

## Quick Guide to Special Exception Permit Application & Review Process

The process to obtain a Special Exception Permit in Outagamie County includes three (3) phases.

### PHASE 1: Pre-Application Meeting

1. The applicant contacts [Zoning Administrator/Land Use Specialist](#) to schedule a meeting between the Applicant/Surveyor, County Staff, and Town Staff.
2. Meeting attendees discuss the proposed special exception use and any conceptual site plan designs. County and Town staff provide feedback and an overview of land use policies, procedures, and regulations.
3. Following the meeting, County staff will prepare and distribute a meeting summary which will include the applicant's next steps.

### PHASE 2: Town Recommendation

1. The applicant/surveyor submits request to the Town Clerk to be placed on the agenda for a Planning Commission/Town Board meeting. Applicant will need to ensure the [Town Recommendation Form](#) is completed for submission to the County as part of the Special Exception Permit application.

### PHASE 3: Special Exception Permit Application – Click [HERE](#) for FEE SCHEDULE

1. The applicant/surveyor submits Special Exception Permit application via [CityView Web Portal](#). A COMPLETE application must include the following required documents:
  - Town Recommendation Form (completed)
  - Site Plan (Survey Quality)
    - Scaled drawing, north arrow, legend
    - Lot lines
    - Required yards & applicable setbacks
    - Road name(s)
    - Existing/Proposed buildings & structures
    - Label use of existing/proposed buildings
    - Proposed signage (if applicable)

- Tax Parcel Number
  - Required parking (if applicable)
  - Landscape Buffers/Screening (if applicable)
- Project Narrative – General description of the proposed use and how it will function/operate.
  - Project Statement - Must address the following criteria provided under Section 54-863 of the Outagamie County Code. Per [2017 Wisconsin Act 67](#), the statement shall provide substantial evidence as to how each of the criteria are or shall be satisfied:
    - The establishment, maintenance or operation of the proposed special exception use or structure at the proposed location will not be detrimental or injurious to the use and enjoyment of existing uses on adjacent properties or properties in the vicinity.
    - The establishment, maintenance or operation of the proposed special exception use or structure, along or in combination with other existing special exception uses and structures in the vicinity, will not cause traffic hazards.
    - Adequate provision is made for surface water drainage, ingress and egress to the property and off-street parking.
    - Adequate public facilities and services are available for the proposed special exception use or structure.
2. COMPLETE applications are reviewed by staff and assigned a Zoning Committee meeting date per the [Zoning Committee Schedule](#). Zoning Committee generally meets the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of each month.
3. Zoning Committee Action – Applicants are notified of any Zoning Committee action pertaining to their Special Exception application.