



Livestock Facility Siting

Procedures and timelines for reviewing a siting application

Local governments must follow specific timeframes and procedures for review and approval of a livestock siting permit applications.

What are the required timeframes?

- Notify an applicant within 45 days whether the application is complete.

Note: *If the application is not complete, the local government must describe the information needed. As soon as the applicant provides this information, the local government must notify the applicant within 14 days that the application is complete.*

- After an application is deemed complete, notify adjacent landowners within 14 days using the official DATCP notification form (available at www.datcp.state.wi.us)
- Grant or deny the permit within 90 days after giving notice that the application is complete (unless the local government extends the time for good cause).
- If the decision is appealed to the siting review board, provide a copy of the record to the review board within 30 days of being notified of the appeal.

What are the required procedures?

- All completeness determinations and permit approval or denials must be made in writing, and be based on evidence in the record.
- After a decision has been made, copies of the application and attachments must be returned to the applicant and to the Department of Agriculture, Trade, and Consumer Protection. The approval decision must be clearly marked.
- The written findings, recordings, and transcripts, along with the application and all other documents presented to the board or committee making the decision, will become part of the record that is reviewable either by the review board or a circuit court.
- All records must be kept for seven years.

Anything else?

Local governments must submit a copy of their siting ordinance to DATCP, although failure to do so does not negate the ordinance.