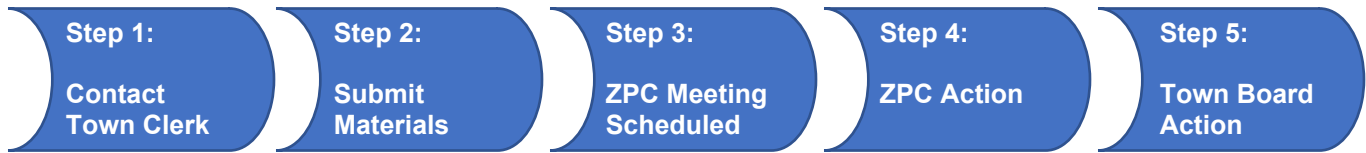


Ledgeview Zoning & Planning Commission

All BSO's within the Town of Ledgeview need approvals from the Town Board. The following information will guide you through the procedures that are necessary for the approval of a BSO to occur. Zoning and Planning Commission meets the second Wednesday after the first Monday of the month at 6:00 p.m. at the Ledgeview Municipal Building.

[Click here for the ZPC meeting calendar.](#)

Basic Steps in the Review Process for BSO Plans



Step 1: Contact the Town Clerk to discuss your proposal

The Petitioner meets with town staff regarding zoning regulations (setbacks, parking requirements, building design, site layout, etc.) and use requirements in a preliminary review.

Planning and Zoning Contacts:

<p>Sarah Burdette Administrator (920) 336-3360, Ext. 108 sburdette@ledgeviewwisconsin.com</p>	<p>Dustin Wolff, AICP Senior Planner, Mead & Hunt, Inc. (414) 935-4270 Municipal.Planning@meadhunt.com</p>
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Step 2: Submit all required materials to <https://townofledgeview.zoninghub.com/> no later than 12:00pm (noon) on the fourteenth (14th) day prior to the first Monday of the month. See ZPC/ZBA Calendar for exact date.

The Petitioner will submit all required materials to the Town Clerk before the required due date in order to be considered for approval. Please see the BSO Application for a list of required materials and checklist.



A site review application fee of **\$250.00** must be submitted with materials.

Step 3: Scheduling of a Zoning and Planning Commission (ZPC) meeting

After all necessary materials and fees have been submitted, the Town Clerk will place the item for action on the next ZPC meeting agenda.

Step 4: ZPC Action

The ZPC will review the petition and make a recommendation to the Town Board

Step 5: Town Board action

A decision will be made by the Town Board based on comments from Town staff and the ZPC to determine if the BSO plan should be approved.