



# Dunn County Planning & Zoning Division

3001 US Highway 12 East, Suite 240 (715) 231-6521  
Menomonie, WI 54751 www.co.dunn.wi.us

## Special Exception Application

FEE: \_\_\_\_\_ Receipt # \_\_\_\_\_

Special Exception (\$800)

Livestock Siting (\$1,000)

**After the Fact** (2X Fee)

Cash **or**  Check# \_\_\_\_\_

\*Checks Payable to Dunn County Zoning

Instructions: Please fill out all sections of the application. Attach site plan, a written brief, and any supporting material for the hearing.

### FOR OFFICE USE ONLY

PERMIT #: \_\_\_\_\_ Zoning District: \_\_\_\_\_ Township: \_\_\_\_\_ Zoning Staff Present: \_\_\_\_\_

App # \_\_\_\_\_ Complete Application Date: \_\_\_\_\_ Date Public Hearing: \_\_\_\_\_ Approved? \_\_\_\_\_

Property Owner	Agent/Contractor <input type="checkbox"/> Same as owner
Name	Name/Business
Mailing Address	Mailing Address
City/State/Zip	City/State/Zip
Phone	Phone
Email	Email

### Property Information

Parcel ID # \_\_\_\_\_ Site Address \_\_\_\_\_  Same as owner

S \_\_\_\_\_ T \_\_\_\_\_ N \_\_\_\_\_ R \_\_\_\_\_ W \_\_\_\_\_ CSM/Subdivision \_\_\_\_\_ Lot# \_\_\_\_\_ Blk# \_\_\_\_\_

Lot Size (Acres) \_\_\_\_\_ Present Use \_\_\_\_\_

### Project

Section of Zoning Ordinance which allows the requested Special Exception: \_\_\_\_\_

Explain the Requested Use: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### General Requirements

Site Plan Completed

Written Brief Attached

Owner's Letter of Consent

By signing below, I certify that all information contained in or attached to this application is true and correct to the best of my knowledge. I authorize Dunn County Zoning Staff to access my property if necessary to verify that the Dunn County Zoning Ordinance standards and any conditions of the public hearing are met. I understand that I am responsible for checking with the applicable township, building inspector, DNR, and any other entities that may have jurisdiction over my project. I understand that this application does not guarantee that a special exception permit will be granted. I acknowledge either the owner or agent on this application must attend the Public Hearing.

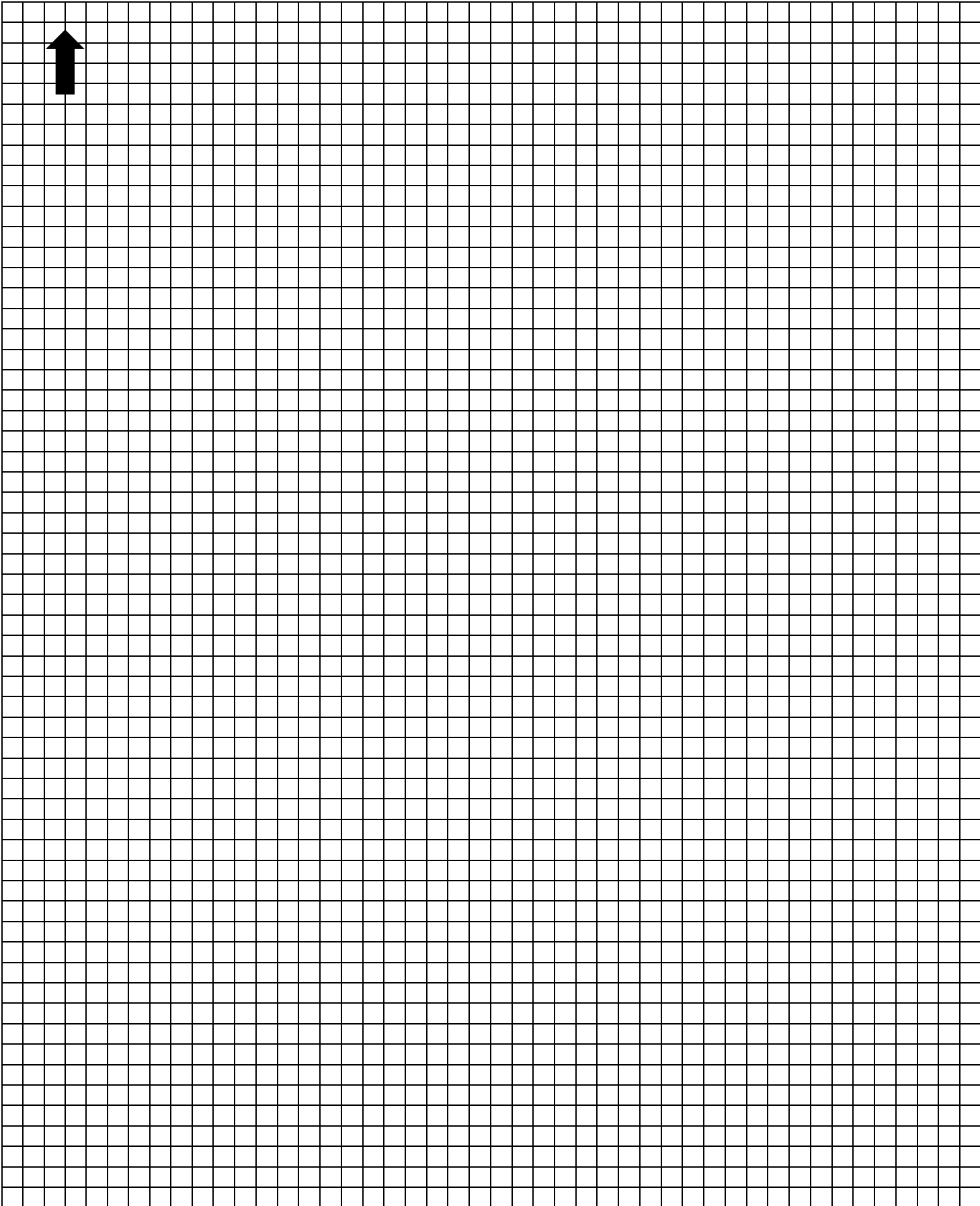
Owner/Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Zoning Official Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please note: This is an application and does not guarantee a Special Exception permit will be granted.**

# Site Plan

Use the grid below to draw and label all existing and proposed structures, lot lines, well, lakes, rivers, septic tank, and drainfield. Please include dimensions and/or setback distances.



# COUNTY OF DUNN



## **Environmental Services Department**

Planning & Zoning Division

3001 US Hwy 12 East

Suite 240

Menomonie, Wisconsin 54751

Telephone 715-231-6521

Fax 715-232-1324

To: Applicant or Agent  
From: Anne Wodarczyk, Dunn County Planning & Zoning Administrator  
Re: Special Exception Permit Application and Process

## **Background**

The Board of Adjustment (BOA) is a Quasi-judicial body, whose decisions involve the application of a set of rules or policies to a particular fact situation. The BOA functions like a court, in that its hearings are open to the public, testimony is received under oath, decisions are usually given the day of the Public Hearing and a court reporter records the proceedings.

The BOA's purpose, regarding a Special Exception, is to give a full and fair hearing and to approve permits on a discretionary basis, meaning permits are approved only if they: are found to be compatible with neighboring land uses, can be tailored to meet the limitations of the site and do not violate the objectives of the zoning ordinance. In addition, conditions may be attached as part of the BOA's approval process.

BOA members are not permitted to have Ex-Parte communication which includes, conversations and correspondence regarding a Special Exception that is before the BOA or which may come before the BOA. Therefore, do not contact individual BOA members regarding an application or pending decision.

## **Application**

A complete application shall be on file with the Zoning Office a minimum of thirty (30) days prior to the Public Hearing (see Board of Adjustment Schedule below). The Applicant or its Agent is ultimately responsible for providing a complete and accurate application. A complete application consists of:

- Application form completely filled out, signed and dated.
  - If the property is not owned by the Applicant, a letter shall be attached giving consent from the property owner for the Agent to apply for the Special Exception permit.
- Detailed Plot Plans drawn to scale with associated specifications showing:
  - All notes and dimensions necessary to indicate compliance with zoning standards such as, parking spaces, driveway area, structure size(s), structure height(s) and setbacks from all property lines.
- Written statement (brief) of verifiable facts showing the proposal meets the criteria for a Special Exception, (see Standards below).
- Fee
  - The fee shall be nonrefundable after the Notice of Public Hearing has been published.
  - "After the Fact Fee" shall be double the regular fee.

## **Process**

Once a complete application is received, the Zoning Office will cause a notice in the Dunn County News to be published describing the proposal and noting the location, time and date of the Public Hearing. Neighboring property owners and any affected state and local agency will also be notified. BOA Public Hearings are typically scheduled on the third Monday of each month (see Board of Adjustment Schedule below).

Prior to a Public Hearing, the Applicant or its Agent shall appear before the Town Board (Town) impacted by the proposal, to discuss the proposal. A copy of the Town's minutes detailing its opinion/recommendations shall be provided to the Zoning Office on or before the date of the Public Hearing. The BOA cannot render a decision without such Town opinion/recommendations, or until 60 days have elapsed from the date of complete application.

The Applicant or its Agent is required to attend the Public Hearing, failure to do so, will result in denial of the request and the fee shall be forfeited.

## **Standards**

A written brief shall be submitted explaining why the request is being made, with detailed explanations (where applicable) of:

- How the proposal is consistent with the County's Comprehensive Land Use Plan;
- When lands impacted by the proposal are zoned Intensive Agriculture or Primary Agriculture, how the proposal is consistent with the County's Farmland Preservation Plan;
- How the proposal is in conformance with the County's Comprehensive Zoning Ordinance and applicable standards of the zoning district in which it is located;
- How the proposal is in conformance with the County's Shoreland Ordinance;
- How the proposal is in conformance with the County's Sanitation Ordinance;
- How the proposal is in conformance with the County's Floodplain Ordinance;
- How the proposal is in conformance with the requirements of any outside Agency such as, but not limited to: Wisconsin Department of Transportation, Wisconsin Department of Natural Resources, Wisconsin Department of Agriculture, Trade and Consumer Protection, Federal Emergency Management Agency and/or Federal Aviation Administration;
- The measures which have been or will be taken to insure the proposal will not be injurious to the use and enjoyment of adjacent property owners and/or to other property owners in the immediate vicinity, for purposes already permitted;
- The measures which have been or will be taken to provide; sanitation, domestic water, storm water control, drainage and other necessary utilities/facilities to serve the proposal;
- The measures which have been or will be taken to provide sufficient off-street parking and loading space to serve the proposal;
- The measures which have been or will be taken to provide, access roads and/or access points, to serve the proposal;
- The measures, which have been or will be taken to minimize and/or eliminate traffic congestion, traffic hazards or other traffic related issues associated with the proposal.
- The measures which have been or will be taken to prevent or control offensive odor, fumes, dust, noise and/or vibration so that none will constitute a nuisance to adjacent and/or other property owners in the immediate vicinity;
- The measures which have been or will be taken to prevent or control lighted signs and/or other lights so that none will constitute a nuisance to adjacent and/or other property owners in the immediate vicinity;
- The measures which have been or will be taken to prevent or control erosion;
- The days and hours of operation.
- Other information deemed necessary by the Zoning Administrator and/or the BOA.

If any of the above standards do not apply to the request, do not simply state "Not Applicable." Instead, in the brief, explain why it is not applicable.

**When a Special Exception Permit is Granted:**

- If the originally permitted property owner changes the land use or violates any conditions of the original permit, the BOA may revoke the permit or modify conditions, following proper notice and a public hearing.
- If the property changes ownership, subsequent property owners are entitled to continue a Special Exception subject to the limitations imposed in the original permit.
- If the property changes ownership and a new property owner changes the land use or violates any conditions of the permit, the BOA may revoke the permit or modify conditions, following proper notice and a public hearing.
- Periodic permit renewal to monitor compliance of conditions is permissible.

**Board of Adjustment Schedule**

<b>2022</b>			
<b>Public Hearing Date</b>	<b>Complete Application Deadline</b>	<b>Notice to Paper Deadline</b>	<b>Publication Dates</b>
January 17	December 16, 2021	December 23, 2021	December 29, 2021 & January 5, 2022
February 21	January 20	January 27	February 2 & February 9
March 21	February 17	February 24	March 2 & March 9
April 18	March 17	March 24	March 30 & April 6
May 16	April 14	April 21	April 27 & May 4
June 20	May 19	May 26	June 1 & June 8
July 18	June 16	June 23	June 29 & July 6
August 15	July 14	July 21	July 27 & August 3
September 19	August 18	August 25	August 31 & September 7
October 17	September 15	September 22	September 28 & October 5
November 21	October 20	October 27	November 2 & November 9
December 19	November 11	November 18	November 30 & December 7

Complete application date is approximately one month prior to Public Hearing