A red and black sign with white text

AI-generated content may be incorrect.

**Zoning Variance Application**

**Applicant Information:**

|  |
| --- |
| **Full Name of Applicant:** |
| **Address:** |
| **Phone Number:** |
| **Email Address:** |

**Property Owner Information** *(If the property owner is the applicant, leave this section blank):*

|  |
| --- |
| **Name of Property Owner:** |
| **Address:** |
| **Phone Number:** |
| **Email Address:** |

**Property Information:**

|  |  |
| --- | --- |
| **Property Address:** | |
| **Parcel Number/Tax ID:** | |
| **Zoning District of the Property *(e.g., on property tax records)*:** | **Lot Size *(in acres)*:** |
| **Current Use of Property:** | |
|  | |
| **Proposed Use of Property:** | |
|  | |

**Variance Request:**

**Type of Variance Requested (check all that apply):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Setback | Height | Lot Coverage | Parking Requirements | Other *(Explain if needed)*: |

**Notification Requirements:**

Yes, I have notified neighboring property owners.

No, I have not notified neighboring property owners.

**Proof of Notification**: ***Required***

(Please attach a list of neighboring properties or proof of notifications sent.)

|  |  |  |  |
| --- | --- | --- | --- |
| **Neighboring Property Owner** | **Property Address** | **Date Notified** | **Method of Notification** |
|  |  |  | Mail Email Other |
|  |  |  | Mail Email Other |
|  |  |  | Mail Email Other |
|  |  |  | Mail Email Other |
|  |  |  | Mail Email Other |
|  |  |  | Mail Email Other |
|  |  |  | Mail Email Other |
|  |  |  | Mail Email Other |
|  |  |  | Mail Email Other |
|  |  |  | Mail Email Other |

***Note:*** *Attach copies of notification letters, email receipts, or any other documentation that verifies that the neighboring property owners were notified.*

**Fees: $150.00**

A filing fee of $150.00 is required at the time of submission. This fee is non-refundable. Additional costs may apply depending on the nature of the request, such as publication fees or additional administrative costs. Please contact the Clerk’s Office for the current fee schedule and to inquire about any additional costs that may be required.

**Certification and Signature:**

By signing below, I certify that the information provided in this application is true and accurate to the best of my knowledge. **I understand that any false or misleading information may result in the rejection of my application.**

**Signature of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Zoning Variance Justification Section:**

Please describe the variance you are requesting:  
*(Please provide the section number or specific regulation of the zoning ordinance you are requesting relief from.)*

According to Wisconsin state law and local zoning ordinances, a variance can only be granted when strict enforcement of the zoning code would result in unnecessary hardship due to the unique characteristics of the property. Please address the following questions:

**1. Describe how strict compliance with the zoning ordinance causes unnecessary hardship and explain why complying with the ordinance is not feasible given the unique characteristics of your property (e.g., size, shape, topography, or location).**

**2. What are the unique physical circumstances or conditions (e.g., lot shape, slope, size)?**

**3. Explain why this hardship is not self-imposed by the applicant, and why it is not due to personal preference.**

**4. Impact on Surrounding Properties:** Please describe how the variance will affect neighbors or the community *(Include any considerations regarding neighborhood aesthetics, traffic, noise, or other concerns)*:

**Supporting Documentation: Required for Submission**

*Please ensure the following documents are attached as part of your application:*

|  |  |  |
| --- | --- | --- |
| **Document** | **Description** | **Attached (✓)** |
| Site Plan/Sketch of Proposed Changes | A visual of the current and proposed changes to the property, including all structures and modifications. |  |
| Property Deed or Proof of Ownership | Official documentation showing proof of property ownership, such as the property deed or tax records. |  |
| Photographs of Property (Optional but helpful) | Photos of the property showing existing conditions that support the variance request. |  |
| Proof of Notification | List of neighbors notified about the variance request and proof that notifications were sent. |  |
| Other Supporting Documentation | Any other relevant documents that help explain your request for the variance, such as additional legal documents. |  |

**Certification and Signature:**

I hereby certify that the above information is true and correct to the best of my knowledge. I understand that submission of this application does not guarantee approval, and additional fees or public hearings may be required. I also understand that any false or misleading information may result in the rejection of my application.

**Signature of Applicant:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**FOR OFFICE USE ONLY:**

Date Application Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Received By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Application Fee Paid: $ \_\_\_\_\_\_\_\_\_\_\_\_ ☐ Check # \_\_\_\_\_\_\_\_\_\_ ☐ Cash ☐ Other: \_\_\_\_\_\_\_\_\_\_

Public Hearing Required: ☐ Yes ☐ No  
Date of Public Hearing: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notice Mailed to Neighbors on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Publication Dates (if required): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Zoning Board of Appeals Decision:  
☐ Approved  ☐ Denied  ☐ Deferred

Date of Decision: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Conditions of Approval (if any):

Clerk or Zoning Administrator Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Instructions for Completing the Zoning Variance Application**

This document is provided to help you complete the Zoning Variance Application Form accurately and to understand the process involved. Please read these instructions carefully before submitting your application.

A **Zoning Variance** is special permission granted by the Village’s Board of Appeals to deviate from the requirements of the zoning ordinance. It is not a change in zoning but a limited exception under specific circumstances. A variance may be granted in one of the following categories:

* Area/Dimensional Variance: Applies to modifications in building height, setbacks, lot size, or other dimensional requirements.
* Use Variance: Applies when a proposed use is not permitted in the applicant's zoning district (this is rarer and more difficult to approve).

**Important Notes:**

* **Complete Applications Only:** To ensure your application is processed smoothly, ensure that all fields are completed, and all required documents are attached. **Incomplete applications will not be accepted.**
* **Application Timeline:** Please note that the entire process can take approximately **two to three months** from the time the completed application is received.
* **Justification Section:** Pay particular attention to the **Justification / Hardship Explanation** section, as this is critical for the Board of Appeals in evaluating your request.

**Required Supporting Documents:**

Please include the following with your application:

* **Site Plan or** **Sketch**: A diagram showing existing structures and proposed changes.
* **Property Deed or Proof of Ownership**: Documents verifying your ownership of the property.
* **Photographs of Property** (Optional but helpful): Visual documentation of the property’s current state.
* **Any Additional Supporting Documentation**: Such as reports, surveys, or other materials that help explain the reason for the variance request.

**Submission Instructions:**

* Submit the completed application form along with all required attachments to the **Village Clerk’s Office** by the **required deadline**. A filing fee may be required; please contact the Clerk’s Office for the current fee schedule.
* You (or your representative) must attend the **public hearing** held by the Zoning Board of Appeals. You will have the opportunity to present your case and answer any questions from the Board. Neighbors and other interested parties may also speak at the hearing.
* The Zoning Board of Appeals will evaluate your request based on **specific legal criteria**, such as unnecessary hardship, unique property characteristics, and the impact on the public interest. A decision will be made during or shortly after the hearing.

**Approval/Denial:**

* **If approved**: You will be able to proceed with obtaining any necessary building permits.
* **If denied**: You will not be able to proceed with the proposed changes unless you revise your plan to comply with the zoning ordinance.

For any questions or assistance, please contact the Village Clerk’s Office at 608-378-4177 or info@villageofwarrens.com.