

**Other Information Brochures
Available from the Office of
Planning & Zoning**

Variances

LandUse Permits

Zoning & Shoreland

Summary of

Minimum Provisions

Petition to Rezone

Certified Survey Map

Approvals

Filling & Grading

Wisconsin Fund

Inoperable/Unlicensed

Vehicles

**Special
Exception
Permits**



**505 Broadway
Baraboo, WI 53913
608-355-3285 Phone
608-355-4440 Fax**

Special Exception Permit:

This permit allows land uses which are not normally permitted in specific districts; with the review and approval of the BOA and after meeting specific standards and conditions.

In order to file for a hearing before the Board of Adjustment, the "Notice of Appeal" form must be correctly filled out, and are available at the Office of Planning and Zoning. Help in filling out the form is available at the Planning and Zoning Office. Also, a Town Acknowledgement form should be signed by the Township, along with a check for the filing fee.

The Board of Adjustment hearing is usually held on the last Thursday of each month. Applicants are notified of the specific time and place by mail. The **application form, fee, letter of explanation and a plot plan/erosion control plan, etc.**, must be post-marked or delivered to the Planning and Zoning Office six weeks prior to the hearing date. One copy of all exhibits measuring 8½"x11" or larger are required, for all other size exhibits, seven copies are required at the time of application.

An applicant is legally responsible for providing all information necessary to justify the action being requested. The Board of Adjustment must deny an appeal if insufficient information is available to it at the hearing. While the Planning and Zoning Office will try to help make sure relevant information has been provided at the time of application, the applicant or an agent with full knowledge of the appeal must be personally available at the hearing to answer questions which may arise.

Special exception permits shall be granted only when the location of each such use shall have been approved in writing by the Board of Adjustment, after a public hearing. Any permits issued shall be consistent with the general purpose and intent of the zoning district and the Sauk County Code of Ordinances and shall be based on such evidence as may be presented at the public hearing and consideration of the following factors in making it's decision.

Special Exception Permit Standards

- ↪ That the establishment, maintenance or operation of the special exception use shall not endanger the public health, safety or general welfare.
- ↪ That the establishment, maintenance or operation of the special exception use will not substantially affect the existing use of adjacent properties.
- ↪ That adequate utilities, septic system, roads, and parking are provided.
- ↪ That the special exception use shall conform to all governmental regulations pertaining to the activity itself.
- ↪ That the special exception use will not be an unreasonable burden to local government.
- ↪ That the land and buildings are suitable for the special exception use.

Application Process...

Upon receipt of the completed application form and other required materials, a staff member from Planning and Zoning will begin preparing your case for a public hearing before the Board of Adjustment (BOA) and assign your application a case number. For property owners that commenced work prior to a required Board of Adjustment action, you will have 60 days to submit a completed application and plans. If you fail to do this, enforcement action will be taken and citations will be issued.

Approximately 6 weeks will pass between the submission of your application and the date of the BOA's public hearing. The request will be legally noticed in the newspaper, the adjacent property owners will be notified and a staff report will be prepared for the BOA. You and all the adjacent property owners will be notified by mail of the time, date and place of the public hearing.

Prior to the BOA hearing, you should confirm the date and time of the hearing, make arrangements to attend, assemble any exhibits you plan to present at the hearing, such as architectural drawings, topographical maps and charts, scale models and photos.

At the public hearing, the staff member will first present a summary of the case to the BOA. Other representatives from the Planning and Zoning department also may comment when the request requires them to do so.

You or your agent must appear to present your proposal and answer questions. Other interested parties, adjacent will be allowed to speak if they wish.

The BOA will ask questions of the public, staff or of the applicant during the hearing. Once all input has been received by the BOA, they will then conclude the public testimony and publicly vote to approve or deny your request.

If your request is **APPROVED**, you will receive in writing a "Decision Letter" outlining the Board's decision and any conditions attached to the approval. You will receive the letter of approval in the mail approximately 10-30 days after the hearing. Once you receive a copy of the decision letter, you may then apply for a building permit.

If your request is **DENIED**, you may:

1. Appeal the BOA's decision to County Circuit Court within 30 days from the date of the Decision Letter.

**For Assistance, you can contact
any of the following staff @**

608-355-3285

Dave Lorenz, Ext. 3432

Steve Sorenson, Ext. 3431

Gina Templin, Ext. 3442