

BOARD OF ZONING APPEALS

INFORMATION FOR APPLICANTS

Board of Zoning Appeals holds their regular meetings on the **first Thursday of each month at 1:00 p.m.** in the Council Chambers, located on the first floor of City Hall, 800 Wilson Avenue, Menomonie, WI, 54751.

Application Deadline

All applications must be submitted by **4:30 p.m. on the second Friday of the month prior to the hearing.**

Required Documentation

1. A **detailed plot plan** must be included with your application.
2. If you are not the current property owner, you must submit:
 - o A copy of your **Offer to Purchase**, OR
 - o A **letter from the current property owner** granting you permission to apply for a variance for the property.

Note: Failure to submit all required information by the deadline will result in the postponement of your hearing.

Application Forms & Submission Instructions

Submit your completed [application](#), (found at www.menomonie-wi.gov or by contacting the City Clerk's Office), [payment](#), and supporting documents to:

City Clerk's Office

800 Wilson Avenue
Menomonie, WI 54751

Filing Fees

- **\$100** – Variance (single family/owner-occupied)
- **\$200** – Variance (all others)
- **\$250** – Conditional Use
- **\$250** – Variance/Conditional Use (when both are required)
- **\$50** – Special Hearings (plus applicable fee above)
 - o **Important Reminder** - before submitting your application, confirm with the **Building Inspection Office** that you have provided all required information.

Questions & Contact Information

- **Building Inspector:** Dave Kowieski, dkowieski@menomonie-wi.gov, (715) 232-2221 ext. 1009
- **City Clerk:** Kate Martin, kmartin@menomonie-wi.gov, (715) 232-2221 ext. 1006