

**PORTAGE COUNTY PLANNING AND ZONING DEPARTMENT
1462 STRONGS AVENUE, STEVENS POINT, WI 54481**

PROCEDURE FOR FILING A PETITION TO THE PORTAGE COUNTY BOARD OF ADJUSTMENT

VARIANCE – SPECIAL EXCEPTION – APPEALS

1. Forms entitled “**PETITION TO THE PORTAGE COUNTY BOARD OF ADJUSTMENT**” should be completed up to and including the signature and date. The property owner should put their name under “**Owner**” on the form. If a prospective buyer or someone other than the owner would handle the petition, that person, firm, etc. should be listed as the “**Agent for Owner.**”
2. Under the area listed as “**Petition Request**” state in detail what is being petitioned. If the highway setback requirement is 63 feet from the centerline and the proposed structure cannot meet the setback, be sure to state what the proposed setback would be.
3. List the LEGAL DESCRIPTION of the property in question. The Portage County Register of Deeds/Land Description Office, (715)346-1344, can give the exact legal description of the property. The description can also be obtained from the tax bill of your property.
4. The owner(s) of the property in which a petition is being requested must sign the petition. THE PROPOSED PURCHASER OR AGENT MAY NOT SIGN THE PETITION IN PLACE OF THE OWNER UNLESS WRITTEN AUTHORIZATION FROM THE OWNER IS RECEIVED BY THE PLANNING AND ZONING OFFICE.
5. An application for a Zoning Permit should be filled out in addition to the Board of Adjustment petition. The Zoning Permit Application and the Board of Adjustment forms should be submitted at the same time.
6. A detailed site plan should be submitted with the petition forms.
7. A \$350 filing fee must accompany the forms when the petition is filed with the Portage County Planning and Zoning Office for a hearing at the regular meeting. If a special meeting is requested, the filing fee will be \$700. The filing fee helps defray the hearing costs. If a check is submitted, make it payable to “Portage County Zoning.”
8. The owner **MUST** contact the Town Board regarding the petition. This should be done well in advance of the public hearing to give the Town Board adequate time to provide a recommendation in writing to the Board of Adjustment. The Town may choose not to provide a recommendation.
9. The owner, agent, or someone familiar with the petition should be present at the public hearing. Failure to appear may result in a postponement of the hearing.
10. In some cases, the Board of Adjustment approval may be just one of a number of approvals necessary. It is the petitioner’s responsibility to obtain any necessary approvals from other agencies. These may include:
 - A. Portage County Health Department
 - B. Department of Natural Resources (DNR), State of Wisconsin
 - C. Department of Safety and Professional Services (DSPA), State of Wisconsin
 - D. Department of Transportation (DOT), State of Wisconsin
 - E. Army Corps of Engineers (ACOE), US Government

Regular public hearings are held the 3rd Monday of the month. Applications MUST be received by the 25th of the month preceding the hearing. This meeting date is subject to change. You may call the Planning and Zoning Office to confirm the correct date.

If there are any questions on the above information, contact the Portage County Planning and Zoning Office at **(715)346-1334**.

PETITION TO THE PORTAGE COUNTY BOARD OF ADJUSTMENT
VARIANCE – SPECIAL EXCEPTION – APPEALS

FEE _____ DATE RECEIVED _____

PETITION NUMBER _____

OWNER

AGENT FOR OWNER

Name _____

Name _____

Address _____

Address _____

City _____ State _____ Zip _____

City _____ State _____ Zip _____

Telephone Number _____

Telephone Number _____

Email: _____

Email: _____

PETITION REQUEST (State briefly what is being petitioned)

- SPECIAL EXCEPTION
- VARIANCE
- APPEAL FOR RECONSIDERATION
- APPEAL OF ADMINISTRATIVE DECISION

PROPERTY LOCATION AND DESCRIPTION

Gov't Lot # _____, _____ ¼, of the _____ ¼ of Section _____, T _____ N, R _____ E

Town of _____, Area _____ Acres

Parcel Number _____ Zoning _____

Property/Site Address _____

Legal Description of Property _____

I, the undersigned, agree to abide by any conditions of approval established by the Board of Adjustment and with all applicable Portage County Ordinances and to allow the Planning and Zoning Department access to the property at any reasonable time for the purpose of inspection to assure compliance with the zoning laws relative to the issuance of this petition. I acknowledge that I am responsible for complying with State and Federal laws concerning construction near or on wetlands, lakes, and streams. Wetlands that are not associated with open water can be difficult to identify. I understand that failure to comply may result in removal or modification of construction that violates the law, or other penalties or costs. For more information, regarding wetlands visit the Department of Natural Resources web page (<http://dnr.wi.gov/topic/wetlands/>) or contact a DNR Service Center.

Date

Signature of Owner