



Land Resources & Environment Department
505 Broadway, Baraboo, Wisconsin 53913
(608) 355-3245 www.co.sauk.wi.us

Applicant's Attendance and Expectations at Public Hearings

Dear Applicant(s):

The Land Resources and Environment Department has prepared some helpful tips and recommendations for applicants who are scheduled to appear before the Land Resources and Environment Committee or Board of Adjustment. Please take a moment to review the recommendations and feel free to call Department staff if you have questions or need further guidance.

Sincerely,

Lisa M. Wilson, Director
Land Resources and Environment
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Applicant's Attendance and Expectations at Public Hearings

1. The applicant, landowner, and/or authorized representative are expected to attend their scheduled public hearing. If the applicant, landowner, and/or authorized representative is unable to attend the hearing, please contact the respective LRE staff member at least 48-hours prior to the date of the hearing. The item will be postponed to a date certain in which a representative can be in attendance.
2. In preparation for the meeting, the applicant, landowner, and/or authorized representative should complete the public hearing registration form. The form must be turned into LRE staff prior to the start of the meeting. Registration forms will be made available the day of the hearing.
3. All cellphones, pagers, and other electronic devices that may disrupt the meeting must be turned off. Please refrain from using these devices during the meeting and public hearing.
4. If the applicant, landowner, and/or authorized representative is preparing to give a presentation, the applicant should save the presentation to a jump drive or email the presentation to LRE staff prior to the meeting. LRE staff will project the presentation to the screen for public view. If the applicant, landowner, and/or authorized representative is providing written documents, the documents must be provided to LRE staff prior to the hearing for dissemination during the hearing.
5. The petition number will be read by the Chair of the LRE Committee or Chair of the Board of Adjustment. This is the indication that your case is about to be heard. A presentation will be provided by the LRE staff first. When asked, the applicant, landowner, and/or authorized representative will be called by the Chair to address the Committee or Board.
6. The applicant should be prepared to present their proposal and answer any questions from members of the LRE Committee or Board of Adjustment. It is critical that the applicant, landowner, or authorized representative is familiar enough with the project to articulate a response to the questions being asked. Any responses provided should be brief but cover the main points.
7. The applicant, landowner, and/or authorized representative should review any proposed conditions of approval prior to the public hearing. Should the applicant, landowner, and/or authorized representative disagree with a specific condition those concerns should be brought up with LRE staff prior to the hearing.
8. The applicant, landowner, and/or authorized representative should listen attentively to the discussion from the public hearing as other issues may arise regarding the case. The applicant, landowner, and/or authorized representative may be given the opportunity to respond to issues and concerns, assuming time warrants a rebuttal to questions.
9. If the applicant, landowner, and/or authorized representative does not understand a particular issue, he or she should ask the Committee or Board for clarification during their presentation.
10. The hearing will be closed by the Chair; and the Committee or Board will begin deliberations. At the conclusion of the deliberations, the Committee or Board will either grant "Approval", "Denial", "Approval with Conditions", or "Postponement to a date certain".
11. The applicant, landowner, and/or authorized representative should be advised that a post follow-up call or meeting may be required to resolve any final matters for the petition and/or meet any conditions prior to issuance of a land use permit. In addition, should the item be postponed the applicant, landowner, and/or authorized representatives may be required to attend more than one meeting.