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**PROCEDURE FOR ZONING BOARD OF APPEALS**

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1. **PROPERTY OWNER** (or representative) must first be DENIED a building permit by the Town Building Inspector. The property owner (or representative) and Building Inspector contact the Town Clerk to inform the need for a BOA meeting. The BOA meets as needed so a meeting date will be scheduled based on newspaper legal notice publishing deadlines and the member's availability. A meeting could be scheduled four to six weeks after applying. Application can be found online at [www.townoflisbonwi.com/169/Permits-Forms-Applications](http://www.townoflisbonwi.com/169/Permits-Forms-Applications)
2. **PROPERTY OWNER** (or representative) completes the application form(s) and provides the Town Clerk with one completed packet with signatures. Hard copy of PDF please, PDF preferred. Also, please bring a check for the application fee made payable to the Town of Lisbon for \$350. A complete application shall include the following:
  - a. Any information considered pertinent and useful to the discussion on the appeal, specifically the hardship which is causing the need for a BOA decision.
  - b. Site plan drawn to scale showing the following:
    - i. Boundaries and dimensions of the property (survey)
    - ii. Location and dimensions of all existing and proposed building
    - iii. Include all setbacks and offsets of all buildings
  - c. Plans of the proposed building or addition
3. **TOWN CLERK** creates a list of the property owners within 300 feet from the **exterior boundaries** of the property for which the appeal is being requested for, publishes required legal notice in appropriate newspaper and mails notices to affected property owners.
4. **PROPERTY OWNER** (or representative) attends the BOA meeting. If you or your representative are not present, the BOA may postpone your item to a future agenda.
5. **BOA** reviews application and facts presented at BOA meeting and takes action. If approved, the property owner (or representative) can contact the Building Inspector for a building permit. If denied, the property owner (or representative) should re-evaluate their plans and try to conform to the zoning requirements.



**TOWN OF LISBON**  
W234 N8676 Woodside Rd.  
Lisbon, WI 53089

## BOARD OF APPEALS APPLICATION

### Property Information

\_\_\_\_\_  
Property Address

\_\_\_\_\_  
Tax Key/Parcel ID #

\_\_\_\_\_  
Lot Size

\_\_\_\_\_  
Current Zoning

### Property Owner

\_\_\_\_\_  
Name

\_\_\_\_\_  
Company

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Fax

\_\_\_\_\_  
E-mail Address

### Owner's Agent

\_\_\_\_\_  
Name

\_\_\_\_\_  
Company

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Fax

\_\_\_\_\_  
E-Mail Address

Application is being made for variance from Section \_\_\_\_\_  
of the Town of Lisbon Zoning Code to permit the following: (Describe in detail the proposed construction,  
and why it does not comply with the Ordinance)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What special conditions exist which will cause practical difficulty or unnecessary hardship if the variance  
requested is not granted. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

W:\Board of Appeals\BOA Application (Revised 2018-01-04).doc

Revised: 2018-01-04



**PROFESSIONAL SERVICE REIMBURSEMENT FEES:**

Pursuant to the Town of Lisbon Municipal Code Section 1.14, the Town of Lisbon Town Board has made a determination that whenever the services of the Town Planner, Town Engineer, Town Attorney, or any other of the Town's professional staff results in a charge to the Town for that professional's time and services, and such service is not a service supplied to the Town as a whole, the Town Treasurer shall charge one hundred and five percent of the cost of that service for the fees incurred by the Town to the property owner incurring those fees even if the request is not approved. The additional five percent cost above the cost of the service is levied to cover Town administrative charges. Also, pursuant to the Town of Lisbon Municipal Code Section 1.14, certain other fees, costs, and charges are the responsibility of the property owner even if the request is not approved. Imposition of any fees, costs, or charges, however, is subject to the property owner's appeal rights as described in the Town of Lisbon Municipal Code Section 1.14

The undersigned, have been advised that, pursuant to the Town of Lisbon Municipal Code Section 1.14, if the Town Planner, Town Engineer, Town Attorney, or any other Town professional provides services to the Town because of my/our activities, whether at my/our request or at the request of the Town, I/we shall be responsible for the fees incurred by the Town. In addition, I/we have been advised that pursuant to the Town of Lisbon Municipal Code Section 1.14, certain other fees, costs, and charges are my/our responsibility even if my/our request is not approved. By signing this document, I am not waiving my/our appeal rights that are described in the Town of Lisbon Municipal Code Section 1.14.

Statements will be sent monthly so you are kept up to date regarding your current charges.

**RESPONSIBLE PARTY, NAME, MAILING ADDRESS, SIGNATURE & DATE:**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

**PROPERTY OWNER NAME, MAILING ADDRESS, SIGNATURE & DATE:**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

**PROJECT NAME** \_\_\_\_\_



**SITE INSPECTION NOTIFICATION:**

The Town of Lisbon Town Plan Commission and Town Board request permission of the property owner or responsible party to enter the subject property, between the hours of 9am to 5pm or upon prior 24 hour notice, for a site inspection prior to any scheduled Plan Commission or Board meeting. The site inspection will allow the Town Plan Commission and Town Board to make more informed decisions with respect to the requested application.

I, the undersigned, have been advised that my signature grants permission to members of the Town Plan Commission and Town Board to conduct site inspections of the subject property. Failure to authorize said site inspection will not be held against the property owner or responsible party in the decision of the requested application; however, the site inspection does allow the Town Plan Commission and Town Board to make more informed decisions.

**RESPONSIBLE PARTY, NAME, MAILING ADDRESS, SIGNATURE & DATE:**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

**PROPERTY OWNER NAME, MAILING ADDRESS, SIGNATURE & DATE:**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

**COMMENTS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Town Official Accepting Form

\_\_\_\_\_  
Date