

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

The process to obtain a Special Exception-Airport 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 and County Staff.
2. Meeting attendees discuss the proposed Special Exception - Airport use and any conceptual site plan designs. County 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/Village Acknowledgement**

1. Applicant will need to ensure the Airport Zoning Acknowledgment Form is completed for submission to the County as part of the Special Exception Permit application.

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

1. The applicant/surveyor submits Special Exception - Airport Permit application via [CityView Web Portal](#). A COMPLETE application must include the following required documents:
  - Airport Zoning Acknowledgment 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
    - Tax Parcel Number

- Required parking (if applicable)
    - Type of Stormwater Feature Used (if applicable)
  - Project Narrative - General description of the proposed use and how it will function/operate. This must include language on how the proposed development impacts the Airport.
  - 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.
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/Surveyors/Engineers are notified of any Zoning Committee action pertaining to their Special Exception - Airport Permit Application.