

**Administrative Appeal
Application**

Planning & Development
Village of Weston
Date: _____

Application No.: _____

Payment: Cash Check No. _____



5500 Schofield Avenue
Weston, WI 54476
(715) 359-6114

Administrative Appeals

\$300.00 FEE

[48/4870]

Per section 94.209(a) all appeals shall be filed in the office of the Director of Planning and Development (Zoning Administrator) within 30 days after the date of the decision or order which is being appealed. An appeal shall stay all legal proceedings in furtherance of the action appealed from, unless the Zoning Administrator certifies to the Zoning Board of Appeals after the notice of appeal shall be filed with that office, by reason of facts stated in the certificate a stay would, in the Zoning Administrator's, cause imminent peril to life or property. In such case, proceedings shall not be stayed otherwise than by a restraining order, which may be granted by the Zoning Board of Appeals or by a court of record on application, notice to the Zoning Administrator, and on due cause shown.

-- ALL FIELDS MUST BE FILLED OUT TO BE PROCESSED PLEASE PRINT LEGIBLY --

Applicant Information:

Business Name: _____
Contact Name: _____
Mailing Address: _____
Phone Number: _____
Email Address: _____

Owner Information:

Business Name: _____
Contact Name: _____
Mailing Address: _____
Phone Number: _____
Email Address: _____

Applicant is: Owner Agent Other: _____

If applicant is not the owner, a Letter of Authorization from ALL PROPERTY OWNERS must be provided.

Case or Permit Number being appealed: _____

Legal Description of Property: _____

Property Address: _____

Zoning District of Property: _____

Current Use and Improvements: _____

Applicant must provide a separate written statement addressing each of the following:

- Nature and Disposition of any prior petition for appeal, variance or conditional use.
- Description of all nonconforming structures & uses on property.

- Reason for the Appeal (explain & check the type of administrative decision appealed below)
 - Zoning district boundary dispute (location and district involved)
 - Describe petitioner's boundary location criteria.
 - Describe petitioner's boundary determination.
 - Ordinance interpretation (include section number(s))
 - Describe petitioner's interpretation and rationale.
 - Administrative decision/measurement/order in dispute

I hereby depose and say that all the above statements and all accompanying statements and drawings are correct and true. By signing this document an appeal is hereby taken from the decision of the Village Board, Plan Commission, Zoning Administrator (Director of Planning & Development) and/or Building Inspector, **a copy of which is attached** and application is hereby made for an order reversing said decision.

Applicant Signature: _____ Date: _____

Applicants will be notified of the date and location of the public hearing/Zoning Board of Appeals Meeting.
APPLICANT ATTENDANCE AT THIS HEARING IS MANDATORY