

SPECIAL USE PERMIT PROCEDURES

A routine Special Use Permit application process takes approximately 60-90 calendar days to complete, following the receipt of ALL required documents.

THE BURDEN OF PERSUASION LIES SOLELY WITH THE APPLICANT AS TO WHETHER THE PROJECT, IF COMPLETED AS PROPOSED, WILL COMPLY WITH THE REQUIREMENTS OF THE MONONA COUNTY ZONING ORDINANCE

General Procedure:

1. Petitioner meets with Zoning Administrator to discuss the proposal.
2. Petitioner files application and all required supporting documentation and fees with the Zoning Administrator (The fee for the Special Use Permit is non-refundable)
 - a. Photos may be provided and are *recommended*, but are not *mandatory*.
 - b. Multiple copies of documentation must be provided to the Zoning office for distribution to the Zoning & Planning Commission and the Zoning Board of Adjustment for review. Currently the number of copies needed is 12 (not including original)
3. The Zoning Administrator will review and distribute application materials to the Zoning & Planning Commission and the Board of Adjustment.
 - ❖ The materials submitted by the applicant are the only items that will be distributed to the Zoning Commission and Board of Adjustment members for review. ***Make sure your information includes everything necessary.***
4. The Zoning Administrator will place the application on the agenda for the next available Zoning & Planning Commission meeting. ***This meeting will not be scheduled until all required paperwork has been received.***
5. The Zoning & Planning Commission will meet to discuss the application and make a recommendation to the Board of Adjustment.
6. The Zoning Administrator will schedule the item on the agenda for the next available Board of Adjustment meeting.
7. The Zoning Administrator will send out public hearing notices to adjoining property owners.
8. The Zoning Administrator will publish the public hearing requests in the appropriate newspapers.
9. The Board of Adjustment will hold a public hearing on the proposed application to determine:
 - a. whether special use criteria are met as defined as by the Zoning Ordinance
 - b. the impact the proposed application may have on adjacent property owners
 - c. approval or disapproval of proposed application
10. The Board of Adjustment may impose special conditions and/or separation distances.
11. A Zoning Permit is issued by the Zoning Administrator following approval of the Special Use request by the Zoning Board of Adjustment and payment of all permit fees by the petitioner.