



APPLICANT'S PROCEDURE CHECKLIST FOR ZONING VARIANCE

- [] Make an appointment with the village clerk for a preapplication conference:
 - To receive additional information on the granting of variances.
 - To discuss your plans for a proposed variance.

- [] Submit a completed application to the village clerk. Such application should be submitted by 4 p.m. on the first business day of the month to be included in that month's scheduled meeting and should include a minimum of 8 complete sets of plans and a completed variance questionnaire.

- [] Verify the site plans. Include maps or descriptions:
 - Showing building location.
 - Showing driveways, parking, and outdoor lighting.
 - Showing existing and proposed landscaping.
 - Indicating neighboring property owners and their addresses.

- [] Receive notice of date and time of site inspection by Zoning Board of Appeals.

- [] Receive notice of variance hearing from the Zoning Board of Appeals.

- [] Appear at the variance hearing before the Zoning Board of Appeals. Failing to appear will be considered an automatic dismissal of the variance requested unless a waiver is approved.

- [] Receive notice of Board action on application for variance.

- [] Receive copy of Board written decision approving or denying the variance requested.

- [] Apply for building permit(s) in compliance with the variance.

OR

- [] Commence action in circuit court, within 30 days of filing of written decision, to challenge denial of variance.

- [] Variance requests that have been denied can not be submitted again for a time period of one year.

REQUIRED DOCUMENTATION

Each appeal or application for a variance must be accompanied by:

1. Plat of survey prepared by a registered land surveyor showing the location, boundaries, dimensions, elevations, uses and size of property, existing improvements, easements, streets and other public ways; off-street parking, loading areas and driveways; existing highway access restrictions; existing and proposed front, side and rear yards; all abutting properties, their elevations and use, and improvements thereon within 1,000 feet of the subject site and the requested change or addition.
2. Evidence of title to or interest in property affected by appeal or application.
3. If exception or variance is requested, attach list of names and addresses of owners of property within 100 feet of premises and of opposite street frontage.
4. Filing fee of \$100.00 for each appeal or application to cover cost of public notices and other administrative costs.
5. 8 copies of this application and all attachments for filing with the Zoning Board of Appeals.
6. Name and address of counsel if applicant elects to have appeal or application treated as contested case. In a contested case, all parties have the right to be represented by counsel, to examine and cross-examine witnesses and may request a verbatim transcript of all testimony.
7. An additional fee of \$ 500.00 to cover the administrative costs of a contested case is requested.

I hereby certify that the above application and/or appeal and all attachments thereto are true, correct and complete to the best of my knowledge and belief.

Signature of Applicant or Appellant

Date



APPLICATION FOR VARIANCE

Date Filed: _____ Fee Paid: _____

Applicant or Agent: _____

Address: _____ Phone: _____

Owner of Property: _____

Address: _____ Phone: _____

Legal Description of Property: _____

Lot Size: _____ Present Use: _____ Zoning District: _____

Present improvements upon land: _____

Proposed Use: _____

Terms of Ordinance: _____

Variance Requested: _____

Specify Reason For Petition (For example: Insufficient lot area; setback or other): _____

ATTACH THE FOLLOWING:

1. Adjoining owners; all names and addresses of all abutting and opposite property owners within 100 feet.
2. Plot Plan: showing the area involved its location, dimensions, and location of adjacent structures within 100 feet of the area.

Signature of Applicant _____ Date _____

APPLICATION FOR VARIANCE
General Information

The purpose of the hearing on a zoning appeal or application for variance from the zoning ordinance is to allow a property owner a forum at the local level in which to obtain relief without the necessity of commencing a court action. By state law, the Zoning Board of Appeals is the body charged with hearing such appeals or applications. Although not subject to formal court rules, the board in hearing appeals or applications acts as a quasi-judicial body and must act impartially on the basis of the facts presented at the hearing and the provisions of the local zoning ordinance.

Because the board must act on the basis of facts and the written ordinance and not on the basis of its own personal preferences or the emotion of the applicant or neighboring property owners, it is essential that order be maintained and the presentations be limited to facts.

In almost every appeal or application for variance, the location of the premises and surrounding uses are critical facts. Therefore, familiarity with site conditions is helpful to the board in making its final decision.

On-site inspections may be conducted individually or by the board as a body. If the board decides to view the site as a body, this will constitute a public meeting and will be subject to all of the requirements of the Wisconsin Open Meeting Law. You will be notified of the time of any site inspection and the hearing date, time and place. You have the right to refuse site inspection, but such refusal will be deemed a withdrawal of your application.