CHIPPEWA COUNTY
DEPARTMENT OF PLANNING & ZONING
• 711 North Bridge Street, Chippewa Falls, WI 54729 • Phone:715.726.7940 • Fax:715.726.4596 • www.co.chippewa.wi.us •

2025 Administrative Appeal Application

An **ADMINISTRATIVE APPEAL** may be taken by any person aggrieved or by any officer, department, board or bureau of the county affected by any decision of the Administrator or Planning & Zoning Committee. The Board of Adjustment (BOA), after a public hearing, may reverse, confirm or modify the decision that was appealed.

Once a completed application is received, the Chippewa County Department of Planning & Zoning will prepare a public hearing notice for your administrative appeal. The public hearing notice will be posted to the Chippewa County Website and the County Clerks bulletin board. In addition, your neighbors and any applicable state agency(s) will also be notified. At the hearing, any party may appear in person or may be represented by an agent or attorney to present information to the BOA in opposition or support of your request.

SECTION I: Owner Information			**SECTION II: Agent/Contractor Information**		
Name:			**Name:**		
Mailing Address:			**Mailing Address:**		
City:	**State:**	**Zip:**	**City:**	**State:**	**Zip:**
Telephone:			**Telephone:**		
Email Address:			**Email Address:**		

SECTION III: Parcel Information			
Town of:	**Property Address:**		
Parcel Number:	**City:**	**State:**	**Zip:**
Zoning District(s):			

GENERAL DIRECTIONS:

1. **Complete** the attached Application form and the required three (3) parts:
   - ☐ Part 1: Board of Adjustment Schedule - 2025
   - ☐ Part 2: Administrative Appeal Required Information
   - ☐ Part 3: Applicant Acknowledgements
2. **Submit** the application, all required information and a **$650.00** public hearing fee by the deadline listed in Part 1 of the application to the Chippewa County Department of Planning & Zoning, Room 009, 711 N. Bridge Street, Chippewa Falls, Wisconsin 54729. Checks shall be made out to: **Chippewa County Treasurer**.
3. **Make arrangements** to attend or have a representative attend the public hearing, so that the request can be presented and questions answered.

FOR DEPARTMENT OF PLANNING & ZONING STAFF USE:		
Receipt Number:	**Appeal Number:**	**Public Hearing Date:**

Part 1: Board of Adjustment Schedule - 2025

All actions delegated to the BOA pursuant to county ordinances will be subject to the below filing deadlines. Applications will not be considered to be filed and will not be placed on the agenda unless they are properly completed and include **ALL** required supporting information or documents, including payment of fees. You are encouraged to consult with staff of the Department of Planning & Zoning prior to the filing of an application to ensure that all pertinent issues are identified and to determine what information in addition to the application forms will be necessary in order for the department to accept and process your application. Please CIRCLE or HIGHLIGHT the meeting you intend on attending:

	2025 - Wednesdays											
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Applications Due @ 12:00 Noon	12-18	01-22	02-19	03-19	04-23	05-21	06-18	07-23	08-20	09-17	10-22	11-19
Public Hearing/Meeting	01-15	02-19	03-19	04-16	05-21	06-18	07-16	08-20	09-17	10-15	11-19	12-17

Note: Board of Adjustment may conduct an onsite inspection prior to the scheduled meeting. Public meetings are scheduled for early afternoons with times being dependent on the number of applications.

Part 2: Administrative Appeal Required Information (Use a separate 8.5" x 11" sheet):

A detailed written statement upon the disputed interpretation of the ordinance and what is being appealed. Please identify the specific section(s) of the ordinance in question along with the appellant's interpretation and supporting rationale. If an appeal is based upon an alleged error or abuse of discretion of the Administrator or Committee, facts should be stated as to the nature thereof.

Part 3: Applicant Acknowledgement/Signature

- I certify that the information I have provided in this appeal is true, accurate and complete to the best of my knowledge.
- I or a representative will have an opportunity to present to the BOA information in favor of this appeal.
- I have the authority to allow the staff of the Department of Planning & Zoning and BOA Committee member's access to the property to conduct necessary inspections related to my appeal.
- I understand that I cannot speak to any member of the BOA about this application, except at the public hearing.
- I understand that I cannot direct any written communication about this application to a member of the BOA unless I also file a copy with the Department of Planning & Zoning and direct additional copies to each person who has registered an interest in this application.
- I also understand that if I or my representative fails to appear in front of the BOA during the designated public hearing, as listed below, or my failure to observe the above mentioned rules, my request may be **DENIED**.

Signed: _____ Date: _____

Owner/Agent