

**Special Exception  
Application Worksheet**



**LA CROSSE COUNTY**

**OFFICE USE ONLY**

Spec. Ex. No. \_\_\_\_\_

Fee \_\_\_\_\_

Meeting Date \_\_\_\_\_

Application Date \_\_\_\_\_

Applicant's  
Name/Acting on Behalf of \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Parcel Number \_\_\_\_\_ Zoning District \_\_\_\_\_ Township \_\_\_\_\_

Special Exception Permit to \_\_\_\_\_

**Mailing List (OFFICE USE ONLY)**

☐ Applicant \_\_\_\_\_

☐ Property owner \_\_\_\_\_

☐ Owners within 300 feet \_\_\_\_\_

☐ PRD Committee Members \_\_\_\_\_

☐ Town Board \_\_\_\_\_

☐ County Board Supervisor \_\_\_\_\_

☐ County Board Chair \_\_\_\_\_

☐ County Administrator \_\_\_\_\_

☐ County Surveyor \_\_\_\_\_

☐ Land Conservation \_\_\_\_\_

☐ Highway Department \_\_\_\_\_

Others:

Dept. of Natural Resources

Corps of Engineers

**PUBLIC HEARING  
REQUIREMENTS FOR SPECIAL  
EXCEPTION PERMIT  
APPLICATIONS**

Meeting at 6:00 PM  
County Board Room – Administrative Center

Date: \_\_\_\_\_

**ALL** applications must include:

1. A plan of the area showing surface contours, ordinary high water marks, ground water conditions, vegetative cover, and a legal description of the property;
2. Location of buildings, parking areas, traffic access, driveways, walkways, piers, open space and landscaping;
3. Plans of buildings, sewage disposal facilities, water supply systems and arrangement of operations;
4. Specifications for areas of proposed filling, grading, lagooning or dredging; proposed final contours and elevations;
5. Other pertinent information necessary to determine whether the proposal use meets the requirements of this ordinance.
6. A Filing fee is required to complete the application.

***Incomplete applications will not be placed on the meeting agenda.***

A notice of the date and time of the hearing will be mailed to you, and a notice will be mailed to all property owners within 300 feet of your property. Notice of the hearing is sent to the appropriate Town Board. **It is important that you discuss your application with town representatives, as the Town Boards act in an advisory capacity to the Planning, Resources and Development Committee.** It is also important that you contact the local La Crosse office of the Department of Natural Resources, Water Regulation and Zoning Section.

Depending on the location of your property, notice of the public hearing may be sent to the County Highway Commissioner, the Wisconsin Department of Transportation, the County Land Conservation Department and the La Crosse Municipal Airport. The Department of Natural Resources receives notice of all applications for Special Exception Permits. **It is important that you contact the local DNR Office to discuss your project.**

The undersigned, having filed an application for a Special Exception Permit, does hereby acknowledge that it is required that they or their personal representative attend the public hearing in this regard. Should an appearance not be made, or should insufficient information be presented, the application will not be considered by the Planning, Resources and Development Committee, and will be deferred and be placed on the agenda for the next public hearing. **The applicant will be required to pay to the County the additional expense that is incurred because of the postponement of the hearing.**

\_\_\_\_\_  
Applicant/Acting on Behalf of

\_\_\_\_\_  
Date