

# CITY OF WAUSAU

## 2019 CONDITIONAL USE/ZONING REQUEST PROCESS

A conditional use or other zoning request requires a public hearing before the City Plan Commission. The Plan Commission holds its public hearings on conditional use and other zoning requests at its regular meeting which is held on the **third Tuesday** of each month. Plan Commission meetings are held in the Common Council Chambers of Wausau City Hall and are currently scheduled to begin at 5:00 p.m. Either:

1) A completed "*Application for a Conditional Use*" form, including related drawings and a **\$400 publication fee**; OR

2) A completed "*Petition for Zoning Change*" form, including a **\$400 publication fee**; OR

3) A narrative, including legal description, site plans, and a **\$400 publication fee**

**MUST** be submitted to the Planning Department (2<sup>nd</sup> Floor of Wausau City Hall) or the Inspections Department (2<sup>nd</sup> Floor of Wausau City Hall) **NO LATER than noon on the Tuesday three weeks before the date of the public hearing** (*To allow for holidays, the required submittal deadline date may occasionally be several days earlier than noted above.*)

Wausau City Plan Commission public hearings are required by State Statute to be advertised in the *Wausau Daily Herald* two times — the first, at least two weeks before the public hearing date, and the second, at least one week before the public hearing date. In addition, all property owners within at least 100 feet of the applicant's property are notified by mail of the zoning request and the public hearing. To allow adequate preparation time for legal advertisements and the notification of area property owners, and in order to meet the *Wausau Daily Herald* deadlines for submission of legal advertisements prior to publication, a **minimum of three weeks is required to schedule a public hearing.**

If the appropriate, completed application form and publication fee are submitted in a timely manner, final action on a conditional use or other zoning request can generally be taken within three to four weeks following the public hearing. If an application is submitted **less** than three weeks before any Plan Commission meeting, it will generally take five to six weeks longer for final action to be taken.