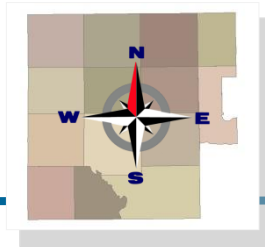


MARQUETTE COUNTY
PLANNING, ZONING & LAND INFORMATION DEPARTMENT

Tom Onofrey, Director
Dustin Grant, Assistant Zoning Administrator
Megan Stalker, Senior GIS Specialist
Jean Potter, Administrative Assistant



77 West Park Street
PO Box 21
Montello, WI 53949
608-297-3036

SPECIAL EXCEPTION PERMIT

APPLICATION FORM AND NOTICE OF REQUIREMENTS

SPECIAL EXCEPTION

A Special Exception is a use that is permitted in a zoning district provided certain conditions, as stated in the ordinance, are met and a permit is granted by the Board of Adjustment. The Board of Adjustment is a 3-member board, which is appointed by the County Board Chairman with approval by the County Board of Supervisors. The Board of Adjustment is known as a quasi-judicial body because it functions almost like a court. Its decisions must comply with specific criteria provided in Wisconsin State Statutes. The Board of Adjustment must apply county ordinance provisions as they are written.

PROCESS

At the time of application you will be asked to:

- 1) Submit a completed application form and a \$300.00 non-refundable fee.
- 2) Provide detailed plans describing your project, including a plot plan.
- 3) Contact your Town Board to inform them of your request. The Township may ask you to attend a Town Board meeting to discuss the application. A list of Town Clerks is included with this application.
- 4) Stake out your project, which will allow the Zoning Department to prepare a video of the property for viewing at the public hearing.
- 5) You will be required to attend the public hearing, if you cannot please contact the Zoning Administrator.

After receiving your application materials, the Zoning Department will publish notice of your request for a special exception in the Marquette County Tribune noting the time and location of the public hearing. In addition, a public notice will be sent to neighboring property owners. The burden of proof will be on you as property owner to provide verifiable facts upon which the Board may base its decision. At the hearing, any party may appear in person or be represented by agent or attorney to speak on your variance request.

IF YOU QUALIFY FOR A SPECIAL EXCEPTION

- The Board may impose conditions on a project to assure that public interests are protected.
- A special exception decision may be appealed to circuit court by an aggrieved part within 30 days of filing of the decision in the Marquette County Zoning Office. For this reason you may choose to delay your project until the appeal period has expired.
- A special exception transfers to subsequent property owners.

SPECIAL EXCEPTION CRITERIA

In passing upon a special exception permit, the Board shall evaluate the effect of the proposed use upon:

- ❖ The maintenance of safe and healthful conditions.
- ❖ The prevention and control of water pollution including sedimentation.
- ❖ Existing topographic and drainage features and vegetative cover on the site.
- ❖ The location of the site with respect to floodplains, rivers, streams, and lakes.
- ❖ The erosion potential of the site.
- ❖ The location of the site with respect to existing or future access roads.
- ❖ The need of the proposed use and location.
- ❖ The compatibility with uses on adjacent properties.
- ❖ Location factors under which:
 - Domestic uses shall generally be preferred.
 - Consideration of the majority use in the area (i.e.: seasonal or full-time, residential or commercial).
- ❖ Valuation factors.
 - Year of construction or manufacture.
 - Appraised value or estimated cost of construction. In the case of a mobile home, the appraised value will only be required for structures older than four years. In addition, for those mobile homes older than four years, the owner shall provide the Board with photographs.

JUDICIAL REVIEW

If your special exception request is denied, you may appeal the decision to Circuit Court as provided in Wisconsin State Statutes 59.694 (10). The appeal must be filed within 30 days of the filing of the decision in the Marquette County Zoning Office.

Town Clerks

Buffalo: Laurie Beahm (920) 394-3962
Crystal Lake: Sandra Vaughan (920) 293-4681
Douglas: Mena McFaul (608) 617-6715
Harris: Phyllis Ingram (608) 296-2892
Mecan: Caroline Gemoll (608) 295-6724
Montello: Eileen Napralla (608) 297-7469
Moundville: Tammy Cummings (608) 587-2391
Neshkoro: Cheryl Milbrandt (920) 293-4531
Newton: Sandra Wright (920) 787-4561
Oxford: Mary Walters (608) 586-4366
Packwaukee: Al Rosenthal (608) 589-5036
Shields: Patrick Tierney (608) 297-9253
Springfield: Megan Hockerman (608) 296-1982
Westfield: Molly Buchholz (608) 296-1314

Town Meeting Date

2nd Monday of the Month
2nd Thursday of the Month
2nd Wednesday of the Month
3rd Monday of the Month
2nd Tuesday of the Month
2nd Tuesday of the Month
4th Tuesday of the Month
2nd Wednesday of the Month
2nd Thursday of the Month
2nd Wednesday of the Month
2nd Tuesday of the Month
1st Thursday of the Month
2nd Wednesday of the Month
3rd Monday of the Month

PETITION FOR SPECIAL EXCEPTION
MARQUETTE COUNTY BOARD OF ADJUSTMENT

Date filed: _____ \$300.00 fee (non-refundable)

Applicant:	_____
Address:	_____
Phone:	_____

Legal Description: ___ ¼, ___ ¼, Section___ , T___ N, R___ E

Township: _____ **Tax Parcel Number:** _____ **Fire No.** _____

Zoning District: _____ **Lot area:** _____

Current use and improvements: _____

Special Exception requested

Section of ordinance:	_____
Special Exception requested:	_____

Attach a plot plan and a description of your construction plans.

Signed: _____
 Applicant/Agent/Owner

Date: _____

Remit to: Marquette County Planning, Zoning & Land Information Department, P.O. Box 21, Montello, WI 53949 (608) 297-3036

EXAMPLE SITE PLAN

Detailed construction plans
are also required

