

Special Exception Application Worksheet

Spec. Ex. No. _____
Fee _____
Meeting Date _____
Application Date _____

Applicant's Name _____

Address _____ Phone _____

Computer No. _____ Zoning District _____ Township _____

Special Exception Permit to _____

Mailing List (OFFICE USE ONLY)

- Applicant _____
- Property owner _____
- Owners within 300 feet _____
- PRD Committee Members _____
- Town Board _____
- County Board Supervisor _____
- County Board Chair _____
- County Administrator _____
- County Surveyor _____
- Land Conservation _____
- Highway Department _____

Others:

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- Dept. of Natural Resources _____
- Corps of Engineers _____

COPIES OF ALL SPECIAL EXCEPTION PERMITS MAILED TO:
DNR - MIKE WENHOLZ & JORDAN THOLE
ARMY CORPS OF ENGINEERS - BRUCE NORTON

APPLICATION FOR SPECIAL EXCEPTION PERMIT NO. _____

_____, whose address is

_____ ,

does hereby apply to the La Crosse County Zoning Commissioner for a Special Exception Permit pursuant to Sections 20.42, 20.44, 20.74 and 20.762 of the La Crosse County Shoreland Zoning Ordinance at the following location:

Applicant's specific reason for making this request is:

Dated this _____ day of _____ , _____

Applicant _____

Address _____

Acting in behalf of _____

Received this _____ day of _____ , _____

Nathan Sampson, Zoning Supervisor

PUBLIC HEARING REQUIREMENTS
FOR SPECIAL EXCEPTION PERMIT APPLICATIONS

Application Deadline (12 Noon)

Meeting Date at 6:00 PM
County Board Room – Administrative Center

ALL applications must include:

1. A plan of the area showing surface contours, ordinary high water marks, ground water conditions, vegetative cover, and a legal description of the property;
2. Location of buildings, parking areas, traffic access, driveways, walkways, piers, open space and landscaping;
3. Plans of buildings, sewage disposal facilities, water supply systems and arrangement of operations;
4. Specifications for areas of proposed filling, grading, lagooning or dredging; proposed final contours and elevations;
5. Other pertinent information necessary to determine whether the proposal use meets the requirements of this ordinance.
6. A Filing Fee is required to complete the application.

Incomplete applications will not be placed on the meeting agenda.

A notice of the date and time of the hearing will be mailed to you, and a notice will be mailed to all property owners within 300 feet of your property. Notice of the hearing is sent to the appropriate Town Board. **It is important that you discuss your application with town representatives, as the Town Boards act in an advisory capacity to the Planning, Resources and Development Committee.** It is also important that you contact the local La Crosse office of the Department of Natural Resources, Water Regulation and Zoning Section.

Depending on the location of your property, notice of the public hearing may be sent to the County Highway Commissioner, the Wisconsin Department of Transportation, the County Land Conservation Department and the La Crosse Municipal Airport. The Department of Natural Resources receives notice of all applications for Special Exception Permits. **It is important that you contact the local DNR Office to discuss your project.**

The undersigned, having filed an application for a Special Exception Permit, does hereby acknowledge that it is required that they or their personal representative attend the public hearing in this regard. Should an appearance not be made, or should insufficient information be presented, the application will not be considered by the Planning, Resources and Development Committee, and will be deferred and be placed on the agenda for the next public hearing. **The applicant will be required to pay to the County the additional expense that is incurred because of the postponement of the hearing.**

Applicant

Date

White Copy-Applicant Yellow Copy-File

Dealing with Government
Communicating Effectively with Government Committees

Encounters with townships and county government can be frustrating and sometimes intimidating. The following is advice for the citizen who is petitioning the Zoning Committee to obtain a Conditional Use Permit, a Special Exception Permit or to rezone property, or appealing the Board of Adjustment for a variance.

- Know your facts. If you present incorrect data, the truth will catch up and you'll lose credibility.
- Know exactly what is required to permit you to speak before the committee and for how long, either in support or opposition. Don't go over the limit.
- Know the economic results of your request, both to yourself and others.
- Bring your own accurate maps, drawings, etc. Don't expect the county to prepare your information for you.
- Make your illustrations large enough for all to see.
- Be prepared for questions on how your proposal will affect your neighbors, traffic flow, drainage, noise, property valuations, etc.
- Have an attorney study the statutes and ordinances relating to your proposal, if you need help interpreting them.
- Tell the truth, negative and positive.
- Keep the committee informed at all stages of your plan.
- Follow up. Show a continuing interest until you get action.
- Be patient. Your proposal isn't the only item on the agenda.
- Learn the bureaucratic channels and go through them. Contact those directly involved first, such as the supervisor in the district your proposal would affect, as well as your town chairman, but don't contact them before 9 a.m. or after 9 p.m. They deserve a private life, too.
- Don't attempt to buy favors from officials and don't make threats if they don't agree with you.
- Realize that officials have guidelines to follow and standards to meet.

Applicant

Date