



VARIANCE APPLICATION

File #: _____
Office Use Only
Revised May 2016

APPLICANT INFORMATION

Property Owner: _____ Contractor/Agent: _____
Mailing Address: _____ Mailing Address: _____
Daytime Phone: (____) _____ Daytime Phone: (____) _____
Cell: (____) _____ Cell: (____) _____
E-mail: _____ E-mail: _____

SITE INFORMATION

Site Address: _____
Property Location: ____ 1/4, ____ 1/4, Sec. _____, T. ____ N., R. ____ W., Town of _____
Computer #: _____ - _____ - _____ Parcel #: _____

LAND USE INFORMATION

Zoning District: (Check one): AG. AG. II RURAL RES. RESIDENTIAL COMMERCIAL INDUSTRIAL
Overlay District: (Check all that apply): SHORELAND RIVERWAY FLOODPLAIN ADULT ENTERTAINMENT

State the nature of your request: _____
_____ Zoning Ordinance Reference _____

More than one request with this application? (See the supplemental fee amount below and attach the appropriate addendums.)

FEES (Please refer to the current fee schedule on our website).

Application Fee: \$ _____
Supplemental Fees: \$ ____ x _____ (# of additional requests) \$ _____
Total Fees: \$ _____

Applications are due on the 1st Monday of each month.

I attest that the information contained in this application is true and correct to the best of my knowledge.

Property Owner Signature: _____ Date _____

Contractor/Agent Signature: _____ Date _____

OFFICE USE ONLY	
Pre-application Meeting: ____/____/____	With: _____
Complete Application Accepted: ____/____/____	By: _____
Fee Received: ____/____/____ \$ _____	Receipt #: _____ Scheduled Hearing Date: ____/____/____

VARIANCE CRITERIA

Pursuant to Wisconsin statutes and the St. Croix County Zoning Ordinance, Section 17.70(5)(c)3, the St. Croix County Board of Adjustment has the authority to issue a variance only when the following criteria are met:

- An unnecessary hardship must be present; meaning that literal enforcement of the Ordinance would unreasonably prevent the owner from using the property for a permitted purpose or would render conformity with such restrictions unnecessarily burdensome.
- The hardship must be due to unique physical limitations of the property rather than the circumstances of the property owner.
- The hardship cannot be self-created.
- The hardship cannot be based upon the financial gain or loss of the property owner.
- The variance will not be contrary to the public interest.
- The spirit of the ordinance shall be observed and substantial justice done.

It is the applicant's responsibility to prove that these criteria are met. Please answer the following questions and provide any additional information that you feel addresses these criteria in support of your request (*attach additional paper if necessary*):

1) Describe the details of your request.

2) Explain how literal enforcement of the Ordinance would unreasonably prevent you from using your property for your proposed use and why the standards in the Ordinance should not apply to your property.

GENERAL VARIANCE APPLICATION PROCEDURE

APPLICATION:

The deadline for application submittals is the **1st Monday** of the month prior to the regularly scheduled Board of Adjustment meeting of the following month. The St. Croix County Board of Adjustment regularly meets on the 4th Thursday of the month. Applications will not be accepted until the applicant has:

- met with the Zoning Administrator to review the application;
- **original plus 10 copies** of the completed application submitted to the Zoning Administrator;
- resolved any land use violations and paid any outstanding fees owed to the Community Development Department;
- signed the application form (*signatures of property owners and agents acting on their behalf are required*); and
- submitted the application fee (*nonrefundable*) payable to: **St. Croix County**.

REVIEW:

The Zoning Administrator will review the application for completeness and assign a file number to the application. The Zoning Administrator may require additional information and will notify the applicant of this within 10 days. Upon receiving a completed application and supporting documents, the Zoning Administrator will:

- schedule a public hearing with the St. Croix County Board of Adjustment and notify the applicant by mail of the date and time of the public hearing;
- notify adjoining property owners of the applicant's request;
- publish a public hearing notice in the local paper;
- send copies of the applications to the appropriate town and reviewing agencies for comment. Applicants are encouraged to contact their town and attend their town meeting to discuss their application;
- schedule a site visit to the applicant's property, at which time the applicant shall flag all applicable property/project corners and label the flags accordingly; and
- prepare a staff report on the application. The staff report will be mailed to the applicant and will be available for public review during the week prior to the public hearing.

ACTION:

The St. Croix County Board of Adjustment can grant a variance if it finds that there is a hardship and that other criteria are present. At the public hearing, the applicant may appear in person or through an agent or an attorney of his/her choice, and may present testimony, evidence and arguments in support of his/her application. The fact that an application for a variance has been filed does not automatically mean that a variance is granted.

Upon the Board making a decision on the variance request, the Zoning Administrator shall notify the applicant of the decision in writing. All site plans, pictures, and other supporting documents become the property of the St. Croix County Community Development Department and will remain in the file.

CHECKLIST FOR COMPLETE APPLICATION

- Completed and signed application form with fee.
- Original plus 10 copies** needed.
- Addendum for additional requests (*if required*).
- Recorded Warranty Deed (*may be obtained at the Register of Deed's office*).
- A complete site plan drawn to scale (*Shoreland, Riverway, and Floodplain districts require a professional survey*):
 - project location in the town;
 - lot/parcel dimensions with property lines and all applicable setbacks;
 - pre- and post-contours with grading limits (*minimum 2-foot contours*);
 - location of all existing and proposed structures with their square footage and distance from setbacks;
 - location of existing and proposed POWTS, wells, driveways, parking areas, access, signs, and other features; and
 - location of navigable waterways with accurate OHWM, delineated wetlands, floodplains, blufflines, slopes in excess of 12%, wooded areas, and any other unique limiting conditions of the property.
- Other information: _____

NOTE: All maps, plans, and engineering data shall be no larger than 11x17. Submit copies of all plans in electronic format (JPG or PDF) if possible. No covers, binders, or envelopes. Paperclip your application in the upper left-hand corner.