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 Director (Zoning Administrator) **Decision Application**

			General Intor	mation_				
Property Owner Name:		Home Phone:						
Mailing Address:			Cell Phone:					
E-mail Address:								
Agent/Applicant Name:					Н	ome Pl	hone:	
Mailing Address:					C	ell Pho	one:	
E-mail Address:								
			Site Inform	ation_				
Site Address:								
Parcel ID:								
Property Description:	1/4	1/4	Section	, T	N, R	E,		
Town of:							Zoning:	
Current Use:								
		Gener	al Application	Requirer	<u>nents</u>			
will be noticed for a specific Completed Appeal of \$500 application fee (In Copy of written decises)	the Zoning A	date/time. Administrat	or Decision App	lication.			s submitted by the deadling	
		:	Additional Info	ormation				
Please specify the decision	n that is bein	g appealed	. Please attach a	dditional	sheets, if	necessa	ary.	
							_	
								$\overline{}$

Describe how the proposed decision has aggrieved the applicant in a non-hypothetical/non-conjectural way. Please attach additional sheets, if necessary.
Certification
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 a non-refundable, regardless of the outcome of the appeal. I understand that the fee for this application is only for processing the appeal 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 Zoning Administrator

What is an appeal of the Zoning Administrator?

An appeal of the Zoning Administrator is a legal process provided to resolve a grievance by any person or by an officer, department, or board or bureau of Sauk County affected by the decision of the Zoning Administrator. Appeals of the Zoning Administrator are made to the Sauk County Board of Adjustment.

Filing an appeal must occur not more than 30 days after receiving notice of the decision by the Zoning Administrator. The Sauk County Board of Adjustment will consider the appeal. The Board will review the appeal and determine if the ordinance language is ambiguous and if so will determine the ordinance's intent. 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 Zoning Administrator 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, where applicable.
- 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.