

*****MEMORANDUM*****

TO: AREA SURVEYORS, ENGINEERS AND DEVELOPERS

FROM: TIM ROACH, ZONING ADMINISTRATOR

DATE: MAY 14, 2002

RE: POLICY FOR SUBMITTING APPLICATIONS TO THE ZONING COMMITTEE FOR PLAT REVIEW AND OTHER PUBLIC HEARINGS.

The Outagamie County Zoning Committee has established a procedure for the submittal of conditional use permits, special exception permits, and platted subdivisions which is effective immediately.

The Zoning Committee usually meets on the 2nd and 4th Tuesdays of every month. The complete application must be submitted to the zoning office at least 3 weeks prior to one of the meeting dates for processing.

The complete application must include the following:

1. The town recommendation form signed and dated by the Town Clerk, indicating the town board recommendation for the specific project and any conditions that the town board may have for the project.
2. All other state and federal permits that may be required for the project.
3. Department of Natural Resources (DNR) approved flood study, pre-development and post development, if pertinent to the project.

The Zoning Committee is responsible for holding a public hearing for conditional use permits, special exception permits and rezonings. The Committee is also responsible for granting preliminary and final plat approval for platted subdivisions.

Preliminary plats must be submitted to the zoning department at least 28 days prior to a zoning committee meeting.

If you have any questions regarding this policy, please contact our office.

cc: Zoning Committee
All Town Clerks
Jon Brand, DNR
Gary Knapton, Corps of Engineers
Janet Vosberg