

## CHECKLIST FOR RELIEF FROM ZONING CODE REGULATIONS APPLICATION (VARIANCE)

Completed zoning code relief application must be submitted to Village Clerk's Office, along with fee and other requirements outlined by checklist. **Applications must be received 30 days prior to the Plan Commission meeting in order to be placed on agenda to meet publication deadlines.** The Plan Commission meets the 3<sup>rd</sup> Thursday of each month.

The application will be placed on agenda only after the completed form, fee and supporting documentation have been filed with the Village Clerk's Office. The Plan Commission will hold a public hearing, review and make a final determination on the application.

### Required Items:

- \_\_\_ 1. Completed relief from zoning code regulations application.
  
- \_\_\_ 2. Scale drawing showing the location and size of the property, existing improvements, existing and proposed front, side and rear yards, all abutting properties and improvements thereon and the requested change or addition.
  
- \_\_\_ 3. If exception, variance is requested, attach list of names and addresses of owners of property within 100 feet of premises of opposite street frontage.
  
- \_\_\_ 4. Attachments as applies to specific request (see application).
  
- \_\_\_ 5. Fee of \$150.00 (Resolution R10-05)

PERMIT FEE: \_\_\_\_\_  
PERMIT NO. \_\_\_\_\_

VILLAGE OF NEW GLARUS  
APPLICATION FOR RELIEF FROM ZONING CODE REGULATIONS

TODAY'S DATE: \_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_

SITE ADDRESS: \_\_\_\_\_

SITE OWNER [if different from applicant]:  
NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_

SITE DESCRIPTION:

\_\_\_\_\_  
Lot                  Block                  Sub-division                  or                  metes & bounds

PRESENT USE OF PROPERTY: \_\_\_\_\_  
PROPOSED USE OF PROPERTY: \_\_\_\_\_

CURRENT ZONING OF SITE: \_\_\_\_\_

PURPOSE AND GROUNDS OF APPLICATIONS [check below the relief requested by this appeal]

// **Appeal from order requirement decision or determination of Inspector.**  
Attach separate sheet giving reasons why you claim this order, requirement, decision or determination is erroneous.

- // **Request for Variance.** Attach separate sheet explaining:
1. Variance requested, include Municipal Ordinance Section Number.
  2. What special conditions exist which will cause practical difficulty or unnecessary hardship if the variance requested is not granted;
  3. Why variance requested is not contrary to the public interest and will not endanger public safety and welfare;
  4. Why variance requested will be in accord with the spirit of the zoning ordinance;
  5. How the variance, if granted, will cause substantial justice to be done.

**NOTE:** All requests for variance shall first come before the Plan Commission, if denied by the Plan Commission they may be appealed to the Village Board; if denied by the Village Board they shall be appealed to the Board of Appeals.

// **Application for interpretation of Zoning Regulations or District Boundaries.**

1. Attach separate sheet giving applicable section of municipal code, requested construction and reasons supporting such construction.
2. Plan Commission Recommendation: \_\_\_\_\_  
\_\_\_\_\_

// **Request for substitution of more restrictive nonconforming use for existing nonconforming use.** Attach copies of the following:

1. Certification of Zoning Administrator to legality of present nonconforming use.
2. Documents showing date of commencement of present use, value of improvements on date use became nonconforming, present value of all existing improvements and estimated present value of all additions and alterations from date of nonconformity.
3. Plan Commission Recommendation: \_\_\_\_\_  
\_\_\_\_\_

// **Application for unclassified or unspecified use.**

1. Use requested: \_\_\_\_\_
2. Plan Commission Recommendation: \_\_\_\_\_  
\_\_\_\_\_

// **Temporary use application.**

1. Describe use requested: \_\_\_\_\_  
\_\_\_\_\_
2. Date of Commencement: \_\_\_\_\_
3. Date of Termination: \_\_\_\_\_
4. Plan Commission Recommendation: \_\_\_\_\_  
\_\_\_\_\_

// **Application for special exception.**

1. Describe use requested: \_\_\_\_\_  
\_\_\_\_\_
2. Zoning District: \_\_\_\_\_  
[Attach separate sheet explaining why requested use will be in accordance with the spirit of the zoning ordinance and not contrary to public interest. Attach plot plan showing proposed improvements and landscaping and relationship of proposed improvements to all surrounding properties. Attach map of area showing present zoning and use of all properties within 1,000 feet.]
3. Plan Commission Recommendation: \_\_\_\_\_  
\_\_\_\_\_

**NOTICE TO APPLICANT:**

Each Appeal or Application shall be accompanied by a **scale drawing** showing the location and size of the property, existing improvements, existing and proposed front, side and rear yards, all abutting properties and improvements thereon and the requested change or addition. [305-101(C)]

If exception, variance is requested, attach list of names and addresses of owners of property within 100 feet of premises of opposite street frontage.

I swear that all of the above statements and the statements contained in any papers or plans submitted herewith are true to the best of my knowledge and belief.

\_\_\_\_\_  
Applicant Signature

Municipal Ordinance  
§ 305-104, 265-52(Subdivision Variance)

PRESENTED TO VILLAGE CLERK: \_\_\_\_\_

REFERRED TO BUILDING INSPECTOR: \_\_\_\_\_

REFERRED TO PLAN COMMISSION OR BOARD OF APPEALS: \_\_\_\_\_

PLAN COMMISSION REVIEW: \_\_\_\_\_

DETERMINATION: \_\_\_\_\_

PUBLIC HEARING DATE: \_\_\_\_\_

PUBLISHED: \_\_\_\_\_

NOTICES MAILED: \_\_\_\_\_

PLAN COMMISSION DETERMINATION: \_\_\_\_\_

PUBLIC HEARING DATE: \_\_\_\_\_

PUBLISHED: \_\_\_\_\_

NOTICES MAILED: \_\_\_\_\_

VILLAGE BOARD DETERMINATION: \_\_\_\_\_

PUBLIC HEARING DATE: \_\_\_\_\_

PUBLISHED: \_\_\_\_\_

NOTICES MAILED: \_\_\_\_\_

BOARD OF APPEALS DETERMINATION: \_\_\_\_\_