

## BOARD OF ZONING APPEALS -- Applicants

Board of Zoning Appeals holds their regular meetings on the **first Thursday of each month**. The meetings are held at 1:00 p.m. in the Council Chambers located on the first floor of City Hall, 800 Wilson Avenue, Menomonie, WI.

**Application Deadline: 4:30 p.m. – 2<sup>nd</sup> Friday** of the month prior to the hearing.  
**(A detailed plot plan must be submitted with the application).**

(Failure to submit all information by the application deadline will postpone your hearing.)

Please check with the Building Inspection office to be sure that you have submitted all of the required information.

**NOTICE:** If you are not the current property owner, you must submit a copy of your Offer to Purchase **OR** a letter from the current property owner stating that you have permission to apply for a variance for this property by the application deadline.

Submit the above to the City Clerk's office at 800 Wilson Avenue, Menomonie, Wisconsin 54751.

**Questions regarding the variance, or conditionally permitted use can be directed to:**

Chief Building Inspector	-	Dave Kowieski	232-2221, ext. 1009
Assistant Building Inspector	-	Kim Gerth	232-2221, ext. 1010
City Clerk	-	Kate Martin	232-2221, ext. 1006

**Board of Zoning - application forms** - can be downloaded from the City of Menomonie web site:  
[www.menomonie-wi.gov](http://www.menomonie-wi.gov)

Go to: City Departments  
City Clerk  
Forms & Applications  
Board of Zoning Appeals

**Filing fee:** \$100 Variance (single family/owner occupied)  
\$200 Variance (all others)  
\$250 Conditional Use  
\$250 Variance/Conditional Use (when both required)  
\$ 50 Special Hearings (Plus applicable above fee)