

# PETITION FOR VARIANCE - V \_\_\_\_\_

TO: JEFFERSON COUNTY ZONING BOARD OF ADJUSTMENT

A VARIANCE FROM SECTION \_\_\_\_\_, JEFFERSON COUNTY ZONING ORDINANCE, IS HEREBY REQUESTED:

**APPLICANT**

**PROPERTY OWNER, IF DIFFERENT**

NAME \_\_\_\_\_

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

EMAIL \_\_\_\_\_

EMAIL \_\_\_\_\_

**PROPERTY DESCRIPTION**

\_\_\_\_ 1/4 \_\_\_\_ 1/4 Section \_\_\_\_\_, Town \_\_\_\_ N, Range \_\_\_\_ E, Town of \_\_\_\_\_

Property Address \_\_\_\_\_ Lot \_\_\_\_\_ Block \_\_\_\_\_ Parcel No. \_\_\_\_\_

Subdivision \_\_\_\_\_ CSM \_\_\_\_\_ Vol. \_\_\_\_\_ Page \_\_\_\_\_

Parent Parcel Size \_\_\_\_\_ Zoning District \_\_\_\_\_

PRESENT USE \_\_\_\_\_ PRESENT IMPROVEMENTS \_\_\_\_\_

PROPOSED LAND/BUILDING USE REQUIRING A VARIANCE:

\_\_\_\_\_

**PLEASE SEE 2<sup>ND</sup> PAGE TO COMPLETE APPLICATION. PLEASE ATTACH PLOT PLAN AND EXPLAIN YOUR APPLICATION AND REASONS FOR APPLYING. FAILURE TO INCLUDE A PLOT PLAN AND FULL WRITTEN EXPLANATION OF THE PETITION WILL DELAY YOUR APPLICATION. ALL PAGES INCLUDING PLOT PLAN TO BE NO LARGER THAN 11 X 17. KEEP A COPY OF THE APPLICATION AND ATTACHMENTS TO GIVE TO THE TOWN.**

**NONREFUNDABLE HEARING FEE OF \$450 MUST ACCOMPANY PETITION. PLEASE SUBMIT THE PETITION AND FEE TO PLANNING & DEVELOPMENT-ZONING DIVISION, C1040, 311 S. CENTER AVENUE, JEFFERSON, 53549.**

***PLEASE NOTE: IN ORDER FOR YOUR VARIANCE TO BE HEARD, THERE MUST BE 2 VARIANCES THAT MONTH FOR A BOARD OF ADJUSTMENT MEETING TO BE HELD. IF THERE IS NOT, THE SINGLE VARIANCE APPLICANT HAS THE OPTION TO PAY AN ADDITIONAL \$450 TO COVER THE SECOND VARIANCE TO ALLOW THE MEETING TO BE HELD.***

PETITIONER/OWNER UNDERSTANDS THAT NOTICE OF PUBLIC HEARING WILL BE SENT TO THEM, TO PROPERTY OWNER IF DIFFERENT, TO TOWNSHIP OFFICIALS, TO COUNTY BOARD SUPERVISOR FOR THE AREA, AND TO ADJACENT PROPERTY OWNERS.

AS PETITIONER/OWNER, I UNDERSTAND THAT I MUST CONTACT TOWNSHIP OFFICIALS AND ATTEND A TOWN BOARD MEETING ON THIS MATTER PRIOR TO THE COUNTY'S PUBLIC HEARING; I UNDERSTAND THAT I MUST ALSO ATTEND THE COUNTY'S PUBLIC HEARING OR SEND AN AGENT TO REPRESENT ME.

\_\_\_\_\_  
(Signature **OWNER**) (Date)

\_\_\_\_\_  
(Address, if different from above)

\_\_\_\_\_  
(Signature **PETITIONER**) (Date)

\_\_\_\_\_  
(Address, if different from above)

Extraterritorial \_\_\_\_\_

County Board Supervisor \_\_\_\_\_

# PETITION FOR VARIANCE - V \_\_\_\_\_

No variance may be granted which would have the effect of allowing a use of land or property which would violate state laws or administrative rules. Subject to the above limitations, variances may be granted where strict enforcement of the terms of the ordinance results in an unnecessary hardship and where a variance in the standards will allow the spirit of the ordinance to be observed, substantial justice to be accomplished and the public interest not violated.

**Based upon the findings of fact, the Board of Adjustment must conclude that:**

1) Unnecessary hardship is present in that a literal enforcement of the terms 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

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2) The hardship is due to unique physical limitations of the property rather than circumstances of the applicant

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3) The variance will not be contrary to the public interest as expressed by the purpose and intent of the zoning ordinance

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## **VARIANCE PROCEDURES**

1. Complete a variance application.

**An application must be complete before it will be placed on the BOA's Public Hearing Agenda.**

2. Make copies of the application and supporting documentation for the Town.
3. Submit variance application and supporting documentation with the \$450 fee to the Jefferson County Planning & Development - Zoning Division, 311 S. Center Ave., C1040, Jefferson, WI 53549.
  - Deadline is usually the second Friday of the month for the next month's public hearing.
  - All pages including plot plan, no larger than an 8½ x 11 or 11 x 17 sheet if necessary.
4. Contact Town Clerk in which the proposed variance is located for Town Planning Commission/Town Board meeting dates and times.
5. Attend Town Planning Commission (if applicable).
6. Attend Town Board meeting.
7. Attend Jefferson County Zoning Board of Adjustment public hearing meeting. (Notice of Public Hearing will be sent to you in the mail prior to the hearing.)
8. The Zoning Board of Adjustment will normally make decisions on the variances after the public hearing.
9. Notice of decision will be mailed out to petitioner and owner.
10. Zoning Board of Adjustment decisions may be appealed to Circuit Court.