



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

Office/Home Phone #: \_\_\_\_\_ Mobile Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Property owner information:

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

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

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Office/Home Phone #: \_\_\_\_\_ Mobile Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

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):

- single family residential ( current use  proposed use)
- two family residential ( current use  proposed use)
- multiple family residential (3+ unit building) ( current use  proposed use)
- mixed commercial/residential building(s) ( current use  proposed use)
- office/research ( current use  proposed use)
- retail/commercial services ( current use  proposed use)
- manufacturing/warehousing/contractor ( current use  proposed use)
- institutional use ( current use  proposed use)
- other use: \_\_\_\_\_ ( current use  proposed use)

Summary of proposed project (attach pages as necessary):

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



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

## Part II. Application Submittal Requirements

Along with your application, please submit a non-refundable application fee of \$225. Also, please submit one digital copy in an easily reproducible format (e.g., PDF) of all materials that are required to make a complete application. The Village Administrator may also require hard copies after you provide a digital copy. Except as the Village Administrator may otherwise allow, each complete application must include the following information:

- A title block that indicates the name, address, and phone/fax number(s) of the current property owner and/or agent(s) (developer, architect, engineer, planner) for project.
- The date of the original plan and the latest date of revision to the plan.
- A north arrow and a graphic scale. Said scale shall not be smaller than one inch equals 800 feet, except where the Administrator allows reduced scales.
- A map showing the location and current zoning of all lands for which the variance is sought, the location and current zoning of all lands within 300 feet, and the jurisdiction(s) within which the subject property lies (i.e., Village of Prairie du Sac or Town of Prairie du Sac).
- Unless provided by the Zoning Administrator, a list of names and addresses of all property owners within 300 feet of the subject property as they appear on the current tax records.
- A map, such as the Future Land Use Map in the Comprehensive Plan, of the generalized location of the subject property in relation to the Village or extraterritorial zoning jurisdiction as a whole.
- A written description of the proposed variance describing the type of specific requirements of the variance proposed for the subject property. Identify zoning ordinance section(s) for which the variance is sought.
- Written justification for the requested variance consisting of the reasons why the applicant believes the proposed variance is appropriate, particularly as evidenced by compliance with the approval criteria set forth in Part III.
- If exterior changes to the building or site are proposed, a site and building plan conforming to applicable requirements of Section 10-1-1304 of the zoning ordinance.



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

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

1. Describe the exceptional or extraordinary circumstances or special factors that are present with the subject property. Indicate how the subject property contains factors not present on other properties in the same zoning district and vicinity. (Please see criteria in Section 10-1-1309(d)(1) a – d of the Village’s zoning ordinance, which must be met.)

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

2. How is the requested variance essential to make the subject property developable so that property rights enjoyed by owners of similar properties can be enjoyed by the owner(s) of the subject property?

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

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 result in substantial or undue adverse impact the character of the neighborhood, natural environment, traffic, parking, public improvements, public property or rights-of-way, or other matters affecting the public health, safety, and general welfare? Please explain how, or why not.

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

5. Did the factors that present the reason for the proposed variance exist prior to August 18, 2011 (the date the current zoning ordinance was adopted)? Were those factors created by the applicant, or by a previous property owner?

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

6. Will the proposed variance involve or result in a land use that is not allowed in the applicable zoning district (under Article 3 of the Village’s zoning ordinance)? Please indicate how the requested variance is consistent with the allowable land uses in the zoning district.

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



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 10-1-1318(d) 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 Prairie du Sac 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



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

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

Verification that subject property within (check one):  Village  Town (ET Jurisdiction)

Pre-application conference with Village Administrator or designee (optional)

Date of conference: \_\_\_\_\_ Participants: \_\_\_\_\_

Application and required plans filed with Village

Date filed: \_\_\_\_\_

Name of Village staff person who accepted application: \_\_\_\_\_

Application fee of \$225 received by Village (non-refundable)

Date received: \_\_\_\_\_

Name of Village staff person who accepted fee: \_\_\_\_\_

Application and submitted plans verified as being complete

Date verified: \_\_\_\_\_

Name of Village staff person who verified application as complete: \_\_\_\_\_

Notice of public hearing sent to owners within 300 feet, clerks within 1,000 feet, & newspaper

Date sent to nearby land owners and clerks: \_\_\_\_\_

Date of publishing in community newspaper: \_\_\_\_\_

Village Board of Zoning Appeals or Board of Extraterritorial Zoning Appeals public hearing

Meeting date: \_\_\_\_\_ (to be held within 30 days of complete application)

Village Board of Zoning Appeals or Board of Extraterritorial Zoning Appeals action taken

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 or Board of Extraterritorial Zoning Appeals action

Date: \_\_\_\_\_

Name of Village staff person who notified Applicant: \_\_\_\_\_