



# ZONING BOARD OF APPEALS

## APPLICATION FOR APPEAL OF AN ADMINISTRATIVE DECISION

Name of Owner: \_\_\_\_\_ Building Location: \_\_\_\_\_  
Owner Address: \_\_\_\_\_ Use: \_\_\_\_\_  
Email: \_\_\_\_\_ Zoning: \_\_\_\_\_  
Telephone No.: \_\_\_\_\_ Business Name: \_\_\_\_\_

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1. Decision which you are requesting an appeal from: (Note Order, Decision or Action by Administrative Official.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Applicable section of City of Janesville Code of Ordinances:

\_\_\_\_\_  
\_\_\_\_\_

3. Reason(s) indicated by City staff for denial or condition:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Reason(s) why you believe the decision should be overturned and/or modified:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. **Attach** any information to support your request.

6. Has this property been the subject of any action taken by any other City Commissions or Board within the last year?  Yes  No. If yes, which Board, and what was the action taken?

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7. Verification by Applicant: \_\_\_\_\_, aggrieved party, officer, department head or board affected by the decision as outlined in 1. above, for which applicant deems to have been improperly issued, or request reversal of an Order or interpretation by the Administrative Official; says he/she is the applicant herein, thus he/she has read the foregoing application and the same is true.

Prior to the hearing date and up until a decision is rendered in this case, I hereby give my permission to the members of the Zoning Board of Appeals to inspect any portion(s) of my property which are applicable to this appeals process.

\_\_\_\_\_  
Property Owner Signature                      Date

Personally came before me this \_\_\_\_\_ day of \_\_\_\_\_, 2024, the above named person(s) to me known to be the person(s) who executed the foregoing instrument and acknowledge the same.

\_\_\_\_\_  
Notary Public State of Wisconsin  
My Commission Expires: \_\_\_\_\_

\_\_\_\_\_  
Property Owner Signature                      Date

Personally came before me this \_\_\_\_\_ day of \_\_\_\_\_, 2024, the above named person(s) to me known to be the person(s) who executed the foregoing instrument and acknowledge the same.

\_\_\_\_\_  
Notary Public State of Wisconsin  
My Commission Expires: \_\_\_\_\_





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### APPLICATION FOR APPEAL OF AN ADMINISTRATIVE DECISION

1. You must submit a notice of appeal stating the nature and grounds of the appeal.

Return the application to:        Building Director, Secretary  
  Zoning Board of Appeals  
  18 N. Jackson Street  
  P.O. Box 5005  
  Janesville, WI 53547-5005

Application form must be accompanied by the following:

- a. \$200.00 filing fee (non-refundable)
- b. Information to support request.

Such notice of appeal must be filed within 30 days of the determining or action from which the appeal is taken.

2. **Meetings** are held the fourth Tuesday of each month (unless stated otherwise on the back of this page) at **6:00 p.m.** in the City Council Chambers in the City Hall, 18 N. Jackson Street. Meetings are held only when an appeal has been filed. This is an open public meeting and anyone interested may attend. The **deadline** for filing required information is **shown on the next page**. If a legal holiday falls during the scheduled week please contact the Building Division for application deadline and meeting dates.
3. As required by Wisconsin State Statutes, the Secretary of the Zoning Board of Appeals will notify adjoining property owners by letter of the appeal being filed.
4. You are required to attend the meeting to present your appeal; an attorney or agent may appear on your behalf. In case you are unable to attend, the person representing you should be fully informed and able to answer any questions the Board members may ask. Any representations made by the applicant of the opinions of neighbors or action taken by other individuals or groups must be provided in writing and signed, or they will not be considered.
5. Legal notice will be published in the Janesville Gazette once prior to the hearing. The notice will state time, place and purpose of the hearing.

If you have any questions, please feel free to contact the Building Division (755-3060) Monday through Friday 7:30 a.m. to 4:30 p.m.

Sincerely,

Jay Yunker, ZBA Secretary  
Zoning Board of Appeals  
CITY OF JANESVILLE



**ZONING OF APPEALS  
CITY OF JANESVILLE  
2024 MONTHLY MEETING SCHEDULE  
6:00 PM**

The regular monthly meetings of the Zoning Board of Appeals are generally held on the 4<sup>th</sup> Tuesday of the month at 6:00 PM on the 4<sup>th</sup> floor in the Council Chambers of City Hall.

**Please keep this page showing the ZBA meeting and deadline dates.**

If you have any questions, please contact Jay Yunker, [yunkerj@janesvillewi.gov](mailto:yunkerj@janesvillewi.gov) ; or Vicky Miller [millerv@janesvillewi.gov](mailto:millerv@janesvillewi.gov) ; or call 608-755-3060.

<b>2024 ZBA Schedule</b>		
<b>MEETING DATE (Tuesdays 6:00 PM)</b>		<b>APPLICATION DEADLINE (Wednesday - 12:00 Noon)</b>
Tuesday, January 23, 2024		Wednesday Dec 27, 2023 at 12:00 noon
Tuesday, Feb 27		Wednesday, Jan 31, 2024 at 12:00 noon
Tuesday, March 26		Wednesday, Feb 28 at 12:00 noon
Tuesday, April 23		Wednesday, March 27 at 12:00 noon
Tuesday, May 28 **		Wednesday, May 1 at 12:00 noon
Tuesday, June 25		Wednesday, May 29 at 12:00 noon
Tuesday, July 23		Wednesday, June 26 at 12:00 noon
Tuesday, August 27		Wednesday, July 31 at 12:00 noon
Tuesday, September 24		Wednesday, Aug 28 at 12:00 noon
Tuesday, October 29 *		Wednesday, October 2 at 12:00 noon
Tuesday, November 26		Wednesday, October 30 at 12:00 noon
Monday, December 23		Tuesday, Nov 26 at 12:00 noon
*5th Tuesday rule applies to the October meeting.		
**Meeting location moved to Room 416 due to a conflict with a City Council meeting (May).		