



# CITY OF ONALASKA

415 MAIN STREET  
ONALASKA, WISCONSIN 54650-2953  
DEPARTMENT

PLANNING / ZONING

## Request for a Special Exception

Plan Commission, City of Onalaska, WI

**Application Fee: \$300.00**

Date \_\_\_\_\_

### APPLICANT/PROPERTY OWNER INFORMATION:

Applicant's Name: \_\_\_\_\_

Applicant's Mailing Address: \_\_\_\_\_

Applicant's Phone Number: \_\_\_\_\_

Applicant's Email Address: \_\_\_\_\_

Property Owner (if different): \_\_\_\_\_

Property Address: \_\_\_\_\_

Tax Parcel Number: \_\_\_\_\_

Tax Parcel Zoning: \_\_\_\_\_

### TYPE OF SPECIAL EXCEPTION REQUESTED:

<input type="checkbox"/> Sign Setback:	Amount of reduction requested:
<input type="checkbox"/> Sign Height:	Proposed height:
<input type="checkbox"/> Sign Size:	Proposed size of structure:
<input type="checkbox"/> Other:	Describe in detail the relief requested:

In order for the Plan Commission to consider the Special Exception Request, it must be claimed that that application of the Ordinance to the particular pieces of property would create an unnecessary burden. Please answer the following criteria questions for consideration. If additional space is needed, please provide a letter that addresses the questions in full.

*If you have any questions about completing this application, please feel free to contact the City of Onalaska's Planning / Zoning Department at 608-781-9590.*

*Request for Special Exception – CITY OF ONALASKA, WI*

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1. What are the particular provisions or requirements of the Sign Ordinance regulations that prevent the compliance of the regulations?

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2. What are the special conditions, circumstances or characteristics of the land, building or structure that prevent the use of current sign regulations in compliance with the requirements of the Ordinance?

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3. What is the particular burden that would result if the specified provisions or requirements of the Sign Ordinance were applied to the subject property?

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## *Request for Special Exception – CITY OF ONALASKA, WI*

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4. What is the minimum extent to which it would be necessary to deviate the requirements in order to permit the proposed construction of signage?

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The Plan Commission shall base its findings upon the particular evidence presented in each specific case where the applicant can demonstrate the following:

- The request does not allow a prohibited sign;
- The request is not allowed for billboards (static & digital);
- The burden was not self-created by the property owner;
- Where the proximity of existing signs on adjoining lots causes the subject property to be ineligible, due to spacing requirement for a sign of the type sought;
- Where visibility of a conforming sign from the public right-of-way and within fifty (50) feet of the proposed signage location would be substantially impaired by existing trees, plants, natural features, signage, buildings, or structures on a different parcel;
- The Special Exception is necessary because of special circumstances relating to the size, shape, topography, location or surrounding of the subject parcel. Economic gain or loss shall never be sufficient grounds for a burden;
- The Special Exception is not granted for the convenience of the applicant or for the convenience of a regional/national business which wish to use a “standard sign”; and
- The Special Exception requested would not create a safety hazard to traffic.

Special Exceptions shall be limited to the minimum relief necessary to overcome the burden. No Special Exception shall be granted to allow a greater number of signs, greater size of sign, than would be allowed if the burden did not exist.

It is the responsibility of the applicant to explain how the requested Special Exception conforms to the applicable findings and standards.

Included with the application, the following information is required:

- Site Plan of parcel, illustrating existing development noting setbacks from parcel lines and the requested Special Exception.
- Plans, drawings of signage, elevations necessary to illustrate the requested Special Exception.
- Fee of \$300.00 dollars (made payable to the City of Onalaska).