

Administrative Appeal Application Town of Eagle (Waukesha County), Wisconsin

Town of Eagle
820 E. Main Street
Eagle, WI 53119

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

If you submit an application, do not contact any member on the Zoning Board of Appeals until after the Board makes a final decision.

Governing regulations: The procedures and standards governing this application process are found in Article 6 of the Town's zoning code.

General instructions: Complete this application and submit one copy to the Town Clerk or to the Town Planner via email (rlto@waukeshacounty.gov). Alternatively, you can submit your application online at <https://townofeagle.zoninghub.com>. An application fee is also required. An invoice number will be provided to you after the initial intake review to pay the required application fee. A Professional Reimbursement Form is required prior to the application being considered complete.

Before you formally submit your application, you may meet with the Town Planner who can answer any questions you may have. The Town Planner can also review your application before it is formally submitted to determine if it is complete and provides enough information to describe the circumstances related to this application. If you have any questions, do not hesitate to contact the Town Planner at (262) 548-7813 or via email at rlto@waukeshacounty.gov

Application submittal deadline: Applications must be received within 30 days of the date of the decision being appealed, except that an interpretation issued under the authority of the zoning code may be appealed at any time without limitation.

- 1. Applicant and agent information** Include the names of the agent, if any, that helped prepare this application including the supplemental information. Examples include surveyors, engineers, landscape architects, architects, planners, and attorneys.

	<u>Applicant</u>	<u>Agent</u>
Name	_____	_____
Street address	_____	_____
City, state, zip code	_____	_____
Daytime telephone	_____	_____
Email address	_____	_____

- 2. Description of administrative decision being appealed**

Administrative officer _____

Date of decision _____

Nature of decision _____

- 3. Describe the reason(s) why you believe the decision is not appropriate.** Be as specific as possible by citing applicable sections of the regulations.

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

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

6. 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, are 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 the Town's chargeback policy. The signed chargeback form is attached.
- I understand that submission of this application authorizes town officials, Plan Commission members, Town Board members, employees, and other designated agents to enter the property to conduct whatever site investigations are necessary to review this application. This does not authorize any such individual to enter any building on the subject property, unless such inspection is specifically related to the review of this application and the property owner gives his or her permission to do so.
- 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 such written materials or view it online.
- I understand that the Town Planner will review this application to determine if it contains all of the required information. If he or she determines that the application is incomplete, it will not be scheduled for review until it is deemed to be complete.

Applicant Signature(s):

Date:
