

**When requesting a hearing you need to do the following:**

The first step in a rezoning request or obtaining a conditional use permit or variance will be for the applicant to call the Shawano County Planning and Development Department. Phone: 715-526-6766 for a preliminary consultation regarding the request. They will obtain and prepare the appropriate application materials and the applicant will then be directed to the Town of Navarino Planning Commission to continue the process.

The request is to be in writing to the Chairman or Secretary of the Commission three weeks before the regular meeting of the Town Board which is usually held on the second Tuesday of each month.

- The written request shall contain:
- Name, address and phone number of the person/persons making the request
- What is being requested, zone change, variance or a conditional use, request for a plat review
- Tax parcel number of the property involved
- Address of the property
- Acreage of the parcel involved
- Legal description as shown on the tax statement or as shown on a certified survey map

In the case of variance and conditional use requests, include “plat plan drawings” which would contain the location of an access road, driveway, sanitary system, wells, existing buildings and any streams. The drawings should show measurements of distances to the previously mentioned items and show where the variance requested would be.

In the case of conditional use requests for ponds; in addition to items listed above, the following is required:

A map drawn at a minimum scale of one (1) inch to 200 feet showing the proposed lake or pond size, existing buildings on the property (residential and other), existing natural features of the property (i.e. wetlands, watercourses, topographic features, etc.) and the adjoining property within 500 feet of the site.

Contour intervals of the site, as indicated by the United States Geological Survey (USGS). Quadrangles or other accurate sources of not more than twenty (20) feet

After a recommendation is made by the Planning Commission it is then placed on the agenda of the next Town of Navarino Board Meeting – meetings are usually held on the second Tuesday of the month.

It is recommended that the party making the request be present at the Town of Navarino Planning Commission meeting, the Town of Navarino Board of Supervisor's meeting and the Shawano County meeting or have a representative available at these meetings to answer any questions that might be raised in regard to their request. If no one is present the request may be tabled to another meeting.

A decision to grant or deny the request is made by the Town of Navarino Board of Supervisors and the file is then forwarded to the Shawano County Planning, Development and Zoning Department. The request is to be made and fees paid prior to the scheduled meeting. Contact the Shawano County Zoning Office at (715) 526-6766 to find out the deadline for placement of a request on the agenda. The Planning, Development & Zoning Committee meetings are held usually on the first Wednesday of the month and the Board of Adjustment Committee meetings are held on the second Thursday of the month. The request is to be made and fees paid prior to the scheduled meeting. Contact the Shawano County Zoning Office at (715) 526-6766 to find out the deadline for placement of a request on the agenda.

Contact: Planning Commission Chairman  
Jim Johnson  
W5810 J&H Rd  
Shiocton, WI 54170 715-758-8134

Planning Commission Secretary  
Nancy Loberger  
N271 Navarino Rd  
Shiocton, WI 54170 715-758-6076