



# Variance Application

## I. Applicant:

Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone # \_\_\_\_\_ Phone # \_\_\_\_\_

## II. Landowner:

Name \_\_\_\_\_  
Property Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone # \_\_\_\_\_ Phone # \_\_\_\_\_

## III. Parcel Information:

Parcel Number \_\_\_\_\_ Parcel Acreage \_\_\_\_\_  
Township \_\_\_\_\_ Section \_\_\_\_\_  
Subdivision \_\_\_\_\_ Lot \_\_\_\_\_ Block \_\_\_\_\_

Full Legal Description must be attached.

*(Full legal description can be found on deed, not abbreviated legal description from tax statement).*

## IV. Variance Request: List requested alternative to development standard(s).

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\_\_\_\_\_  
\_\_\_\_\_

## V. Description of Request:

a. A full written description of the proposed variance request with detailed information must be attached.

## VI. Township Notification:

**Township must be notified prior to application.** *(County Commissioners are not the Township Board.)*

\_\_\_\_\_ Township notified on \_\_\_\_\_  
*(Township Name) (Date)*

Board Member \_\_\_\_\_ regarding the proposed request.  
*(Name)*

## VII. Site Plan - Shall be a Certificate of Survey to include, but not limited to:

- North point
- Lakes
- Well
- Access
- Setbacks
- Rivers
- Septic System
- Easements
- Property lines
- Wetlands
- Proposed Structures
- Road Right-Of-Way
- Streams
- Existing structures - **Within and adjacent to project area.**
- Lot Dimensions
- Ponds
- Location of trees to be removed - **Shoreland Districts.**

### • Impervious Surface

- Required for *Shoreland, Business, & Industrial Districts.*
- Itemized current & proposed impervious surfaces to include total percentages.
- Examples include but are not limited to: *rooftops, sidewalks, patios, decks, driveways, parking lots, storage areas and concrete, asphalt, or gravel roads, or tightly compacted soils.*

**\*Site shall be physically staked, then surveyed.**

**\*Stakes shall be in place at the time of onsite visit/meeting, or the application will be tabled.**

**\*Stakes must remain in place until construction commences.**

**VIII. Practical Difficulty:**

- a. Variances shall only be permitted when they are in harmony with the general purposes and intent of the official controls and are consistent with the comprehensive plan.
- b. A Variance may be granted only where the strict enforcement of the official control will result in a practical difficulty.
- c. It is the responsibility of the applicant and/or landowner to prove evidence that a practical difficulty exists.
- d. A determination that a practical difficulty exists upon the consideration of the following criteria:

**1. Describe how the Variance request is reasonable compared to the ordinance requirements being varied from.**

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**2. What are the unique circumstances of this property that prevent compliance with the Zoning Ordinance that will result in a practical difficulty?**

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**3. Describe how the unique circumstances causing the practical difficulty were created by someone other than the applicant/landowner.**

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**4. How will the request maintain the essential character of the locality?**

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**5. Does the alleged practical difficulty involve more than economic considerations?**

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**6. Is the request consistent with and supported by the statement of purposes, policies, goals and objectives in the Ordinance?**

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**7. Describe how the request is consistent with the Comprehensive Land Use Plan.**

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**8. Describe the properties current, and any proposed, onsite sewage treatment and water capabilities.**

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**9. Explain why this request is the minimum variance amount to afford relief.**

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**IX. Attachments shall include but not limited to:**

- a. Site Plan-**survey**
- b. Surveyor Certification
- c. Access approval
- d. Full legal description
- e. Floor plans and/or blue prints (*For structures*)
- f. Septic System Compliance Inspection
- g. Erosion control plan
- h. Description of request

*The Department may request additional information regarding the application.*

**X. Quantities and Submittal Formats:**

- a. One (1) reproducible copy of the request and all other supporting documents.
- b. **Ten (10)** copies must be submitted for documents larger than 11 x 17, documents in color, aerials or photographs.
- c. Electronic version of any supporting documents if available.
- d. Additional copies may be requested as deemed necessary by the Department.

**XI. Fees:**

Variance: \$ 600  
Filing Fee: \$ 46

Variance for Clusters: \$ 600 + \$200 per household  
Filing Fee: \$ 46

**Additional Fees:**

Special Meeting: \$1,200  
After-The-Fact meeting fee: Doubled + After-The-Fact Penalty.  
After-The-Fact Penalty: \$1,500 OR 10% of the improvement, whichever is greater.

***Fees must be paid at the time of application, cannot be accepted by mail, and are non-refundable. Cash or check. Credit cards will not be accepted.***

**XII. Procedure:** *See Section 22 of the Zoning Ordinance for full details.*

- a. Pre-application meeting is recommended prior to making application to ensure submittal completion. **Appointment is necessary.**
- b. Application must be made in person by the applicant and/or landowner prior to 12 P.M. on the date of application deadline. **Appointment is necessary.**
- c. All required information must be correct and submitted **at the time of application,** or the application will not be accepted.
- d. Fees **will not** be accepted by mail and must be paid at the time of application.
- e. Notification will be sent to all landowners within 500 feet of the affected property, (minimum of 10 landowners) as well as the affected Town Board, any municipality within 2 miles, and other applicable agencies.
- f. Notice will be published in the newspaper of general circulation in the area concerned and the official newspaper of the County.

- g. The Board of Adjustment may conduct an onsite visit to the affected property prior to the scheduled meeting. Any conversation with the Board of Adjustment during the onsite visit is prohibited.
- h. The Board of Adjustment shall hold a public hearing on the proposed Variance at a scheduled Board of Adjustment meeting.
- i. The applicant or representative must appear before the Board of Adjustment in order to answer questions concerning the request, or the application will be tabled.
- j. The Board of Adjustment has the authority to request additional information or designate conditions.
- k. The Board of Adjustment has the authority to determine Variance approval or denial. No Variance may be granted that allow any use that is prohibited in the Zoning District in which the property is located.
- l. The Department shall notify the applicant and/or landowner in writing of the Board of Adjustment decision.
- m. The Department will file a certified copy of any order or decision issued by the Board of Adjustment with the County Recorder.
- n. A zoning permit is required prior to starting construction however zoning permits will not be available the day of the Board of Adjustment meeting. Zoning permit application must be approved prior to obtaining a zoning permit.

**XIII. Signatures:**

*I hereby certify with my signature that all data contained herein as well as all supporting data are true and correct to the best of my knowledge.*

\_\_\_\_\_  
Applicant signature

\_\_\_\_\_  
Date

*I hereby certify with my signature that all data contained herein as well as all supporting data are true and correct to the best of my knowledge.*

\_\_\_\_\_  
Landowner signature

\_\_\_\_\_  
Date

**OFFICE USE ONLY**

Date received _____	Present Zoning Classification _____	Feedlot within <b>500'</b> <b>1000'</b> <b>N</b>	
Meeting date _____	Lake Classification _____	Erosion Control Plan <b>Y</b> <b>N</b>	
60 Day _____	Lake _____	Water courses <b>Y</b> <b>N</b>	
RFPE _____	FEMA Panel # _____	Bluff <b>Y</b> <b>N</b>	
<input type="checkbox"/> Site Plan -survey	Flood Zone _____	Other _____	
<input type="checkbox"/> Surveyor Certificate	<input type="checkbox"/> Full legal description	<input type="checkbox"/> Septic _____	<b>COC NONC/Waiver Design</b>
<input type="checkbox"/> Floor plans/blue prints	<input type="checkbox"/> Access approval	_____	
<input type="checkbox"/> Description of Request	<input type="checkbox"/> Blue Prints	<input type="checkbox"/> Fee \$ _____	<b>ATF / SPEC MTG</b>
<input type="checkbox"/> Application complete	_____	_____	_____
	Planning & Zoning Department Signature	Date	Permit #