



Administrative Appeal

Village of East Troy, Wisconsin

Version: March 10, 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://villageofeastroy.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 _____
Daytime telephone number _____
Email _____

2. Agent contact information.

Include the names of those agents, if any, that helped prepare this application including the supplemental information. Agents may include surveyors, engineers, landscape architects, architects, planners, and attorneys.

	Agent 1	Agent 2
Name	_____	_____
Company	_____	_____
Street address	_____	_____
City, state, zip code	_____	_____
Daytime telephone number	_____	_____
Email	_____	_____

3. Description of administrative decision being appealed

Administrative officer _____
Date of decision _____
Nature of decision _____

4. Describe the reason(s) why you believe the decision is not appropriate.

Be as specific as possible by citing applicable sections of the regulations.

5. Other information. You may provide any other information you feel is relevant to the review of your application.

6. Attachments. List any attachments included with your application.

7. 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 after the 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.
- ◆ 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