

# TOWN OF ANGELICA

When people request a hearing and a decision by the Planning Committee they need to do the following:

**The first step** in a rezoning request or obtaining a conditional use permit or variance will be for the applicant to contact the Shawano County Planning and Development Department. Phone: 715-526-6766 or you can use 822-5135 to reach the Courthouse and ask to be transferred to the Planning and Development Department for a preliminary consultation regarding the request. They will obtain and prepare the appropriate application materials and the applicant will then be directed to the Town of Angelica Planning Committee to continue the process. It is the applicant's responsibility to contact the Town of Angelica Planning Committee with their request.

1. The request is to be in to the Secretary of the Committee, in writing, two weeks before the scheduled meeting which is usually held on the first Tuesday of each month. **This request is to be accompanied by a non-refundable \$225.00 hearing fee. The fee for a combined request (zoning/conditional use – variance/conditional use) for the same property is \$250.00 The request will not be put on the Planning Committee meeting agenda until this fee is paid.**
2. The written request shall contain:
  - a. Name, address and phone number of the person/persons making the request
  - b. What is being requested, ie: zone change, asking for a variance or a conditional use, request for a plat review
  - c. Tax parcel number of the property involved
  - d. Address of the property
  - e. Acreage of the parcel involved
  - f. Legal description as shown on the tax statement or as shown on a certified survey map
  - g. In the case of variance and conditional use requests, include “plat plan drawings” which would contain the location of an access road, driveway, sanitary system, wells, existing buildings and any streams. The drawings should show measurements of distances to the previously mentioned items and show where the variance requested would be.
  - h. In the case of conditional use requests for ponds; in addition to items “a” through “g” listed above, the following is required:
    - (1) A map drawn at a minimum scale of one (1) inch to 200 feet showing the proposed lake or pond size, existing buildings on the property (residential and other), existing natural features of the property (i.e. wetlands, watercourses, topographic features, etc.) and the adjoining property within 500 feet of the site.
    - (2) Contour intervals of the site, as indicated by the United States Geological Survey (USGS). Quadrangles or other accurate sources of not more than twenty (20) feet
3. After an advisory recommendation is made by the Planning Committee it is then placed on the agenda of the next Town of Angelica Board of Supervisors' Meeting – meetings are held on the second Monday of the month starting at 6:30 p.m. at the Town Hall.
4. **It is mandatory** that the party making the request be present at the Town of Angelica Planning Committee meeting, the Town of Angelica Board of Supervisors' meeting and the Shawano County meeting or have a representative available at these meetings to answer any questions that might be raised in regard to their request. If no one is present the request will be tabled to another meeting.
5. A decision to grant or deny the request is made by the Town of Angelica Board of Supervisors and the file is then forwarded to Robert Jacobson, Shawano County Planning, Development and Zoning Department. The request is then placed on the agenda of either the Planning, Development & Zoning Committee or the Board of Adjustment Committee. There is a fee of \$300.00 and it is the requester's obligation to get the request on the agenda of the committee. The Planning, Development & Zoning Committee meetings are held on the first Wednesday of the month and the Board of Adjustment Committee meetings are held on the second Thursday of the month. The request is to be made and fees paid prior to the scheduled meeting. Contact the Shawano County Zoning Office at (715) 526-6766 or 822-9135 to find out the deadline for placement of a request on the committee's agenda.

## **Contacts:**

Shawano County Planning and Zoning Department, Courthouse, 311 North Main St., Shawano WI 54166	Phone: 715-526-6766
Planning Committee Secretary: Connie Nischke, N3220 Cedar Road, Pulaski WI 54162	Phone: 920-822-5293
Planning Committee Chairman: Richard Ferfecki, N4809 Dreamland Drive, Krakow WI 54137	Phone: 920-899-3303

