

Administrative Appeal Village of East Troy, Wisconsin

Version: Sept. 18, 2025

Village of East Troy 2015 Energy Drive East Troy, WI 53120

Overview: The Village's zoning code provides a mechanism for a person to appeal an administrative decision made by the Zoning Administrator. After reviewing the matter, the Board of Zoning Appeals has the power to affirm, modify, or rescind the zoning administrator's decision.

Governing regulations: The procedures and standards governing the review of this application are found in § 510-152 of the Village's zoning code.

General instructions: Complete this application and submit one copy to the Village Clerk at the mailing address shown above. Before you formally submit your application, you are encouraged to meet with the zoning administrator who can answer any questions you may have. If you have any questions, do not hesitate to contact the zoning administrator at (414) 336-7915 or via email at orrin.sumwalt@foth.com. You may download this form at https://villageofeasttroy.zoninghub.com/highlights/procedures/procedure.aspx?id=144.

Application fee: \$300.00, plus charges for professional services

Application submittal deadline: Applications must be received within 45 days of the date of the decision being appealed.

1.	Applicant information			
	Applicant name			
	Street address			
	City, state, zip code			
Day	time telephone number			
	Email			
2.	Agent contact inform information. Agents may	ation. Include the names of those agents, if princlude surveyors, engineers, landscape architecture.	any, that helped prepare this application including the supplemental ects, architects, planners, and attorneys.	
		Agent 1	Agent 2	
	Name			
	Company			
	Street address			
	City, state, zip code			
Daytime telephone number				
	Email			
3.	Description of adminis	strative decision being appealed		
	Administrative officer			
	Date of decision			
	Nature of decision			
	ratare or addiction			
4.	Describe the reason(s regulations.	s) why you believe the decision is not appropriate. Be as specific as possible by citing applicable sections of the		

Administrative Appeal Village of East Troy, Wisconsin Page 2				
Other information. You may provide any oth	ner information you feel is relevant to the review of your ap	pplication.		
6. Attachments. List any attachments included with your application.				
 Applicant certification I understand that I, or any of my agents, may not discuss this appeal application with any member of the Zoning Board of Appeals until afterthe Board renders a final written decision. I certify that all of the information in this application, along with any attachments, is true and correct to the best of my knowledge and belief. I understand that I may be charged additional fees (above and beyond the initial application fee) consistent with § 510-149 (D) of the Village's municipal code to pay for the services of independent consultants the Village elects to retain to help review this application. Depending on the nature of the proposed project, such independent consultants may include planners, engineers, architects, attorneys, environmental specialists, recreation specialists, and other experts. I further understand, the Village may delay acceptance of the application as complete, or may delay final approval of the proposal, until all outstanding fees have been paid. I further understand that such fees must be paid even if this application is withdrawn or denied. If the applicant or the property owner does not pay such fees upon request, such fees may be assigned to the property owner as a special assessment to the subject property. Please use the link above to download the form and visit FAQ for current year rates. I understand that this application and any written materials relating to this application will become a permanent public record and that by submitting this application I acknowledge that I have no right to confidentiality. Any person has the right to obtain copies of this application and related materials or view it online. 				
Applicant:				
Name – print	Name – Signature	Date		
Name – print	Name – Signature	 Date		