City of Fort Atkinson
101 N. Main Street
Fort Atkinson, WI 53538

City of Fort Atkinson Procedural Checklist for Appeals of Zoning Interpretations Requirements per Section 15.10.52

This form is designed to be used by the Applicant as a guide to submitting a complete application for appeals of zoning interpretations and by the City to process the application.

Name, company, and client (if applicable): _____

_____

_____

Phone number: _____ Email: _____

Property address for appeal: _____

I Application Packet Requirements

The Applicant shall submit an electronic copy of the application and additional paper copies as may be required by the City.

- ❑ A copy of pertinent items in the file on the matter at hand as identified by the Zoning Administrator, Engineering and/or the applicant.
- ❑ A written statement from the applicant indicating the reasons why an appeal is justified. This statement shall be dated and signed by the applicant.

II Process Checklist

- ❑ Staff-Applicant meeting (if applicable) Date: _____
- ❑ Receipt of complete application packet by Zoning Administrator Date: _____
- ❑ Review of application by Zoning Administrator Date: _____
- ❑ Application fee of $150.00 received by City Clerk Date: _____
- ❑ Reimbursement of professional consultant costs agreement executed. Date: _____
- ❑ Zoning Board of Appeals Public Hearing Date: _____
- ❑ Review and action by Zoning Board of Appeals (within 60 days of application) Date: _____