

**ADAMS COUNTY  
PLANNING AND ZONING DEPARTMENT**

P. O. Box 187  
Friendship, WI 53934

**www.co.adams.wi.gov**

Phone: (608) 339 - 4222

Fax: (608) 339 - 4504

**APPLICATION FOR SPECIAL EXCEPTION PERMIT {SEP}**

**FEE: \$300.00<sup>(1)</sup>**

The following is a review of the overall procedure involved in applying for a Special Exception Permit. This review is not meant to be all-inclusive for all cases, but will provide an idea of what processes and materials are needed to successfully complete your Special Exception Permit request. If you have questions involving your individual request, please contact the Planning & Zoning Department Office between 8:00 a.m. and 4:30 p.m.

Contained in this packet should be the following items:

- A SEP Application form
- A Request for Town Participation form
- A SEP Application Data form

The Special Exception Permit application must be completed and submitted to the Planning & Zoning Office before a public hearing date can be scheduled. To expedite the process, the Planning & Zoning Department will allow applicants to be placed on the County Planning & Development Committee hearing agenda before they meet with the Town. However, the Department must have the completed Town Participation Form prior to the hearing at the County. <sup>(1)</sup>If the Town Participation Form is not provided for the hearing and the request is tabled as a result, the applicant shall pay another application fee. Public hearings are scheduled on a first come, first served basis and are held at the Adams County Courthouse as the Planning & Development Committee may determine. The Planning & Zoning Department staff will answer questions about the application, but the staff cannot be responsible for any defects that may arise in your application nor provide you with legal advice.

**APPLICANT REQUIREMENTS & PUBLIC HEARING INFORMATION**

On the SPECIAL EXCEPTION PERMIT APPLICATION form under **Property Location**, the complete legal description of the property must be listed. This legal description can be obtained from the following: (1) Property tax bill (2) Plat of Survey (3) Title policy.

The application must be signed by all property owners of record. If an agent is to sign the application, written proof of authority is required to accompany the application. If the property is in a Trust, the Trustee must sign the application, provide proof of authority and the names and addresses of all those with a beneficial interest in the Trust. If needed, obtain a **TRUST INFORMATION form** the Planning & Zoning Department. The application must be complete including an address and phone number where someone can be reached for questions or information.

**Public hearing before the Board of Adjustment:**

At the public hearing, the petitioner will be required to make a presentation pursuant to the items listed below. The Board of Adjustment does not require that the petitioner have an attorney; however, they may be represented by one if they wish. This presentation can be of any length and can involve any additional materials that are relevant to the petition. The Board of Adjustment does request that all presentations be kept as short as possible and also wishes to inform the petitioner that any materials presented as evidence to the Board of Adjustment will be kept permanently with the petition.

**Public Hearing Presentation:** Items to be addressed at the public hearing are listed below:

- Petitioner, person's attorney or agent must attend the public hearing and present testimony.
- All petitioner's exhibits will be marked and retained by the Board of Adjustment.
- The order of presentation will be:
  - (1) - Planning & Zoning staff findings
  - (2) - Petitioner
  - (3) - Persons appearing in support
  - (4) - Persons appearing in opposition
- Rationale for zoning relief must be given in narrative form by the petitioner. Provide information that the proposed Special Exception Permit and associated structures will not be hazardous, harmful, offensive, or otherwise adverse to the general welfare of the community.

All questions arising from the public shall be directed to the Board of Adjustment Chairperson.

**Decisions:** Assuming no problems, after the Public Hearing the Board of Adjustment will announce their decision. The Board of Adjustment may recess to closed session and reconvene in open session to announce the decision.



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SPECIAL EXCEPTION PERMIT APPLICATION

FEE: \$300.00(1)

Office use:
File # \_\_\_\_\_ Date received \_\_\_\_\_
Fee \$ \_\_\_\_\_ Total acres \_\_\_\_\_
Comp. # \_\_\_\_\_ Parcel # \_\_\_\_\_

Applicant:

Name of Owner \_\_\_\_\_
Mailing Address \_\_\_\_\_
Phone \_\_\_\_\_

Property Location:

\_\_\_\_\_ 1/4 \_\_\_\_\_ 1/4 Sec. \_\_\_\_\_ T \_\_\_\_\_ N R \_\_\_\_\_ E
Lot \_\_\_\_\_ Block \_\_\_\_\_ Addition \_\_\_\_\_
Subdivision or CSM \_\_\_\_\_
Address \_\_\_\_\_
Town of \_\_\_\_\_

Property information:

Current use is: \_\_\_\_\_ Proposed use is: \_\_\_\_\_

Current zoning:

- \_\_\_\_\_ district of the Adams County Zoning Ordinance. IMPORTANT: If zoned A-1 (Exclusive Agriculture), is this property under any Farmland Preservation Tax Credit Program? Yes No
\_\_\_\_\_ district of the Adams County Zoning Shoreland Protection Ordinance.
\_\_\_\_\_ district of the Adams County Floodplain Zoning Ordinance.
\_\_\_\_\_ zone of the Airport Height Zoning Ordinance.

Special Exception Permit requested:

As provided in Section \_\_\_\_\_ of the \_\_\_\_\_ Ordinance, a SEP is requested so that the following use or activity may be allowed: \_\_\_\_\_

IMPORTANT: Attach plot plan or location sketch {7 copies} showing the location, boundaries, uses and sizes of the following applicable items: subject site, existing and proposed structures, all structure setbacks {current & proposed}, sanitary system, utilities, parking areas, property drainage, proposed excavation and / or filling, street rights-of-way, easements, driveways, trees 6 inches or greater in diameter at waist height, and all other pertinent features.

A SEP granted by the Board of Adjustment shall expire within two (2) years unless substantial work has commenced.

TERMINATION: Where a Special Exception does not continue in conformity with the conditions of the original approval, the Special Exception shall be terminated by action of the Board of Adjustment.

The undersigned hereby applies for the ordinance change requested above and states that the information on this application and the attached plot plan are accurate.

(1)If the Town Participation Form is not provided for the hearing and the request is tabled as a result, the applicant shall pay another application fee.

Signature of landowner \_\_\_\_\_ Date \_\_\_\_\_

Office notes: \_\_\_\_\_

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Applicant Name: \_\_\_\_\_

Parcel No. \_\_\_\_\_

**NOTES:** When requesting a Special Exception Permit, provide information that the proposed Special Exception Permit, associated activity and structures will not be hazardous, harmful, offensive, or otherwise adverse to the general welfare of the community.

Depending on the request, in addition to the Town and property owners within 300 ft., this application may be forwarded to the following entities: {1} WDNR {2} WDOT {3} DATCP {4} Property owner associations.

**SPECIAL EXCEPTION PERMIT APPLICATION DATA**

Special Exception Permit request for the following Ordinance(s):

- Adams County Comprehensive Zoning: Section: \_\_\_\_\_
- Adams County Shoreland Protection: Section: \_\_\_\_\_
- Adams County Floodplain Zoning: Section: \_\_\_\_\_
- Adams County Sanitary: Section: \_\_\_\_\_

**Standards applicable to all SEPs:** In passing upon a Special Exception Permit, the Board of Adjustment shall evaluate the effect of the proposed use upon:

- (A) The maintenance of safe and healthful conditions;
- (B) The prevention and control of water pollution including sedimentation;
- (C) Existing topographic and drainage features and vegetative cover on the site;
- (D) The location of the site with respect to floodplains and floodways of rivers or streams;
- (E) The erosion potential of the site based upon degree and direction of slope, soil type and vegetative cover;
- (F) The location of the site with respect to existing or future access roads;
- (G) The need of the proposed use for a shoreland location;
- (H) Its compatibility with uses on adjacent land; and
- (I) Location factors under which:
  1. Domestic uses shall be generally preferred;
  2. Uses not inherently a source of pollution within an area shall be preferred over uses that are or may be a pollution source;
  3. Use locations within an area tending to minimize the possibility of pollution shall be preferred over use locations tending to increase that possibility.

4. Explain why the proposed Special Exception Permit will not harm the general public interest: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Check all additional supporting documents and data, which are being submitted to help explain this project proposal:

- |   |                              |                                     |
|---|------------------------------|-------------------------------------|
| _____ Sketch plan                           | _____ Topographic map        | _____ Detailed narrative            |
| _____ Operations plans                      | _____ Engineering plans      | _____ Floodplain hydraulic analysis |
| _____ Flood-proofing plans / specifications | _____ Other {specify}: _____ |                                     |

I certify that all data on my application forms, plans and specifications are true and correct to the best of my knowledge.

\_\_\_\_\_  
Applicant signature

\_\_\_\_\_  
Date

ADAMS COUNTY PLANNING & ZONING DEPARTMENT  
REQUEST FOR  
TOWNSHIP PARTICIPATION

**LAWS REGARDING COMPREHENSIVE PLANS:**

**Wisconsin Statute 66.1001(3)** ACTIONS, PROCEDURES THAT MUST BE CONSISTENT WITH COMPREHENSIVE PLANS. Beginning on January 1, 2010, land-use decisions made by local governmental units shall be consistent with that local governmental unit's Comprehensive Plan.

**TOWN BOARD: PLEASE FILL OUT INFORMATION BELOW COMPLETELY.**

TO THE REQUEST FOR \_\_\_\_\_ TO BE GRANTED A:  
(NAME)

REQUEST TYPE:	BRIEF DESCRIPTION OF REQUEST:
_____ REZONE.....	_____
_____ CONDITIONAL USE.....	_____
_____ VARIANCE.....	_____
_____ SPECIAL EXCEPTION.....	_____
_____ MODIFICATION.....	_____

FOR THE PROPERTY DESCRIBED AS FOLLOWS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DOES THE TOWN HAVE ANY REGULATIONS THAT APPLY TO THE REQUEST {circle one}?    Y    N  
IF YES – PLEASE EXPLAIN: \_\_\_\_\_  
\_\_\_\_\_

THE REQUEST IS CONSISTENT WITH THE TOWN COMPREHENSIVE PLAN {circle one}:    Y    N  
{THIS IS OF PARTICULAR IMPORTANCE FOR REZONE REQUESTS}

IF NOT CONSISTENT WITH THE TOWN COMPREHENSIVE PLAN, DOES THE TOWN WISH TO AMEND THE COMPREHENSIVE PLAN TO ALLOW THE REQUEST? {circle one}    Y    N

THE TOWN BOARD OF THE TOWN OF \_\_\_\_\_

\_\_\_\_\_ **DOES NOT OBJECT** to the request                      \_\_\_\_\_ **OBJECTS** to the request

REASON(S) FOR THE TOWN BOARD DECISION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
TOWN CLERK  
\_\_\_\_\_  
SUPERVISOR

\_\_\_\_\_  
CHAIRPERSON  
\_\_\_\_\_  
SUPERVISOR

DATE: \_\_\_\_\_

**APPLICANT:** To get this form completed, request from the Town to be placed on their Board Meeting Agenda. To ensure that the Planning & Zoning Committee or the Board of Adjustment makes a prompt decision on your request, be sure to return this completed form with your application.