

Ар	plication fee: \$150
+ \$1,000 deposit for	actual review costs
Receip	ot No
Date _	
Staff	
Ū	ndated 12/2018

APPLICATION FOR ZONING BOARD OF APPEALS

Applicant:				
Name:				
Name of the p	property owner (if y	ou are not the owner):		
Signature of th	ne property owner (if you are not the owner):		
Lot Size	acres	Zoning:	Location 1/4 Sec	
Address:				
Phone No. ()	Fax	x No. ()	
Brief descripti	on of the property	and the variance you are reque	uesting:	

REQUIRED MATERIALS: these items MUST be submitted; Town staff will direct if the other items are necessary. (The Town may request other information as necessary (See §320-132).

- 1. This completed application along with the \$150 application fee (non-refundable) and deposit to cover actual review costs with the balance being refunded to the applicant.
- 2. Completed Reimbursement Agreement
- 3. One hard copy and one electronic copy of a letter explaining the specific variance(s) that you are requesting.
- 4. One hard copy and one electronic copy of a site plan showing an accurate depiction of the property.
- 5. One hard copy and one electronic copy of a plat of survey showing all information required by the building permit.
- 6. A memorandum from the Building Inspector describing what part of your plans does not meet building code.

The Zoning Board of Appeals process is as follows:

Please note:

- ✓ Incomplete applications will not be accepted and/or processed.
- ✓ The Zoning Board of Appeals process may take 1-2 months because of the need to obtain a quorum of Zoning Board members before a meeting can be held.
- **Step 1:** Submit the application, required materials, and fee and deposit.
- Step 2: Staff will review the application, and once all necessary materials have been accepted, will call a meeting of the Zoning Board of Appeals. Once a date has been set, staff will publish a notice in the News Graphic 10 days prior to the meeting, and send out postcards to all property owners within 1,000 feet of your lot notifying them of the application.
- Step 3: The Zoning Board of Appeals will meet and discuss the application; a public hearing will be held at the meeting offering opportunity for public comment. The Board may act upon your request immediately or may take up to thirty (30) days to notify you of their decision. You will receive a written copy of the Board's decision. The Board may place conditions upon any zoning permit issued. Variances or other use permits shall expire within six months unless substantial work has commenced pursuant to such grant.

This application is based upon the Town of Cedarburg Zoning Code, Sections 320-132 through 320-136.

Applicant Date

According to Wisconsin State Statutes and Town Code section 320-135, for the Board to grant a variance, the Zoning Board must find:

- 1) Denial of the variation may result in hardship to the property owner due to physiographical consideration. There must be exceptional, extraordinary or unusual circumstances or conditions applying to the lot or parcel, structure, use or intended use that do not apply generally to other properties or uses in the same district, and the granting of the variance would not be of so general or recurrent nature as to suggest that the Zoning Code should be changed.
- (2) The conditions upon which a petition for a variation is based are unique to the property for which variation is being sought and that such variance is necessary for the preservation and enjoyment of substantial property rights possessed by other properties in the same district and same vicinity.
- (3) The purpose of the variation is not based exclusively upon a desire to increase the value or income potential of the property.
- (4) The granting of the variation will not be detrimental to the public welfare or injurious to the other property or improvements in the neighborhood in which the property is located.
- (5) The proposed variation will not undermine the spirit and general and specific purposes of the Zoning Code.



REIMBURSEMENT NOTICE & PROFESSIONAL SERVICES REIMBURSEMENT AGREEMENT

Pursuant to section 21-16 of the Town Code, the undersigned acknowledges receipt of this Notice and agrees to reimburse the Town of Cedarburg for costs, expenses and fees charged the Town of Cedarburg for legal, engineering, planning, and other required professional consultants as well as Town staff, and which services relate to the following project or matter (regardless of outcome):

PROJECT NAME:				
PROJECT ADDRESS: SEND ALL INVOICES TO: (NAME & ADDRESS)				
and/or Property Owner, and in those company, partnership or other busine Entity is authorized to do business in	of Cedarburg that I am authorized to execute this Agreemed cases where the Applicant and/or Property Owner is a cost entity (herein collectively "Business Entity"), I represent the State of Wisconsin, is a Business Entity in good standity to the terms and conditions of this Agreement.	prporation, limited liability t and warrant that the Business		
RESPONSIBLE PARTIES OR	PARTY NAME, MAILING ADDRESS, SIGNAT	TURE & DATE:		
Printed Name	Signature (Required)	Date		
Mailing Address	City	State & Zip		
PhoneFax E-mail				
PROPERTY OWNER NAME, Applicant):	MAILING ADDRESS, SIGNATURE & DATE (If different than that of the		
Printed Name	Signature (Required)	Date		
Mailing Address	City	State & Zip		
Phone	Fax	E-mail		