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|---|--|-------------------------|--|
|  | <p align="center"><b>CITY OF DE PERE</b></p> <p align="center"><b>APPLICATION FOR VARIANCE</b></p> | <b>Fee:</b> \$ 175.00   |  |
|   |  | <b>Receipt #:</b> _____ |  |
|   |  | <b>Date:</b> _____      |  |

Read all instructions provided before completing. If additional space is needed, attach additional pages. Type or use black ink.

| <b>SECTION 1: Applicant / Permittee Information</b>  |                                |                              |                   |
|--|--------------------------------|------------------------------|-------------------|
| Applicant Name (Ind., Org. or Entity)  |                                | Authorized Representative    |                   |
| Mailing Address  |                                | Title                        |                   |
| City   |                                | State                        | ZIP Code          |
| Email Address  | Phone Number (incl. area code) | Fax Number (incl. area code) |                   |
| <b>SECTION 2: Property Owner Information (complete these fields when project site owner is different than applicant)</b> |                                |                              |                   |
| Name (Ind. Org. or Entity)   |                                | Contact Person               |                   |
| Mailing Address  |                                | Title                        |                   |
| City   |                                | State                        | ZIP Code          |
| Email Address  | Phone Number (incl. area code) | Fax Number (incl. area code) |                   |
| <b>SECTION 3: Project or Site Location</b>   |                                |                              |                   |
| Project Address:   |                                | Zoning district:             | Parcel Number(s): |
| Legal Description:   |                                |                              |                   |
| <b>SECTION 4: Project Request Information</b>  |                                |                              |                   |
| A. Project Description:  |                                |                              |                   |
| B. Specific De Pere Municipal Code number(s) that is impacted by the project description:                                |                                |                              |                   |
| C. Specific De Pere Municipal Code text (provision) that is impacted by the project description:                         |                                |                              |                   |
| D. Specific variance requested:  |                                |                              |                   |

**SECTION 5: Required Variance Information Per Wis. Stats. §62.23(7)(e)7.d (attach extra pages)**

A. Provide proof that the dimensional, physical or locational requirement of the code is an “unnecessary hardship” by demonstrating that strict compliance with the zoning ordinance would unreasonably prevent the property owner from using the property for a permitted purpose or would render conformity with the zoning ordinance unnecessarily burdensome:

B. Provide proof that the unnecessary hardship is based upon circumstances unique to the property rather than considerations personal to the property owner:

C. Provide proof that the unnecessary hardship was not created by the property owner:

**SECTION 6: Required Variance Information Per De Pere Municipal Code Section 14-27(3) (attach extra pages)**

A. Provide proof that because of the particular physical surroundings, shape, or topographical conditions of the specific property involved, a particular hardship to the owner would result, as distinguished from a mere inconvenience if the strict letter of the regulations were to be carried out:

B. Provide proof that the conditions upon which a petition for a variance are based are unique to the property for which the variance is sought and are not applicable, generally, to other property within the same zoning classifications:

C. Provide proof that the alleged difficulty or hardship is caused by this ordinance and has not been created by any person having an interest in the property:

D. Provide proof that the granting of the variance will not be detrimental to the public welfare or injurious to other property or improvements in the neighborhood in which the property is located:

E. Provide proof that the proposed variance will not impair an adequate supply of light and air to adjacent property, or substantially increase the congestion of the public streets, or increase the danger of fire, or endanger the public safety, or substantially diminish or impair property values within the neighborhood:

## SECTION 7: Supporting Documents

Attach the following information to the application form so that the request is clearly understood by staff and the Board of Appeals.

|   |   |
|---|---|
| • Copy of Denied Building Permit.                             | A building permit must be denied before considering application for a variance.   |
| • Site plan of existing conditions.                           | Site Plan should be to scale and show property lines, building setbacks, all structures, driveways, patios, fences, utilities, easements, trees/landscaping, etc.   |
| • Site plan of proposed variance.                             | Site Plan should be to scale and show property lines, building setbacks, all structures, driveways, patios, fences, utilities, easements, trees/landscaping, etc.   |
| • Letters/ emails of awareness from adjacent property owners. | This is NOT a request for a letter of support. Rather, this should be a response from adjacent neighbors that indicate that they are aware of a variance being requested (e.g. – the requester has talked to their neighbors to avoid surprises). |
| • Detailed narrative about the project.                       | Summarize additional details about what the variance is, and (most importantly) why the property cannot continue to have any uses permitted in the zoning district without a variance.  |

## SECTION 8: Certification and Permission

**Certification:** I hereby certify that I am the owner or authorized representative of the owner of the property which is the subject of this Variance Application. I certify that the information contained in this form and attachments is true and accurate. I certify that the project will be in compliance with all permit conditions. I understand that failure to comply with any or all of the provisions of the permit may result in permit revocation and a fine and/or forfeiture under the provisions of applicable laws.

**Permission:** I hereby give the City permission to enter and inspect the property at reasonable times, to evaluate this notice and application, and to determine compliance with any resulting permit coverage.

|  |  |
|--|--|
| Name of Property Owner (please print)  | Name of Authorized Representative (please print) |
| Signature of Property Owner (required) | Signature of Authorized Representative           |
| Date Property Owner Signed             | Date Authorized Representative Signed            |

## REVIEW PROCESS

1. Consult with Zoning Administrator (phone, email, or in person) and explain the hardship for a variance.
2. Four weeks prior to Board of Appeals Meeting:
  - a. Submit completed variance application, review fee, and required information from Sections 4, 5, 6, and 7 of the application, to the City Zoning Administrator
  - b. Documents may be digital (PDF preferred) or hard copy.
3. Three weeks prior to Board of Appeals Meeting:
  - a. Schedule another appointment with Zoning Administrator to confirm that application and required information is complete.
4. Night of Board of Appeals meeting:
  - a. Plan on attending the meeting. Be prepared to verify that the property (not a person or family) has a valid hardship. The Board of Appeals likely will ask the petitioner to present the valid hardship to the Board and answer questions.