

# VARIANCE APPLICATION

## Part I. General Information

Applicant information:

Person's Name(s): \_\_\_\_\_

Firm Name (if any): \_\_\_\_\_

Relationship (check one):  Owner  Tenant  Prospective Owner/Tenant  Representing: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ e-mail: \_\_\_\_\_

Property owner information:

Person's Name(s): \_\_\_\_\_

Ownership (check one):  Individual  Trust  Partnership  Corporation/LLC  Other

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ e-mail: \_\_\_\_\_

Parcel number or legal description of subject property:

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

Address or street boundaries of subject property:

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

Current and proposed use of subject property (check all applicable uses, and whether each is a current use, proposed use, or both):

- |  |                                      |                                       |
|--|--------------------------------------|---------------------------------------|
| <input type="checkbox"/> multiple family residential—3+ unit building(s) | <input type="checkbox"/> current use | <input type="checkbox"/> proposed use |
| <input type="checkbox"/> mixed commercial/residential building(s)        | <input type="checkbox"/> current use | <input type="checkbox"/> proposed use |
| <input type="checkbox"/> office/research/clinic                          | <input type="checkbox"/> current use | <input type="checkbox"/> proposed use |
| <input type="checkbox"/> retail/commercial services                      | <input type="checkbox"/> current use | <input type="checkbox"/> proposed use |
| <input type="checkbox"/> manufacturing/warehousing/contractor            | <input type="checkbox"/> current use | <input type="checkbox"/> proposed use |
| <input type="checkbox"/> institutional use                               | <input type="checkbox"/> current use | <input type="checkbox"/> proposed use |
| <input type="checkbox"/> parking   | <input type="checkbox"/> current use | <input type="checkbox"/> proposed use |
| <input type="checkbox"/> significant earth filling, excavating, grading  | <input type="checkbox"/> current use | <input type="checkbox"/> proposed use |
| <input type="checkbox"/> other use: _____                                | <input type="checkbox"/> current use | <input type="checkbox"/> proposed use |

Summary of proposed project (attach pages as necessary):

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



## VARIANCE APPLICATION

Page 2

Parcel Address or ID

#: \_\_\_\_\_

### Part II. Application Submittal Requirements

Along with this application, please submit a non-refundable variance application fee of \$300. Each complete application must also include an easily reproducible digital copy (e.g., PDF) and paper copies of the following information as determined by the Zoning Administrator.

- A map of the subject property, in a form that can be clearly reproduced by a photocopier, that includes:
  - All lands for which the variance is proposed.
  - All other lands within 300 feet of the boundaries of the subject property.
  - The names and addresses of the owners of all lands on said map as the same appear on the current records of the Register of Deeds.
  - The current zoning of the subject property and its environs.
  - The jurisdiction(s) that maintains that control.
  - All lot dimensions of the subject property.
  - A north arrow and graphic scale. Said scale shall not be smaller than one inch equals 800 feet.
- A map, such as the Planned Land Use Map from the Village's Comprehensive Plan, of the generalized location of the subject property in relation to the Village as a whole.
- A written description of the proposed variance describing the type of specific requirements of the variance proposed for the subject property.
- A site plan of the subject property, including existing conditions and proposed changes. Said site plan shall conform to those requirements of Section 2.13.09 that are deemed necessary by the Zoning Administrator
- Any other plans and information deemed necessary by the Zoning Administrator or the Zoning Board of Appeals.



Parcel Address or ID  
#: \_\_\_\_\_

**Part III. Comparison of Proposed Variance with Required Review Criteria  
(to be completed below or on an attached sheet)**

- 1. Does the subject property have an exceptional circumstance or a special factor that applies only to the subject property?

---

---

- 2. How do the above factors prohibit the property being developed similarly to other properties in the same zoning district?

---

---

- 3. Would the granting of the proposed variance impose a substantial detriment to adjacent properties? If not, describe what measures will be taken to ensure that this will be the case.

---

---

- 4. Would the granting of the proposed variance adversely impact the character of the neighborhood or other matters affecting the public health, safety, and general welfare? Why or why not?

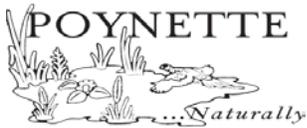
---

---

- 5. Did the factors that present the reason for the proposed variance exist prior to October 21, 2013 (date current zoning ordinance adopted)? Were factors created by applicant or a previous property owner?

---

---



VARIANCE APPLICATION

Parcel Address or ID

#: \_\_\_\_\_

Part IV. Reimbursement for Development Review Services

The Village Planner, Village Engineer, Public Works Director, Village Attorney, and other Village staff and consultants may expend time in the administration, investigation, and processing of development review applications. In addition, the Village may retain the services of other professional consultants—including but not limited to landscape architects, architects, environmental specialists, and recreation specialists—in the investigation and processing of such applications.

Reinforcing the requirements of Section 2.13.17(f) of the Village zoning ordinance, the signing and submittal of this application or petition for development review shall be construed as an agreement to pay for professional consulting services associated with the administration, investigation, and processing of this application or petition. The Village Administrator shall retain sole discretion in determining when and to what extent it is necessary to involve one or more professional consultants in the review of each application or petition.

The Applicant shall be responsible for the costs for such professional consulting services. The Applicant shall pay such costs upon receipt of one or more invoices from the Village, following the execution of the development review services associated with the application. In the event the Applicant fails to pay such costs, the responsibility shall pass to the property owner, if different, under the same terms. Development review fees that are assigned to the Applicant or property owner, but that are not actually paid, may then be imposed by the Village as a special charge on the affected property.

Part V. Signatures

By signing and dating below, I/We:

- 1. Reviewed and understand the Village of Poynette zoning ordinance and its standards of approval related to this application;
2. Read, understand, and accept my/our responsibilities under the reimbursement section above;
3. Submitted an application that is true, correct, and complete to the best of my/our knowledge;
4. Acknowledge that Village officials and/or employees may, in the performance of their functions, enter upon the subject property to inspect or gather information necessary to process this application;
5. Understand that all meeting dates are tentative and may be postponed by the Village for the reason of incomplete submittals or other administrative reasons;
6. If this application is approved, agree to abide by this application, approved plans, and required conditions associated with plan approval in the development of the subject property; and
7. Understand that the Village's zoning ordinance and/or the conditions of development approval may specify timeframes within which I/we must take certain actions related to the development of the subject property, or risk having the approval being nullified.

Signature of Applicant

Date

Signature of Property Owner (if different)

Date



VARIANCE APPLICATION

Parcel Address or ID #: \_\_\_\_\_

**Part VI. Record of Administrative Procedures (to be completed by Village)**

- Application and required plans filed with Village  
Date filed: \_\_\_\_\_  
Name of Village staff person who accepted application: \_\_\_\_\_
- Application fee of \$300 received by Village (non-refundable)  
Date received: \_\_\_\_\_  
Name of Village staff person who accepted fee: \_\_\_\_\_
- Application and submitted plans verified as being complete by Zoning Administrator  
Date verified: \_\_\_\_\_
- Receipt of copies – physical and digital -- of application materials from applicant  
Date received: \_\_\_\_\_  
Name of Village staff person who accepted copies: \_\_\_\_\_
- Public hearing scheduled by Village Clerk  
Meeting date: \_\_\_\_\_ (to be held within 45 days of completed application)
- Notice of public hearing sent to owners within 300 feet, clerks within 1,000 feet, & newspaper  
Date sent to nearby land owners and clerks: \_\_\_\_\_  
Dates of publishing in community newspaper: \_\_\_\_\_
- Staff/consultant evaluation of application forwarded to Board of Zoning Appeals  
Date forwarded: \_\_\_\_\_
- Village Board of Zoning Appeals action taken on variance application  
Meeting date: \_\_\_\_\_ (within 30 days after public hearing, or per extension)  
Action (circle one):    Approval as presented                      Approval with conditions                      Denial
- Applicant notified of Board of Zoning Appeals action  
Date: \_\_\_\_\_