# CONDITIONAL USE-PUBLIC HEARING GUIDE

Public hearings are held jointly by the Planning & Zoning Committee (considers zone change and conditional use permits) and the Board of Adjustments (considers variances and administrative appeals) in room 265 of the Waushara County Courthouse on a monthly basis. Attached you will find a schedule of public hearing and associated deadline dates for the upcoming year.

### Information you need to submit for a complete public hearing application....

**ALL PUBLIC HEARING APPLICATIONS MUST INCLUDE:**

- Fee in the amount of __________
- Signed “Public Hearing Reminder Dates”
- Signed Application
- Owner affidavit OR copy of accepted offer to purchase (Required if applicant is not the landowner)
- Evaluation of existing septic system/soils for new system
- Narrative outlining details of application
- If application is for a travel trailer
  - Copy of title and registration
  - Color photographs of all 4 sides of the unit
- If application is for a used home
  - Bill of sale or copy of appraisal
  - Color photographs of all 4 sides of the unit
- Copy of Certified Survey Map or Plat of Survey

- Shoreland properties- completed Impervious Surface calculations
- Site Plan
  - All existing and proposed structures with dimensions
  - Locations of all existing/proposed structures to lot lines, water, road.
  - Additions and new construction has floor plan showing dimensions, interior walls, doors, windows etc.
  - Additions and new construction has elevation drawings of all 4 sides and shows existing and proposed grades.
  - Driveway
  - Location of existing or proposed septic system

### Contacts you should make regarding your public hearing application....

Our office is obligated to notify regulatory agencies that might have an interest in the application. 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. Listed below are suggested contacts:

- **Town Chairman**
- **Lake Association**
- **Tim Tripp, Commercial Bldg Inspector (608) 617-6873**
  (if your application involves a commercial business and for verification if your project will be subject to commercial building codes)
- **Mary Robl, County Health Agent (920) 787-6536**
  (if application involves a campground, rooming/boarding facility, or an event where food will be served)
- **Dale Rezabek, DNR Shoreland Zoning Specialist**
  (if your application is within a shoreland area)
- **Sheriff’s Department (920) 787-3321**
  (if your application involves a dog kennel or is animal related)
- **Brian Freimark, County Highway Commissioner (920) 787-3327**
  (if you application involves a reduced setback on a county road or driveway placement)
- **Kelly Nicolaus, Wisc. Dept. of Transportation (715) 421-8051**
  (if your application involves a reduced setback on a state highway, or driveway spacing)
- **Landowners within 300’ of the boundaries of the property subject to application**

### What happens next……

Prior to the public hearing, the Committee or Board will be supplied with all information from your file, and they will visit the site. It is not required that you be present on the day of the field visit, however, all proposed construction should be clearly flagged prior to this date. The night of the public hearing, the Chairman will read your application and you will be asked to explain your project. Any additional information you have gathered since completing your application can be submitted at this time, and the Committee or Board will ask any questions they have. Anyone present in favor of your application will be given opportunity to speak, as well as anyone opposed. Any correspondence received will be read. You will then have a chance for a rebuttal. After all applications are heard, the Committee or Board will adjourn to conduct a business meeting at which time the application will be voted on. You are welcome to listen in on the voting, however, the public hearing portion of the evening is finished, and no further testimony can be given at the business meeting.