

**THE BOARD OF APPEALS
ADMINISTRATIVE RULING APPEAL**

Section 30-36 (D) of the City of Oshkosh Municipal Code specifically empowers the City Board of Appeals the authority to hear and decide appeals where it is alleged there is an error in any order, ruling, requirement, decision or determination made by the Director of Community Development or designee.

Any person feeling aggrieved by any order or ruling of the Director of Community Development or designee may appeal from such order or ruling to the Board of Appeals. The Notice of Appeal shall be in writing and specify the reasons for the appeal. The Board of Appeals shall act upon the appeal within sixty (60) days of the filing of the Notice of Appeal. The Notice of Appeal shall be in writing and specify the reasons for the appeal.

IMPORTANT INFORMATION FOR APPLICANTS

The City of Oshkosh Board of Appeals meets on the 2nd Wednesday of each month at 3:30 P.M. in Room 404 of City Hall, 215 Church Avenue, Oshkosh, Wisconsin. Application deadline is approximately 20 days prior to a meeting at 12:00 NOON. Please confirm the deadline with staff.

The following must be submitted in order for your application to be accepted:

- Complete the attached application form. Both the owner and applicant must sign the application form.
- Answer all questions on the application form.
- A site plan drawn to scale showing all structures, lot lines, streets and distances from the structures to the lot lines and street.
- Any other supporting documentation you feel is necessary or as may be required by staff.

It is recommended the applicants and/or a representative for the applicant attend the meeting to answer questions of the Board and present their appeal request. If the applicant and/or representative fail to appear, the Board may choose to act on the item, or to postpone action until the next meeting. **A meeting notice and staff report will be sent to the applicant and/or owner prior to the scheduled meeting.**

If for any reason the owner/applicant withdraws the application, it must be done so in writing. If the owner/applicant wishes to reapply they must file a new application form, site plan, supporting documentation, and filing fee. Filing fees are non-refundable.

If you have any questions about the appeal application form, or the process of hearing appeals, please contact the Planning Services Division at (920) 236-5059.

YOUR APPLICATION IS DUE BY: _____ **AT 12:00 NOON**

YOUR APPEAL HEARING DATE: _____ **AT 3:30 P.M.**

