

Rezoning, Conditional Use Permit and Variance Process

Washburn County Zoning Division

P.O. Box 506 Shell Lake, WI 54871

715-468-4690

The following information outlines the procedure for Rezoning, Conditional Use Permits and Variances. It is important that these steps be followed. Failure to do so may result in a delay in processing your application, not being scheduled for a public hearing, or both. This process may be subject to change or modification as applicable Statutes or Ordinances are updated.

1. Complete an application for a Rezoning, Conditional Use Permit or a Variance at the Zoning Office. Plot plans and/or appropriate maps must accompany your application. The application and drawings may also be mailed in if the proper form is used. You will be informed when a County Public Hearing will be held to hear your application.
2. Pay the proper fee to the Zoning Office. Fees must also be included with applications that are mailed in.
3. Your project must be coordinated with your local Township. Their input is advisory for Conditional Use Permits and Variances and is required by State Statute for Rezoning.
4. We will officially “notice” your application. That is, publish it two times in the newspaper and send it to adjacent landowners and to the town. We will also send a copy to you.
5. You must attend a Town meeting to present your application. **The Town will not place you on their agenda until they have received your paperwork from this office.** This insures the Town that proper notice has been given before they act on the application. **Make sure you contact your Town to verify that your paperwork has been received before “showing up” at a Town meeting. Generally, once you have received your copy, the Town has as well.**
6. The Town will comment on, approve or deny your application and send the official form to the Zoning Office, where it will be placed in your file.
7. You or your representative must appear at your scheduled Public Hearing at the County. The County Zoning Committee or Board of Adjustments (for Variances) will then act on your application and consider input from the Town and the public.