



Living up to our name

CITY OF SUPERIOR

PROCEDURES FOR WATER QUALITY & WETLAND PROTECTION APPEAL

1. Owner or representative of owner of the property will submit completed application to Planning Department for initial review. Due to the uniqueness of different properties within the City of Superior, please consult the Planning Department to better understand what supporting documents you will need.
2. Application must include all applicable plans, reports, drawing and/or delineations as required for the specific property.
3. Once completed application and applicable supporting documentation has been reviewed by the Planning staff, the application and information will be added to the next scheduled Plan Commission meeting (held monthly on the 3rd Wednesday of the month, unless otherwise posted). The deadline for submitting buffer appeals to the Planning Department is two weeks before a Plan Commission meeting, or the appeal will be reviewed at the following month's meeting.
4. In preparation for the Plan Commission meeting, staff, City Council members, commission members, and the general public are notified through posting of the agenda on the city website. Applicants can also expect an email about 1 week from the time of the open meeting. At the meeting, Plan Commission members review the plans and submitted documentation.
5. The Plan Commission reviews all appeals. If it is the recommendation of the Plan Commission to approve the appeal, the documentation then goes to City Council with a request for approval. This can take up to 1 month after the Plan Commission approval.
6. The City Council accepts or rejects the Plan Commission recommendation at their regular meeting. The Council may also refer the application back to the Plan Commission if they feel there are questions that need to be answered.
7. Upon approval from the City Council, the appeal is granted and a letter from the Planning Department will be issued to the applicant, detailing the amended water quality and wetland protection steps they are able to follow with the stated property.