

ZONING

205 Attachment 5

APPENDIX E

SAMPLE LETTER OF PERMIT DENIAL

VILLAGE OF SAUKVILLE
OZAUKEE COUNTY, WISCONSIN
OFFICE OF THE BUILDING INSPECTOR

Date _____

Mr. John Doe

_____ Street
_____, Wisconsin

Mr. John Doe:

Your application for a permit to (use, locate, correct, move, reconstruct, extend, enlarge, convert, or structurally alter) the (structure, land, or water) at _____ is hereby denied for failure to comply with § _____ of the Zoning Ordinance because of the following:

Information on procedures for an appeal of this decision to the Board of Zoning Appeals can be obtained from this office. It should be noted that under § _____ of the Zoning Ordinance and the Rules of Procedure adopted by the Board of Zoning Appeals, an appeal of this decision must be filed with the Board of Zoning Appeals within 30 days from the date of this letter.

Sincerely,

Building Inspector

cc: Board of Zoning Appeals
Plan Commission