

## HOW TO PREPARE FOR A PUBLIC HEARING

Public hearings are held jointly by the Waushara County Planning & Zoning Committee and the Board of Adjustment in room 265 of the Waushara County Courthouse on a monthly basis. The Planning & Zoning Committee considers all zone change and conditional use permit applications, while the Board of Adjustments considers all variance requests and administrative appeals. Once a complete public hearing application is received in the Zoning Office, it will automatically be placed on the next available public hearing agenda, and the public hearing and onsite dates are confirmed to the applicant. For your guidance in submitting information in a timely manner, attached you will find a listing of the current year public hearings and associated deadlines. It is only when a complete application with all information is received with the required fee that the matter will be scheduled for public hearing review.

This packet contains some of the information you will need to prepare an application for a public hearing. All applications require a site plan that shows existing and proposed uses. A sample site plan drawing and suggested list of things to be included on the plan is attached. Other useful information that should be submitted, if applicable, includes: evaluations of existing septic systems or soils work and design of proposed septic systems, statements from interested parties (i.e. neighbors, the town board or lake association), a narrative description of the proposed use (i.e. for small business might describe hours of operation, number of employees, anticipated deliveries and customer traffic, types of wares or service provided, signage proposals noting size and location of all signs, ingress, egress, and parking areas). The public hearing application form is computer generated and will be completed by the Zoning Office Staff.

After acceptance of your application, this office will prepare a Class II notice of public hearing, and publish it in the local paper. We will also notify the Township of the application. Many Townships have land use plans and local ordinances in place with recommendations or requirements beyond those of this office. You should contact your local officials to advise them of your application and verify if any Township Ordinances exist that are more restrictive than County Zoning or if there are additional local requirements.

**TOWNSHIP OF :** \_\_\_\_\_ **Telephone#:** \_\_\_\_\_  
**TOWN CHAIR NAME :** \_\_\_\_\_

In addition, as a courtesy to interested parties, this office notifies adjacent property owners within 300' of your property. We are also obligated to notify regulatory agencies that might have an interest in the application including , but not limited to the DNR, County or State Highway officials, Sheriffs Department and/or County Humane Officer, and State Building or Health Inspectors. It is always in your best interest to contact any or all of these individuals to convey the particulars of your request and learn if any conflict exists. You would then have time to modify your plans, if you choose, to alleviate any concerns expressed.

Prior to the Public Hearing, the Committee or Board will be supplied with all information from your file, and they will visit the site of the proposed application. It is not required that you be present on the day of this field visit. However, all proposed construction should be clearly flagged prior to the Committee/Boards visit. You will be advised of the Committee/Board field visit date at the time your public hearing application is finalized.

It is in your best interest to come prepared to the public hearing. Your application will be read by the Chairman, and you will be asked to explain your project. Speak clearly and concisely, briefly explaining your proposal. Any additional information you have gathered since filing your application should be submitted at this time. Anyone present in favor of your application will be given opportunity to speak, as well as anyone opposed. Any letters or correspondence received by the Zoning Office will also be read. After all applications are heard, the Committee/Board will adjourn and conduct a business meeting. Most applications will be voted on at this meeting.

**IMPORTANT: ALL INFORMATION NEEDS TO ACCOMPANY THE APPLICATION, OR IT WILL BE POSTPONED TO A FUTURE PUBLIC HEARING. NO EXCEPTIONS WILL BE MADE.**

### ALL PUBLIC HEARING APPLICATIONS MUST INCLUDE:

- \_\_\_ Fee in the amount of \_\_\_\_\_
- \_\_\_ Signed "Public Hearing Reminder Dates"
- \_\_\_ Signed Application
- \_\_\_ Owner affidavit (*copy attached*) **OR**  
copy of accepted offer to purchase (*if applicant is not the owner*)
- \_\_\_ Evaluation of Existing Septic system (*blank copy attached*) **OR**  
soils verification for new and/or replacement system (*if applicable*)
- \_\_\_ Site Plan (*per attached sample*)
- \_\_\_ Narrative outlining details of application

### TRAVEL TRAILERS MUST INCLUDE:

- \_\_\_ Copy of title and registration
- \_\_\_ Color photographs of all sides of unit

### VARIANCES MUST INCLUDE:

- \_\_\_ Completed Variance Request Standards
- \_\_\_ elevation drawing of all sides of proposed construction.
- \_\_\_ If application is to a side/rear/front/road setback, CSM or plat of survey required that shows all improvements UNLESS
- \_\_\_ Property is in a platted/recorded subdivision, and all existing irons identifying the property lines are found.

### MOBILE HOMES MUST INCLUDE:

- \_\_\_ Color photographs of all sides of unit
- \_\_\_ Appraisal statement for any used unit

**PUBLIC HEARING REMINDER DATES**

Applicant Name: \_\_\_\_\_

Your Application has been placed on the Agenda for the Following Public Hearing:

**7:00 P.M., THURSDAY, \_\_\_\_\_, 20\_\_.**

( ) In the Case of a **CONDITIONAL USE/ZONE CHANGE/PRELIMINARY OR FINAL PLAT**, the **PLANNING & ZONING COMMITTEE** will visit the property on the morning of:

( ) In the Case of a **VARIANCE/APPEAL** the **BOARD OF ADJUSTMENT** will visit the property on the morning of:

\_\_\_\_\_, \_\_\_\_\_, 20\_\_.  
*(Day of Week) (Date)*

**BY SIGNING BELOW, I ACKNOWLEDGE RECEIVING A COPY OF THE  
"HOW TO PREPARE FOR A PUBLIC HEARING PACKET" AND HAVE BEEN  
ADVISED OF THE APPLICABLE PUBLIC HEARING DATES.**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

*APPLICANT COPY*

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*ZONING FILE COPY*