

CHIPPEWA COUNTY  
**DEPARTMENT OF PLANNING & ZONING**

• 711 North Bridge Street, Chippewa Falls, WI 54729 • Phone:715.726.7940 • Fax:715.726.4596 • www.co.chippewa.wi.us •

**2020 Administrative Appeal Application**



An **ADMINISTRATIVE APPEAL** may be taken by any person aggrieved or by any officer, department, board or bureau of the county affected by any decision of the Administrator or Planning & Zoning Committee. The Board of Adjustment (BOA), after a public hearing, may reverse, confirm or modify the decision that was appealed.

Once a completed application is received, the Chippewa County Department of Planning & Zoning will prepare and publish in the Chippewa Herald a public hearing notice of your Administrative Appeal request. The public hearing notice will include the location and time of the required public hearing before the BOA. In addition, the respective town chair and clerk, your neighbors and any applicable state agency(s) will also be notified.

SECTION I: Owner Information			SECTION II: Agent/Contractor Information		
Name:			Name:		
Mailing Address:			Mailing Address:		
City:	State:	Zip:	City:	State:	Zip:
Telephone:			Telephone:		
Email Address:			Email Address:		
SECTION III: Parcel Information					
Town of:			Property Address:		
Parcel Number:			City:	State:	Zip:
Zoning District(s):					

**GENERAL DIRECTIONS:**

- Complete** the attached Application form and the required three (3) parts:
  - Part 1: Board of Adjustment Schedule - 2020
  - Part 2: Administrative Appeal Required Information
  - Part 3: Applicant Acknowledgements
- Submit** the application, all required information and a **\$650.00** public hearing fee by the deadline listed in Part 1 of the application to the Chippewa County Department of Planning & Zoning, Room 009, 711 N. Bridge Street, Chippewa Falls, Wisconsin 54729. Checks shall be made out to: Chippewa County Treasurer.
- Make arrangements** to attend or have a representative attend the public hearing, so that the request can be presented and questions answered.

FOR DEPARTMENT OF PLANNING & ZONING STAFF USE:		
Receipt Number:	Appeal Number:	Public Hearing Date:

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**Part 1: Board of Adjustment Schedule - 2020**

All actions delegated to the BOA pursuant to county ordinances will be subject to the below filing deadlines. Applications will not be considered to be filed and will not be placed on the agenda unless they are properly completed and include **ALL** required supporting information or documents, including payment of fees. You are encouraged to consult with staff of the Department of Planning & Zoning prior to the filing of an application to insure that all pertinent issues are identified and to determine what information in addition to the application forms will be necessary in order for the department to accept and process your application. Please **CIRCLE** or **HIGHLIGHT** the meeting you intend on attending:

<u>Application Deadline</u>	<u>Public Hearing</u>
December 26, 2019 .....	January 23, 2020
January 23, 2020 .....	February 20, 2020
February 20, 2020 .....	March 19, 2020
March 26, 2020.....	April 23, 2020
April 23, 2020 .....	May 21, 2020
May 21, 2020 .....	June 18, 2020
June 25, 2020 .....	July 23, 2020
July 23, 2020 .....	August 20, 2020
August 27, 2020 .....	September 24, 2020
September 24, 2020 .....	October 22, 2020
October 22, 2020 .....	November 19, 2020
November 19, 2020 .....	December 17, 2020

*Note: Applications and all supporting information are due at **12:00 Noon** on the designated date.*

*Note: Board of Adjustment meetings start at 5:30 PM.*

**Part 2: Administrative Appeal Required Information (Use a separate 8.5" x 11" sheet):**

A detailed written statement upon the disputed interpretation of the ordinance and what is being appealed. Please identify the specific section(s) of the ordinance in question along with the appellant’s interpretation and supporting rationale. If an appeal is based upon an alleged error or abuse of discretion of the Administrator or Committee, facts should be stated as to the nature thereof.

**Part 3: Applicant Acknowledgement/Signature**

- I certify that the information I have provided in this appeal is true, accurate and complete to the best of my knowledge.
- I or a representative will have an opportunity to present to the BOA information in favor of this appeal.
- I have the authority to allow the staff of the Department of Planning & Zoning and BOA Committee member’s access to the property to conduct necessary inspections related to my appeal.
- I understand that I cannot speak to any member of the BOA about this application, except at the public hearing.
- I understand that I cannot direct any written communication about this application to a member of the BOA unless I also file a copy with the Department of Planning & Zoning and direct additional copies to each person who has registered an interest in this application.
- I also understand that if I or my representative fails to appear in front of the BOA during the designated public hearing, as listed below, or my failure to observe the above mentioned rules, my request may be **DENIED**.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Owner/Agent