

VILLAGE OF CRIVITZ

ZONING VARIANCE APPLICATION

- 1) Applicant writes a letter to the Zoning Board of Appeals c/o Village clerk
 - Type of variance requested (ie setback, size, etc) & ordinance number
 - Detailed description of why the variance is needed
 - Reason unnecessary hardship is present without variance
 - Detailed drawing of existing and proposed improvements and location on site
 - Physical address of site
 - Applicants' full name, mailing address and telephone number
 - Statement that applicant is owner, or authorized agent of property owner.
Proof of ownership is required.
 - Include \$200.00 application fee (non-refundable)
- 2) Clerk will coordinate hearing date with ZBA chairman.
- 3) Clerk will send notification of meeting w/related documents by regular mail to all ZBA members; and by certified mail to variance applicant and all property owners within 100' of subject property. This notice will also be published as a Class 1 notice (with affidavit of publication) and posted; both not less than 10 days prior to the date of the hearing. (Ord. 13-1-171)
- 4) Variance applicant and interested abutting property owners will attend ZBA hearing in person or by agent and provide testimony for ZBA to consider. (ZBA cannot consider any written testimony.) ZBA will then vote on issuance of variance. Voting requirement for approval of a variance is 4 of the 5 members of the ZBA.
- 5) If variance is approved, clerk will record it with the Marinette County Register of Deeds for attachment to the property deed. A set of recording documents will also be sent to the property owner. If the variance is not approved the applicant may either appeal the ZBA decision or drop the matter.

Sources: Local Ordinance 13-1-170 through 174 and UW Zoning Handbook Rev 2006. Note that where ordinance requirements are more restrictive, the ordinance prevails. Example: State law requires publication of notice 7 days prior to hearing - local ordinance requires this 10 days prior to hearing.

Name _____
Address _____
Telephone _____
Email address _____

Fee \$200 (non-refundable) plus publication costs

Does hereby appeal to the Board of Appeals for a variance relating to:

Type of Variance: _____

Ordinance number: _____

Detailed description of why the variance is needed. _____

Legal Description of the Property: Parcel # _____

Street Address _____

Lot size: _____ Present Use _____

Zone _____

Reason for Appeal: _____

1. Strict application of the regulations would cause **UNDUE HARDSHIP** because:
2. The hardship created is **UNIQUE** and not shared by all properties alike in the neighborhood because:

Date filed: _____ Signature: _____

Required information:

1. Names and addresses of adjacent property owners.
2. A plot plan of the area involved. Must show distance in feet and inches.
3. Proof of ownership.

.....
Date appeal published: _____ Date heard: _____

Decision: Appeal Granted: _____ Appeal Denied: _____

Reasons:

Chairman: _____ Clerk: _____