



Planning & Zoning Department
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ADMINISTRATIVE APPEAL APPLICATION

FEE: \$300.00⁽¹⁾

⁽¹⁾ If the applicant does not appear or is not represented at the public hearing, the petition shall be tabled and the applicant shall pay another application fee to reschedule the hearing.

Office use:

File # _____ Date received _____
 Fee \$ _____ Check # _____
 Parcel # _____ Total acres (sq. ft.) _____

Applicant:

Name of Owner _____
 Mailing Address _____
 Phone _____

Property Location / Description:

_____ ¼ _____ ¼ Sec. _____ T _____ N R _____ E
 Lot _____ Block _____ Addition _____
 Subdivision or CSM _____
 Address _____

Appeal of the administrative decision based on the following Town of Rome Ordinance(s): _____

Administrative action appealed:

I hereby appeal the following administrative action: _____

Relief requested:

In contrast to the administrative decision, the following alternative is proposed: _____

Justification for relief requested:

I believe that I am entitled to be granted my request because: _____

⁽²⁾ Signature grants consent for Dept. staff and Board of Appeals members to enter premises, furthermore, the undersigned hereby applies for the appeal requested above and states that the information on this application is accurate. The application must be signed by all property owners of record. If an agent is to sign the application, written proof of authority is required to accompany the application. If the property is in a Trust, the Trustee must sign the application, provide proof of authority and the names and addresses of all those with a beneficial interest in the Trust. If needed, obtain a **TRUST INFORMATION form** from the Zoning Department. The application must be complete including an address and phone number where someone can be reached for questions or information.

Landowner signature⁽²⁾ _____

Date _____

Office notes: _____

