



\$450.00 made payable to Walworth County

## **WALWORTH COUNTY BOARD OF ADJUSTMENT - TEMPORARY USE REQUEST**

At the time of application you will be required to submit all of the following:

1. Completed application form and submit \$450.00 fee (made payable to Walworth County);
2. Provide a plat of survey. The plat must be prepared by a Registered Land Surveyor and must show the location of existing and proposed structures on the parcel, proposed additions, etc. and the distances to the lot lines, body of water and right of ways;
3. Provide detailed construction plans, letters in support, and photos;
4. Provide a written statement detailing your request (attached additional sheets if necessary to explain your request in full);
5. Provide a detailed map and directions to your property from Elkhorn;
6. Stake lot lines, proposed structure footprints and any other pertinent features of your property related to your request so that the Board may view the site;
7. It is recommended that the applicant or a representative present the proposal to the Town Board to receive a recommendation prior to appearing before the Walworth County Board of Adjustment. Some Towns will recommend denial if they have not been notified.

Following the submittal of the above information, the Land Use and Resource Management Department will publish notice of your request in the County's official newspaper noting the location and time of the required public hearing. The Land Use and Resource Management Department will also notify abutting property owners. The hearing date is set by the Board of Adjustment. Hearings will be on the second Wednesday of the month at 8:30 a.m. **DUE TO LEGAL PUBLICATION REQUIREMENTS, THESE HEARINGS ARE SUBJECT TO FILING DEADLINE DATES. THEREFORE, IT IS IMPORTANT THAT YOU CHECK WITH THE ZONING DIVISION OF LAND USE AND RESOURCE MANAGEMENT DEPARTMENT FOR THE DEADLINE DATES.** The Board of Adjustment agenda is limited to twelve (12) hearings. Upon reaching the limit, complete applications submitted shall be scheduled for the next available agenda. Hearings postponed or tabled by the Board of Adjustment will be scheduled at the end of next months agenda. After the public hearing, the Board of Adjustment may view the property. This is generally done on the same day of the public hearing. The Thursday after the public hearing is when the Board makes their decision regarding your request. You may call the Land Use and Resource Management Office on Thursday after 1:00 p.m. for the decision.

The burden will be on you, as the property owner, to provide verifiable facts upon which the Board may base its decision. It is necessary for the applicant or a representative to be present at the public hearing. At the hearing, any party may appear in person or be represented by agent or attorney. If any of these requirements are not met or if you or your agent do not appear at the public hearing, the Board may deny your request for a variance and your fee will be forfeited.

Canceled hearings require another filing fee of \$450 and postponed hearings require another filing fee of \$100 to cover administrative costs and publication expenses.