



**Department of Planning and Development**  
 Eau Claire County Courthouse  
 721 Oxford Avenue, Room 3344  
 Eau Claire, Wisconsin 54703  
 (715) 839-4741

**Office Use Only**

Application Accepted:	
Accepted By:	
Receipt Number:	
Scheduled Hearing Date:	

**ADMINISTRATIVE APPEAL APPLICATION**

Property Owner Name:	Phone#
Mailing Address:	
Email Address:	

Agent Name:	Phone#
Mailing Address:	
Email Address:	

**SITE INFORMATION**

Site Address:			
Property Description: _____ ¼ _____ ¼ Sec. _____, T _____ N, R _____ W, Town of _____			
Zoning District:		Code Section(s):	
Overlay District: Check Applicable	<input type="checkbox"/> Shoreland	<input type="checkbox"/> Floodplain	<input type="checkbox"/> Airport <input type="checkbox"/> Wellhead Protection <input type="checkbox"/> Non-Metallic Mining
Computer #(s):			
or			
PIN #(s):			

**GENERAL APPLICATION REQUIREMENTS**

- Applications will not be accepted until the applicant has met with department staff to review the application and determine if all necessary information has been provided. All information from the checklist must be included.**
- A detailed written statement that specifically identifies what is being appealed.
  - Written argument that supports the appeal.
  - The applicant must flag/stake the property/project corners and label them accordingly (e.g. NE Lot corner, NE building corner).
  - A scaled site plan of the site and surrounding area for a distance of 100 feet, including buildings and other structures. Also, include the proposed addition/structure/location of septic system, well, driveway, property lines, navigable water ways, wetlands, floodplains, slopes in excess of 20%, and any other unique limiting condition of the property. All maps and engineering data to be no larger than 11" x 17".
  - Provide a \$550.00 application fee (non-refundable). Send application to [landuse@eauclairecounty.gov](mailto:landuse@eauclairecounty.gov) or to the address above.

I certify by my signature that all information presented herein is true and correct to the best of my knowledge. I give permission for the staff of the Eau Claire County Department of Planning and Development to enter my property for the purpose of collecting information to be used as part of the public hearing process. I further agree to withdraw this application if substantive false or incorrect information has been included.

Owner/Agent Signature \_\_\_\_\_

Date \_\_\_\_\_

Administrative appeals to the Board of Land Use Appeals shall be in accordance with Section 18.31.020 C of the Eau Claire County Zoning Code. At the public hearing, the applicant may appear in person or through an agent or an attorney of his/her choice. The applicant/agent/attorney may present testimony, evidence, and arguments in support of the application. All site plans, pictures, etc. become the property of the Department, and will remain in the file.