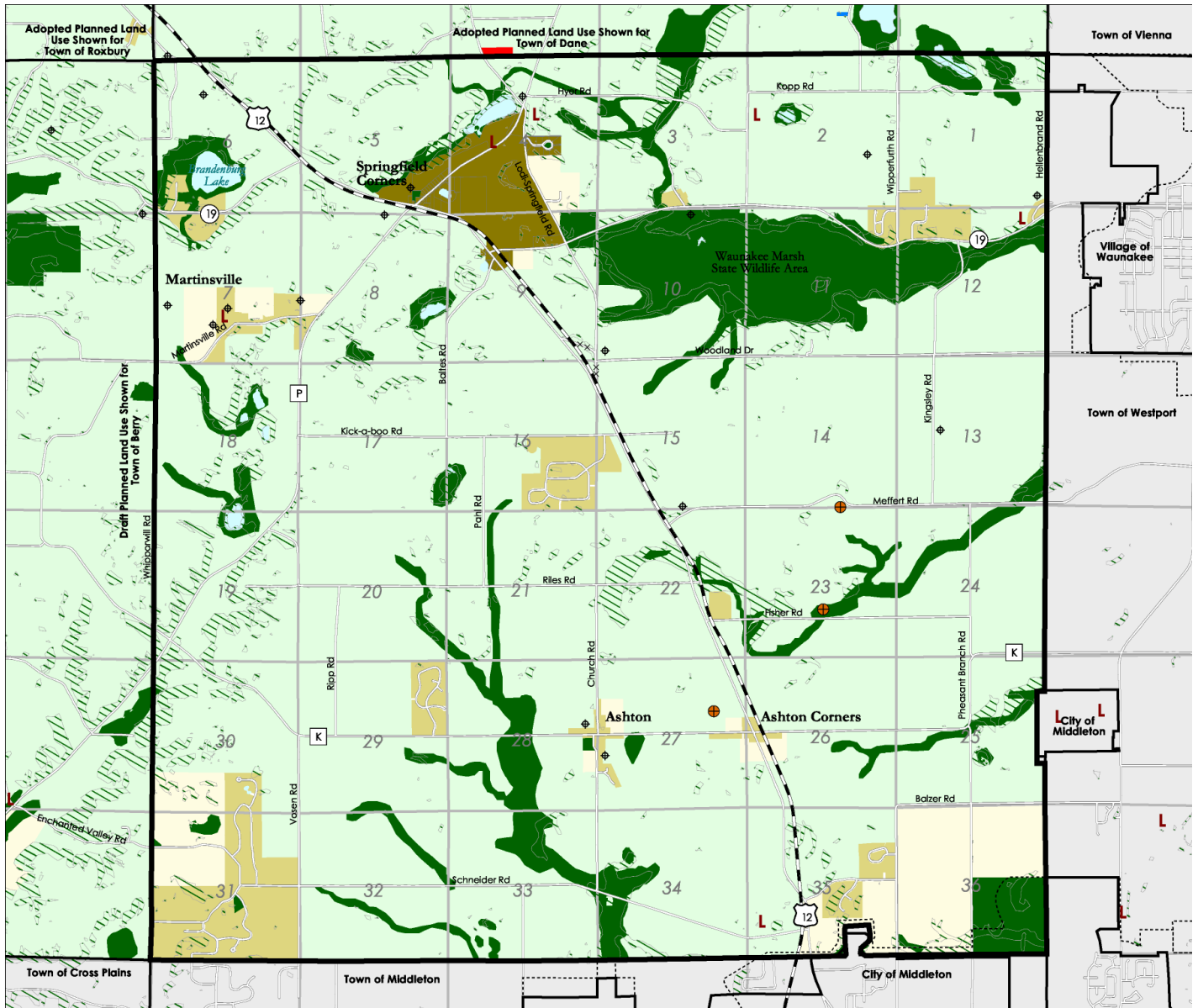
-  New USH 12 Alignment
-  Existing Roads
-  Town of Springfield 2005 Boundary
-  2005 Urban Service Area Boundaries
-  Sections & Numbers

-  Prairie Remnants/Oak Savannas
-  Known Archaeological & Historical Sites
-  Closed Landfills

Notes: (1) Shapes on map represent general recommendations for future land use. Actual boundaries between different land use categories will associated zoning districts may vary somewhat from representations on this map.  
 (2) The above policies for each of the planned land use categories are summaries only. See plan text for more detailed policies.

3500 0 3500 Feet





## ZONING: TOWN ZONING & LEGACY ZONING

Cautionary note: Residential districts have building height limitations that are different from agricultural districts. Rezoning land from agricultural to residential may render some existing buildings nonconforming. It also means that accessory buildings which can be built in ag districts cannot be built in non-ag districts. Check the ordinances carefully!

# Legacy Zoning Districts

## RESIDENTIAL DISTRICTS:

**R-1 Residential** - minimum lot size of less than one full acre for one single family home.

**R-1A Residential** - lot size is one acre or more. One single family home can be built.

**R-3A Residential** - allows one duplex, or a single family home. Minimum lot size is 40,000 sq. ft.

**RH Rural Homes Districts**--The RH districts are intended to allow residences with some limited animals. The number and type of animals which may be kept is regulated as an animal unit. An animal unit means: One animal unit shall be defined as being the equivalent of 1 cow, 4 hogs, 10 sheep, 10 goats, 100 poultry, 1 horse, 1 pony, 1 mule or 100 rabbits or an equivalent combination thereof.

**RH-1 Rural Homes** - has 2 acre minimum lot size and allows one animal unit for each full acre. One home can be built on this parcel.

**RH-2 Rural Homes** - has a 4 acre minimum lot size and is otherwise the same as RH-1 district. One home can be built on this parcel. One animal unit is allowed per acre.

**RH-3 Rural Homes** - is most appropriate for parcels from 8 to 16 acres. It allows one home and keeping of animals at one animal unit per full acre owned.

**RH-4 Rural Homes** - is most appropriate for parcels of more than 16 acres. One home and the keeping of animals are allowed as in the other RH districts.

## AGRICULTURAL DISTRICTS

**A-1 Exclusive Agriculture** - is intended for parcels of 35 acres and over with the intent of preserving farmland. A single family residence is permitted.

**A-2 Agriculture** - agricultural uses on parcels of less than 35 acres and to provide low density land uses compatible with agricultural and other rural uses. Single family residence is permitted. Conditional uses include: mineral extraction, boarding stables, kennels, transmitting towers as well as others.

**A-B Agriculture Business District** - is for those uses which are commercial in nature; are associated with local agriculture production; require a rural location due to extensive land area needs and do not require urban services.

## BUSINESS, COMMERCIAL AND INDUSTRIAL DISTRICTS

**B-1 Local Business** - retail businesses and services that do not include manufacturing or assembly of items or product.

**C-1 Commercial** - retail and service uses including but not limited to: woodworking shops, machine shops and assembly plants, retail and service uses.

**C-2 Commercial** - Major repair of motor vehicles, sales of new and used motor vehicles, repairs, storage and service of contractor's equipment, bulk fuel storage, sales and storage of lumber and building material, slaughterhouses, meat processing, utility services and a variety of other commercial services. All uses permitted in the C-1 district can occur in C-2 without limitation as to size.

**LC-1 Limited Commercial** - General, mechanical and landscape contracting businesses and buildings used in connection with such activity. Storage of construction equipment. Outside storage of materials or supplies used by a contractor in fulfilling his contracts and not offered for sale to a user or consumer.

**Any zoning changes to a commercial district will be limited to the specific commercial use which is contemplated. A deed restriction limiting the land to that use will be required.**

#### OTHER DISTRICTS

**CO-1 Conservancy District** Permitted uses include: hunting, fishing, trapping, sustained yield forestry, grazing, propagation and raising of game animals, fowl, fish. Harvesting of wild crops such as marsh hay, ferns, moss, berries, tree fruits and tree seeds.

**RE-1 Recreational District** Permitted uses include: Recreational facilities including but not limited to golf courses, driving ranges, tennis courts, archery ranges and baseball diamonds, provided that if located outside of a building they shall not be lighted to operate during the hours of darkness.

## **Town Zoning Ordinance Zoning Districts**

#### AGRICULTURAL & PRESERVATION DISTRICTS:

**Agriculture Zoning District (AG):** The AG zoning district provides for a mix of residential housing and farm operations. It also provides a transition area for farming and agricultural uses in areas which are not expected to remain in agriculture permanently. It is not certified under Ch. 91, Wis. Stats. Farm animals may be kept on parcels which are five acres or larger.

**Exclusive Agriculture Zoning District (EA):** The EA zoning district provides for the conservation of natural resources while maintaining and enhancing a diverse, economically viable, commercial agricultural base. This district provides for land uses that are integral to the continuance of agriculture and that may be agriculturally related or compatible with nearby farm operations. This district is certified under Ch. 91, Wis. Stats. The regulations shall be administered to limit the uses of land to those which are permitted by Ch. 91, Wis. Stats.

**Agricultural Enterprise District (AE):** The agricultural enterprise (AE) zoning district provides for land uses which support agriculture such as feed, seed, agricultural research, irrigation, livestock breeders and auction operations. The district provides for rural-based business activity which sustains a healthy and vibrant farm economy.

**Resource Conservancy Zoning District (RC):** The resource conservancy (RC) zoning district provides for the protection, maintenance, and enhancement of open space and rural character as significant community resources. This district provides for land uses that are integral to conserving natural resources and sustaining a high-quality natural environment.

**Nature-Based Recreational District (NBR):** The nature based recreational (NBR) zoning district provides for enjoyment of outdoor activities which do not involve power equipment or artificial lighting. This district

provides for land uses that are compatible with residential areas and farm operations, such as trails for hiking, cross-country skiing and bicycling, smaller athletic fields and activity areas.

**Planned Rural Development District (PRD):** The planned rural development (PRD) zoning district provides a mechanism for allowing owners of lands subject to exclusive agricultural zoning to utilize the density units which are associated with their lands in development of residential uses on property and at locations which are optimal for development. The development may occur on other parcels within the town. The district provides for adoption of a plan which will designate areas to be preserved under farmland preservation regulations while permitting development of land in a manner permitted under residential zoning.

#### COMMERCIAL DISTRICTS:

**Commercial Zoning District (COM):** The commercial (COM) zoning district provides for a broad range of commercial uses to promote economic viability. Parcels zoned in this district shall have specific secondary standards which state identified commercial uses

**Industrial Zoning District (IND):** The industrial (IND) zoning district is intended to accommodate high-impact manufacturing, industrial, or other commercial uses, which may not be compatible with residential or mixed development uses.

**Neighborhood Retail District (NR):** The neighborhood retail (NR) zoning district is intended to provide for small-scale food, gas, hardware and other retail stores to meet the needs of rural areas and neighborhoods and reduce driving and its associated impact on the environment.

**Recreation Commercial Zoning District (RCOM):** The recreation commercial (RCOM) zoning district provides for a broad range of recreational uses and is intended to accommodate retail and service establishments in order to promote economic vitality. The recreational uses provided for in this district include (without limitation by enumeration) activities lighted at night, which involve power equipment such as snowmobiles or motorcycles, and amplified sound.

**Rural-Based Business District (RBB):** The rural based business zoning district provides for small-scale business operations which are associated with rural areas, such as small contractors, small school bus operations, and, home-based occupations. It is intended that rural-based business operations will relocate to commercial zones within a reasonable time after the businesses exceed the defined scale of this district.

**Rural Community Zoning District (RUC):** The rural community (RUC) zoning district is intended to accommodate predominantly residential uses with a center of mixed commercial and community services. The rural community typically has a recognizable center, discrete physical boundaries, and a pedestrian scale and orientation. These centers incorporate local economic and social functions integrated with housing. This district is intended to maintain and rebuild existing hamlets or unincorporated villages or may be applied to new mixed-use developments. The rural community district also provides opportunities for the expansion of mixed use centers and contiguous residential areas.

**Planned Unit Development District (PUD):** The planned unit development (PUD) zoning district provides for development approval which combines in one process the decision-making usually conducted in the multi-part sequential process of zoning, land division and site and/or design review. The process may be used for any development proposal, and is especially appropriate where multiple zoning districts are involved.



## RESIDENTIAL DISTRICTS

**Single Family Residential Zoning District (SFR):** The single-family residential (SFR) zoning district is intended to accommodate single-family dwellings on individual lots. This district should be applied in areas where the land use pattern is predominantly single family residential or where such land use pattern is desired in the future. The form of development of the residences shall be delineated by the class of residential subdivision, which shall be defined as a condition of rezoning land to SFR.

**Multiple family residential zoning district (MFR):** The multiple family residential (MFR) zoning district is intended to accommodate 2 or more dwellings on single or multiple lots. This district is applied in areas where the land use pattern is predominantly multiple family residential, including residential units as part of resorts or mobile home parks, and where such land use patterns are desired in the future. It is intended that MFR zoning may be included in residential subdivisions with SFR zoning. The form of development of the residences shall be delineated by the class of residential subdivision, which shall be defined as a condition of rezoning land to SFR.

## **CONDITIONAL USES**

Some of the zoning classifications allow certain uses only as conditional uses. Before the property owner can commence a conditional use, the owner must obtain a permit from the Town. The permit defines the terms on which the owner can undertake the proposed use. Common conditions imposed on a permit include the hours of operation of a use, the route used by traffic to access the proposed use and the size of the operation. Permitted and conditional uses for each classification can be found in the Town Zoning Ordinance.

## **Preparing And Presenting A Comprehensive Proposal**

After reviewing the pertinent information about your proposal and focusing your ideas into a specific, defined proposal, you then need to put it into a form which can be reviewed. As noted earlier, the Town cannot say yes or no to general ideas or concepts. The request needs to be presented with specifics supporting it.

In the hope that some guidelines will speed up the process and make it easier for everyone, the Town has prepared submittal requirements for various proposals. Please note that these are the **minimum** requirements. These requirements do not preclude the Town from requesting additional information.

It will make the process work smoothly and quickly if this information is presented in a clear and easy to follow form.

# General Information About The Land Use Change Process

The time required to complete the process will vary per request; some take 2-3 months, others 6 months or more. The extent to which you prepare and the schedules of government bodies & agencies are the two biggest factors affecting the length of the process.

## APPROVING AUTHORITIES

Comprehensive proposals for territory in the town must be approved by the Town Board. Some proposals will also require approval of county, state &/or federal agencies. You are responsible for obtaining all such approvals, not the Town.

## APPROVAL PROCESS

The following information is to help you through the process of rezoning, conditional use permit application and land divisions. The Town Zoning Ordinance governs zoning, land use and conditional use permits. The process can be divided into the following steps:

### **A. Preliminary Plan Review (optional but highly recommended)**

1. Complete the appropriate forms and supporting documents to the best of your ability at this stage and submit to the town clerk. This is your Preliminary Plan that the Plan Commission will review; the more information, the better, but just preliminary.
2. Your Preliminary Plan will be reviewed by the Town Plan Commission at a meeting you (or your agent/representative) are required to attend\*. The plan commission members will discuss your preliminary plan with you, ask questions, address any concerns, and give you an idea of how and/or if you should proceed with your request at this time.

### **B. Initiate Formal Application**

1. Once you are ready to formally apply, you will submit to the Town Clerk a completed/revise preliminary plan with the appropriate application(s), supporting documentation and fees.
2. A public hearing (typically held during a regular Plan Commission meeting\*) will be scheduled to review and discuss your request. You will be notified of the hearing, as will neighboring land owners. You or your agent will need to attend this meeting. The Plan Commission will take action on your request following the public hearing. The Commission may postpone or delay action if there are unresolved issues or questions. There may be time limits on how long you can speak.
3. The Plan Commission will forward their recommendation to the Town Board, who must also act on your request (approve/deny/set conditions, etc.). You must be present at that meeting, which is generally two weeks after the Plan Commission meeting.

\* The Town Plan Commission meets the first Monday of the month at 7:30 p.m. Applications must be received 30 days in advance and are scheduled for review at the next Plan Commission meeting following the 30 day interval. The interval is built into the schedule to allow the proposal to be submitted to the Town's engineers, planners, zoning administrator, TDR administrator and/or attorneys for their review, which speeds up the process because their recommendations will be ready when the proposal is heard the first time.

## **FEE SCHEDULE:**

Application Fees:

CSM	\$250 + \$50/lot	Design Review	\$320
Rezone	\$250	Plat—Preliminary	\$250 + \$50/lot
CUP	\$250	Plat—Final	\$500
Variance	\$250		

Retainer Fees: (Depending on the complexity of the project additional fees could be required or any unused funds will be returned)

CSM \$1,000  
Site Plans \$1,000  
Subdivision Plans \$7,500  
Multi Commercial Plat \$7,500

CUP \$2,500  
Mineral Extraction Applications \$2,500  
Single Commercial Plat \$1,000

\*\*\*For all requests, professional service fees from the Town Engineer and Attorney are the costs of the applicant/agent.

All fees are due at the time the application is submitted. Applications will not be considered or approved until fees are paid.

Application: Submit 12 hard copies of the application and one electronic copy to the Town of Springfield, along with an electronic text document with a legal land description for each new & remaining lot.

Note: This application will be valid for one year, unless a written extension is granted by the Town Board.