City Of Wyoming
26885 Forest Blvd, PO Box 188
Wyoming, MN 55092
651-462-0575
permits@wyomingmn.org

APPEAL OF ZONING ADMINISTRATOR DECISION

This application initiates a request to the Board of Appeals to appeal a decision of the Zoning Administrator of a provision(s) of the Zoning Ordinance. All decisions of the Board of Appeals shall be deemed final in terms of exhausting local governmental remedies.

Applicant(s): Name(s) _____

Phone Number(s) _____

Email _____

Address _____

City _____ State _____ Zip _____

Please describe the nature of the appeal, including the particular order, requirement, decision, or determination from which the appeal is taken. The grounds for the appeal. The relief requested by you, and any other information that may be necessary or desirable to assist the Board of Appeals in making their decision.

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Applicant(s) Signature(s) _____ Date _____

As the applicant for this request, I agree to reimburse the City for all expenses incurred by the City in employing planning, engineering, legal, and other professional consultants in reviewing this application. This may include the replenishment of any escrow funds as required as part of this application. Such costs shall be paid by me, the applicant, regardless of the outcome of the review and prior to commencing any work on the project. All of Article V, Division 8, Appeals, is attached to this application and by signing this application, the Applicant acknowledges that it has been read and understood.

OFFICE USE ONLY

Application # _____ Date Application Received ____/____/_____

Date **Complete** Application Received: ____/____/_____ 60 Days: ____/____/_____ By: _____
Official

Fee: $500

Revised 9/29/26

DIVISION 8 APPEALS

Sec. 40 - 130. Appeals, Procedure.

(1) An appeal, as provided within this Ordinance, shall be filed with the Zoning Administrator on an official application form. The Zoning Administrator shall refer said application, along with all related information, to the Board of Appeals for consideration at its next meeting provided that adequate time exists between the filing date and meeting date to allow for notification of the hearing as required by State Law. If there is not adequate time between the filing date and meeting date, the request will be considered at the next following meeting of the Board of Appeals.

(2) The application shall be accompanied by information which may be necessary or desirable, including, but not limited to the following:

(a) Application for an Appeal shall be made to the Zoning Administrator on forms provided by the City.

(b) The particular order, requirement, decision, or determination from which the appeal is taken.

(c) The name and address of the appellant.

(d) The grounds for the appeal.

(e) The relief requested by the appellant.

(3) An appeal stops all proceedings in furtherance of the action appealed from unless the Board of Appeals, to whom the appeal is taken certifies that by reason of the facts stated in the certificate, a stay would cause imminent peril to life or property.

(4) The Zoning Administrator on behalf of the Board of Appeals, shall set a date for a hearing of the appeal and give due notice thereof to the appellant and the officer from which the appeal is taken and to the public.

(5) The Board of Appeals shall consider the appeal and hold such hearing at its next meeting. The appellant and officer from which the appeal is taken shall appear before the Board of Appeals in order to answer questions concerning the appeal.

(6) After receipt of a complete application (as defined by Sec. 40 – 130, (2)) for an appeal, the Board of Appeals shall make findings of fact and order either to reverse or affirm, wholly or partly, or to modify the order, requirement, decision or determination appealed from. The Board's findings and reasons shall be stated in writing and be made part of the Board's records.

(7) All decisions of the Board of Appeals shall be deemed final in terms of exhausting local governmental remedies.

(8) The Zoning Administrator or the City Clerk shall notify the applicant of the Board's action in writing, and if the action relates to land located within a Shoreland District or a Flood Plain District, notice shall also be given to the Commissioner of the Minnesota Department of Natural Resources or his authorized representative, within ten (10) days of the final decision.

(9) After receipt of a complete appeals application (as defined in Sec. 40 – 130, (2)), the Board shall take action on the application. If the application is not complete, the Zoning Administrator shall submit a written notice of missing material.

Sec. 40 - 131. Lapse of Appeal.

Whenever within one (1) year after granting an appeal the work as permitted by the appeal shall not have been completed, then such appeal shall become null and void unless a petition for extension of time in which to complete the work has been granted by the Board of Appeals. Such extension shall be requested in writing and filed with the Zoning Administrator at least thirty (30) days before the expiration of the original appeal. There shall be no charge for the filing of such petition. The request for extension shall state facts showing a good faith attempt to complete the work permitted in the appeal. Such petition shall be presented to the Board of Appeals for a decision, and shall be requested only one time on a singular action.

Secs. 40-132--40-139. Reserved.