



**APPLICATION FOR
APPEAL OF AN ADMINISTRATIVE DECISION**

PROPERTY LOCATION: _____

Tax Key Number (Vacant Land): FDL- ____ - ____ - ____ - ____ - ____

Applicant			
Name			
Mailing Address	City	State	ZIP Code
Email Address		Phone Number	
Landowner (Complete this information if the project applicant is not the property owner.)			
Name			
Mailing Address	City	State	ZIP Code
Email Address		Phone Number	
Landowner Certification			
If the person requesting a variance is not the owner of the property affected by the proposal, the consent of the landowner is necessary. Refer to the LANDOWNER AUTHORIZATION form included with the variance application packet.			

1. Decision which you are requesting an appeal from: (Note Decision or Action by City Official)

2. Applicable section of the City of Fond du Lac Municipal Code:

3. Reason(s) indicated by City staff for denial or condition:

4. Reason(s) why you believe the decision should be overturned and/or modified:

5. **Attach** any information to support your request.

6. Has this property been the subject of any action taken by any other City Commissions or Boards within the last year? Yes No

If yes, which Board, and what was the action taken?

APPEAL OF ADMINISTRATIVE DECISION SUBMITTAL - REQUIREMENTS

The Board of Appeals meets on the first Monday of the month at 3:00 p.m. in Meeting Room A of the City-County Government Center, 160 S Macy Street. Meeting agendas and minutes may be viewed on the City's website: www.fdl.wi.gov

Checklist for submittal of an appeal request

Refer to the *Board of Appeals Timetable* for application submittal deadlines and meeting dates.

- Application (Complete Pages 1 and 2)**
- Filing Fee (Non-refundable):** **\$150 – Single Family (Dwelling/lot used for single family residential purposes)**
 \$250 – Two-Family or Multifamily
 \$350 – All Other Uses
- Supporting Materials** such as a Site Plan and Site Photos.
 - A Site Plan should show existing property conditions and any new building area or a new structure (fence, gazebo, storage shed, garage, ground sign, etc.). The plan should show lot lines, existing buildings, setback measurements, driveway(s), and parking areas. Some proposals may require building elevation drawings or other drawings (new fence, shed, gazebo, etc.).
 - Site Photos of the property should show existing site conditions. For sign proposals provide photos of all existing signage (wall, projecting, pole/monument), show sign dimensions, ground sign height, ground sign setbacks to front and side lot lines.

Where to submit a request?

The completed application, landowner consent, site plan, site photos, and the filing fee, may be submitted in person at the Community Development office located on the 4th floor of the City-County Government Center or electronically via email: CD@fdl.wi.gov. **For applications submitted via email, please call 920-322-3440 to confirm receipt of electronic submittal.**

Payment of the application fee must be received prior to the application submittal deadline. Payment may be submitted via USPS, in person, or deposited in one of the City payment boxes at the City-County Government Center.

Mailing address: City of Fond du Lac – Community Development Department
160 S Macy Street, PO Box 150
Fond du Lac, WI 54936-0150

Timeline

Public Notice: Notification of the appeal request is mailed to neighbors by the City Clerk's office. The notice explains the appeal request and provides information for the meeting date, time and location. The notice is also mailed to the applicant.

Board of Appeals Meeting: The applicant or a representative of the applicant must attend the meeting to present the appeal request and answer any questions the Board may have. If the applicant fails to appear, the Board will postpone action on the request. Based on the facts of the case and using statutory guidelines, the Board will make a decision on the request. If an appeal is approved, the applicant may then apply for a building permit. A decision of the Board of Appeals is final. There is no administrative appeal process.

Appeal Approval: An appeal is valid for a period of one year from the date of the meeting at which the approval occurred. If a building permit is not applied for within the one-year period, a new appeal must be granted. A one-year extension may be administratively authorized by the Community Development Department with the submittal of a written request prior to expiration of the approved appeal, setting forth the facts that require an extension.

FOR INFORMATION OR ASSISTANCE CONTACT THE COMMUNITY DEVELOPMENT DEPARTMENT: (920) 322-3440

LANDOWNER AUTHORIZATION

TO: City of Fond du Lac
Community Development Department

Re: APPEAL REQUEST

LOCATION OF APPEAL REQUEST: _____

The undersigned _____ is the owner of property

NAME OF PROPERTY OWNER (PLEASE PRINT)

referenced above. The undersigned authorizes _____

to sign and file an appeal application that affects the referenced property.

SIGNATURE OF LAND OWNER OR AUTHORIZED AGENT

DATE

BOARD OF APPEALS TIMETABLE 2025

(1st Monday of the Month)

Application Filing Deadline 12:00 pm (Friday)	Agenda Distribution (Thursday)	BOA Meeting 3:00 pm - Monday Meeting Room A
Tuesday Dec 17, 2024	Monday Dec 30, 2024	Jan 6, 2025
Jan 17, 2025	Jan 30, 2025	Feb 3, 2025
Feb 14, 2025	Feb 27, 2025	Mar 3, 2025
Mar 21, 2025	Apr 3, 2025	April 7, 2025
April 18, 2025	May 1, 2025	May 5, 2025
May 16, 2025	May 29, 2025	June 2, 2025
June 20, 2025	Wednesday July 2, 2025	July 7, 2025
July 18, 2025	July 31, 2025	Aug 4, 2025
Aug 22, 2025	Sep 4, 2025	Sep 8, 2025
Sep 19, 2025	Oct 2, 2025	Oct 6, 2025
Oct 17, 2025	Oct 30, 2025	Nov 3, 2025
Thursday Nov 13, 2025	Monday Nov 24, 2025	Dec 1, 2025
Tuesday Dec 16, 2025	Monday Dec 29, 2025	Jan 5, 2026