



TOWN OF BUFFALO

APPEAL OF ZONING ADMINISTRATOR'S DECISION

APPLICATION FORM AND NOTICE OF REQUIREMENTS

APPEAL

As authorized under ss. 62.23(7) and Section 16.19(6) of the Town of Buffalo General Zoning Ordinance, a decision of the Zoning Administrator may be appealed to the Town of Buffalo Board of Appeals. The appeal may be requested by any person or by any officer, department, board or bureau affected by any decision of the Zoning Administrator. The appeal must be filed within 30 days of the written decision that is the subject of the appeal.

PROCESS

At the time of application you will be asked to:

- 1) Submit a completed application form and a \$400.00 non-refundable fee.
- 2) Provide detailed reasons for the appeal.
- 3) Contact the Town Clerk to request that you be placed on the next Town Board meeting agenda.
- 4) Your public hearing will be before the Town Board of Appeals.
- 5) You or someone familiar with your application will be required to attend all meetings.

After receiving your application materials, the Town Clerk will publish notice of your request for an appeal 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 of the subject property. The burden of proof will be on you 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 appeal request.

DECISION OF THE BOARD

The final decision of an appeal to the Board of Appeals shall be in the form of a written resolution or order signed by the Chairman and Secretary of the Board. Such a resolution shall state the specific facts, which are the basis for the Board's determination and shall either affirm, reverse, vary or modify the order, requirements, decision or determination appealed, in whole or in part, or dismiss the appeal for lack of jurisdiction.

JUDICIAL REVIEW

If your Appeal request is denied, you may appeal the decision to Circuit Court, as provided in ss. 62.23(7). The appeal must be filed within 30-days of the filing of the decision in the office of the Town Clerk.

Town Clerk of Buffalo

Laurie Beahm 920-394-3962

PETITION FOR APPEAL
TOWN OF BUFFALO BOARD OF APPEALS

Date filed:	<input type="checkbox"/> \$400.00 fee (non-refundable)
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Applicant:	
Address:	
Phone:	

Legal Description: ___ ¼, ___ ¼, **Section**___ , **T**___ **N**, **R**___ **E**

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

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

Current use and improvements: _____

Decision which is subject of Appeal: _____

Justification for a reversal of decision: _____

You may answer questions on separate document and attach to this application.

Signed: _____ **Date:** _____
 Applicant/Agent/Owner

Remit to: Zoning Administrator, PO Box 21, Montello, WI 53949