



# ADMINISTRATIVE APPEAL APPLICATION

File #: \_\_\_\_\_  
**Office Use Only**  
Revised May 2016

## APPLICANT INFORMATION

Property Owner: \_\_\_\_\_ Contractor/Agent: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Mailing Address: \_\_\_\_\_  
Daytime Phone: (\_\_\_\_) \_\_\_\_\_ Daytime Phone: (\_\_\_\_) \_\_\_\_\_  
Cell: (\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_  
E-mail: \_\_\_\_\_ E-mail: \_\_\_\_\_

## SITE INFORMATION

Site Address: \_\_\_\_\_  
Property Location: \_\_\_\_ 1/4, \_\_\_\_ 1/4, Sec. \_\_\_\_\_, T. \_\_\_\_ N., R. \_\_\_\_ W., Town of \_\_\_\_\_  
Computer #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Parcel #: \_\_\_\_\_ . \_\_\_\_\_ . \_\_\_\_\_

## APPLICATION PROCEDURE

A hearing will be scheduled after the application is deemed complete. A complete application must include, at a minimum, the items listed below; additional information may be needed. The application deadline is the **1<sup>st</sup> Monday** of the month prior to the month of the proposed hearing date. Hearings are held the **4<sup>th</sup> Thursday** of each month. Please submit the following:

- A detailed written statement that specifically identifies what is being appealed.
- Written arguments that support the appeal.
- The name and mailing address of all owners of property that adjoins the parcel that is the subject of the request.
- Original plus 7 copies** of the appeal application packet. **Note: All maps, plans, and engineering data shall be no larger than 11 x 17. No covers, binders, or envelopes. Paperclip your application in the upper left-hand corner.**
- Please see current fee schedule on our website, (non-refundable) payable to St. Croix County.

Administrative appeals to the Board of Adjustment shall be in accordance with Section 17.70 (6) of the St. Croix County Zoning Ordinance. At the public hearing, the applicant may appear in person or through an agent or an attorney of his/her choice. The applicant/agent/attorney may present testimony, evidence and arguments in support of his/her application. The fact that an application for an appeal has been filed does not automatically mean that a favorable decision will be granted. All site plans, pictures, etc. become the property of the Community Development Department and will remain in the file.

*I attest that the information contained in this application is true and correct to the best of my knowledge.*

Property Owner Signature: \_\_\_\_\_ Date \_\_\_\_\_

Contractor/Agent Signature: \_\_\_\_\_ Date \_\_\_\_\_

### OFFICE USE ONLY

Complete Application Accepted: \_\_\_/\_\_\_/\_\_\_ By: \_\_\_\_\_  
Fee Received: \_\_\_/\_\_\_/\_\_\_ \$ \_\_\_\_\_ Receipt #: \_\_\_\_\_ Scheduled Hearing Date: \_\_\_/\_\_\_/\_\_\_