

Ledgeview Zoning & Planning Commission

All Conditional Use Permits (CUP) within the Town of Ledgeview need approval from the Zoning and Planning Commission and the Town Board. The following information will guide you through the procedures that are necessary for the issuance of a Conditional Use Permit. Please see Sec 135 – 251 for additional information.

Zoning and Planning Commission meets the second Wednesday after the first Monday of the month at 6:00 p.m. at the Ledgeview Municipal Building



Step 1: Submit all necessary materials and fees to the Town Clerk no less than fourteen (14) days prior to the first Monday of the month before 12:00pm (noon)

The Petitioner will submit all required materials to the Town Clerk before the required due date in order for the variance to be considered. Please see the CUP Application for a list of required materials.



A review fee of **\$200.00** must be submitted with materials.

Planning and Zoning Contacts:

<p>Sarah Burdette Clerk/Administrator (920) 336-3360, Ext. 108 sburdette@ledgeviewwisconsin.com</p>	<p>Dustin Wolff, AICP Senior Planner, Mead & Hunt, Inc. (414) 935-4240 dustin.wolff@meadhunt.com</p>
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Step 2: Zoning and Planning Commission (ZPC) review

After all necessary materials and fees have been submitted, the ZPC will review the application and submit a written recommendation to the Town Board. If the ZPC fails to submit a written recommendation to the Town Board within sixty (60) from the date of application filing, the CUP will be deemed denied.

Step 3: Scheduling of a public hearing and official notice of hearing published

If the ZPC recommends issuance of the CUP and all necessary materials and fees have been submitted, the Town Clerk will schedule a public hearing for the petitioner and notify the public via an official notice.

Step 4: A public hearing will be held to discuss the CUP at a Town Board meeting

Members of the public are able to state their support or concerns about the proposed CUP. Attendance by the petitioner is not required, but is strongly encouraged.

Step 5: Town Board action

A decision will be made by the Town Board within sixty (60) days of the date on which the Town Clerk receives the written recommendation of the ZPC. The Town Board's decision will be based on comments from Town departments and the ZPC to determine if the CUP should be issued.