Application Accepted:	_
Accepted By:	
Petition Number:	
Hearing Date:	



Conservation, Planning, and Zoning Department 505 Broadway, Ste. 248 Baraboo, Wisconsin 53913

Phone: (608) 355-3245 Fax: (608) 355-3292

www.co.sauk.wi.us

Appeal of the Conservation, Planning, and Zoning Committee Decision Application

			General Infor	mation				
Property Owner Name:		Home Phone:						
Mailing Address:	Cell Phone:							
E-mail Address:							, iii.	
Z man Hadress.								
Agent/Applicant Name:					Н	lome P	hone:	
Mailing Address:	Cell Phone:							
E-mail Address:								
			Site Inform	ation_				
Site Address:								
Parcel ID:								
Property Description:	1/4	1/4	Section	, T	N, R	Ε.		
Town of:	/-	/	Beetion	, 1	11,11		Zoning:	
Current Use:								
		<u>Gener</u>	al Application	Require	ments			
to the Department to be will be noticed for a specific Completed Appeal of \$500 application fee (1)	the Conserva	date/time. ation, Plann	ing, and Zoning	Decision			is submitted by the de	eaume
Copy of written decis								
Copy of written decis.	ion being up	peareu.						
		=	Additional Info	ormation				
Please specify the agency	decision that	t is being ap	ppealed. Please	attach ado	ditional sh	eets, if	f necessary.	

Describe how the proposed decision has aggrieved the applicant in a non-hypothetical/non-conjectural way. Please attach additional sheets, if necessary.
<u>Certification</u>
I certify by my signature that all information presented herein is true and correct to the best of my knowledge. I understand that the administrative or agency appeal fee is non-refundable, regardless of the outcome of the appeal. I understand that the fee for this application is only applicable to the appeal or for processing the request and, if permits are required for the project, that those will require separate application(s) and/or fee(s). I understand that partial or incomplete applications will be returned to the applicant resulting in the application being removed from the hearing agenda and the submittal deadlines will restart. I further agree to withdraw this application if substantive false or incorrect information has been included.
Applicant/Agent: Date:
Property Owner Signature: Date:
At the public hearing, the applicant may appear in person or through an agent or an attorney of their choice. The applicant/agent/attorney may present testimony, evidence and arguments in support of the application. All site plans, pictures, etc., become the property of the Conservation, Planning, and Zoning Department, will remain in the file, and will

be public record.

Appeal of the Conservation, Planning, and Zoning Committee Decision

What is an appeal of the Conservation, Planning, and Zoning Committee Decision?

An appeal of the Conservation, Planning, and Zoning Committee decision is a legal process provided to resolve disputes regarding subject matter jurisdiction, proper procedure, proper standards, and de novo review regarding decisions made on conditional use permit requests by the Committee. Appeals of the Conservation, Planning, and Zoning Committee are made to the Sauk County Board of Adjustment.

Filing an appeal of the Committee's decision with the Sauk County Conservation, Planning, and Zoning Department must occur not more than 30 days from the date of the decision. The Sauk County Board of Adjustment will consider the appeal. The Board will decide whether to reverse the decision, affirm, or modify the decision. An appeal shall stay all proceedings in furtherance of the action appealed, unless the zoning administrator can certify to the Board of Adjustment after the notice of appeal that by reason of facts stated in the certificate, a stay would cause imminent peril to life or property.

Board of Adjustment decisions may, within 30 days after the filing of the decision in the CPZ Department, be appealed to circuit court.

Process

- 1. Contact the CPZ Department to schedule a meeting to review your potential request.
- 2. Complete the Appeal of the Conservation, Planning, and Zoning Committee Application and provide all the supplemental items to the CPZ Department by the filing deadline.
- 3. Review such application with the appropriate staff member to determine completeness.
- 4. If the application is complete, CPZ staff will publish notice of your request for an appeal in the County's official newspaper noting the location and time of the required public hearing before the Board of Adjustment. Neighbors, town officials, and affected state agencies will be notified as well.
- 5. A public hearing will be held before the Board of Adjustment. Either the property owner or designated agent will need to be present at the hearing to provide testimony regarding the request. The Board of Adjustment must make a decision based only on the evidence that is submitted to it at the time of the hearing.
- 6. If the aggrieved party believes substantial justice is not done, the party may appeal the decision to circuit court.