

DATE \_\_\_\_\_

○ Town of La Pointe Zoning  
PO Box 270  
La Pointe, WI 54850  
(715)747-2707

# TOWN OF La POINTE ZONING COMPLAINT FORM

PLEASE PRINT IN BLUE OR BLACK INK – ENTIRE FORM MUST BE COMPLETED WITH ORIGINAL SIGNATURE AND DATED BY COMPLAINANT(S). Any person who reasonably believes that a person or entity owning, using, or occupying real property in the Town is, by act or omission, violating a land use or conditional use permit, may file a written complaint with the Zoning Administrator.

<p><b>COMPLAINANT INFORMATION</b></p> <p>NAME: _____</p> <p>LOCAL ADDRESS: _____</p> <p>MAILING ADDRESS: _____</p> <p>TELEPHONE NUMBER: _____</p>
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<p><b>PROPERTY OWNER INFORMATION</b></p> <p>PROPERTY OWNER(S): _____</p> <p>PROPERTY ADDRESS: _____ <i>Fire #, Street Name,</i></p> <p>PARCEL ID#: <b>014</b> – _____ – _____ (if known)</p>
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**DETAILED STATEMENT ON THE GROUNDS AND BASIS FOR COMPLAINT:**  
(ANY ATTACHMENT MUST BE SIGNED AND DATED BY COMPLAINANT)

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\_\_\_\_\_

COMPLAINANT(S): \_\_\_\_\_ DATE \_\_\_/\_\_\_/\_\_\_  
\_\_\_\_\_ DATE \_\_\_/\_\_\_/\_\_\_

<p>*****OFFICIAL USE ONLY*****</p> <p>DATE RECEIVED BY ZONING ADMINISTRATOR: _____</p> <p>CASE DISMISSED FOR LACK OF SUFFICIENT CAUSE TO PROCEED: <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>MATTER DIVERTED TO ANOTHER AGENCY: <input type="checkbox"/> YES <input type="checkbox"/> NO AGENCY: _____</p> <p>VIOLATION(S) PURSUED: <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>DATE CASE CLOSED: ___/___/___ ZA SIGNATURE: _____</p>
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## **LAPOINTE ZONING ORDINANCE SECTION 8.4.2(N)**

- N.** Any person who reasonably believes that a person or entity owning, using or occupying real property in the Town is, by act or omission, violating a land use or conditional use permit, may file a written complaint with the Town Zoning Administrator. Such written complaint shall set forth the name, address and telephone number of the complainant, the name and address of the property being complained about and a detailed statement on the grounds and basis for such a complaint. Such complaint shall be signed by the complainant. Complaint forms will be available in the Town Zoning Administrator's office. The Zoning Administrator shall receive and evaluate all written complaints received at such office. The Zoning Administrator shall conduct a preliminary evaluation of complaints and may do any one of the following:
- i.** Forward the matter to another agency
  - ii.** Attempt to reconcile the matter between the complainant and the property owner, user or occupier, if it is minor dispute.
  - iii.** Close the matter if it does not present sufficient information of cause to proceed.
  - iv.** Investigate any complaint that presents significant information to support an allegation of possible violation of this ordinance and upon completion of an investigation, the Zoning Administrator may do one or more of the following:
    - 1.** Dismiss the complaint for lack of sufficient cause to proceed.
    - 2.** Divert the matter to another agency.
    - 3.** With the approval of the Town Board:
      - a.** Issue a stop, cease and desist order or order of correction
      - b.** Issue one or more citations for apparent violations or, with the assistance of the Town's attorney, cause such violation to be prosecuted.
      - c.** Pursue such court action as is appropriate including, but not limited to, seeking injunction, restraining order or restitution.
      - d.** File a petition with the Town Plan Commission to amend, modify or revoke a conditional use permit, following the procedures set forth in Section 8.4.2.2 of this ordinance. In the event, the property owner shall be served with the petition and notice of hearing in the same manner as a summons is served in Chapter 801 Wisconsin Statutes.

Any person aggrieved by a decision of the Zoning Administrator may appeal such decision to the Board of Appeals, as per §62.23(7) (e) Wis. Stats. and Section 10 of this ordinance. Any person aggrieved by the decision of the Board of Appeals may appeal to the Circuit Court.