



VILLAGE OF PLOVER

2400 POST ROAD - PO Box 37 - PLOVER, WISCONSIN 54467
WWW.PLOVERWI.GOV

VARIANCE APPLICATION: *Per 550.45*

Purpose and Overview: The Board of Zoning Appeals shall make a determination regarding a requested variance, such variances from the terms of the Zoning Ordinance shall not be contrary to the public interest where, owing to special conditions, a literal enforcement shall result in unnecessary hardship so that the spirit and purposes of this chapter shall be observed and the public safety, welfare and justice secure. The burden of proof for the any hardship shall rest entirely upon the applicant. Use variances shall not be granted. In every case where a variance from these regulations has been granted, the minutes of the board meeting shall affirmatively show that an unnecessary hardship exists, and the records of the Board shall clearly show in what particular and specific respects an unnecessary hardship was created.

Please complete the below application form, attach all pertinent documents and materials, and see page 2 for the specific procedures, considerations, and additional information related to the variance application process.

PROPERTY OWNER INFORMATION:		APPLICANT/AGENT INFORMATION:	
Owner(s) Name: _____ _____		Applicant/Agent Name: _____ _____	
Mailing Address: _____	Phone #: _____	Mailing Address: _____	Phone #: _____
Email: _____		Email: _____	

PROPERTY AND REQUEST INFORMATION:	
Site Address: _____	CSM#: _____ Lot#: _____
Parcel Identification Number (PIN): _____	<i>(If there is an associated CSM or Survey related to the request, copies shall be submitted with the Temporary Use application)</i>
Legal Land Description: ____ ¹ / ₄ ____ ¹ / ₄ , Section ____ T ____ N, R ____ E	
Lot/Parcel Area: _____ (Acres or Sq. ft)	

Parcel(s) Zoning District: _____

Variance Requested (describe what is being requested and cite the specific ordinance section): _____

JUSTIFICATION OF THE REQUEST: THREE VARIANCE CRITERIA

(Preservation of Property Rights) What is the unnecessary hardship and why can't you meet the Zoning Code Requirement? _____

(Exceptional Circumstances) How is your hardship related to a unique physical limitation on the property? _____

(Absence of Detriment) Is your request contrary to public interest or safety? _____

*Please attach additional sheets/pages to address the above questions.
Additional details related to the three criteria is provided on page 2*



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Per Chapter 550-5(F): No variance to the provisions of Chapter 550 shall be granted by the Board unless it finds beyond a reasonable doubt that all the following facts and conditions exist and so indicates in the minutes of its proceedings:

- 1. Exceptional circumstances.** There shall 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 and recurrent nature as to suggest that this chapter should be changed.
- 2. Preservation of property rights.** 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. Absence of detriment.** The variance shall not create substantial detriment to adjacent property and shall not materially impair or be contrary to the purpose and spirit of this chapter or the public interest.

PROCEDURE AND REQUIREMENTS:

Pre-Application: All applicants are encouraged to meet (in person, over the phone, via email, etc) with Village Community Development/Zoning Staff prior to the official submittal of the Variance application to discuss options, alternatives, and standards. This pre-application meeting/discussion will ensure both the village and applicant understand the proposal as well as the pertinent standards and possible ramifications of the request.

Application: A request for a Variance shall be submitted in writing to the Community Development Department, whom should promptly refer the application to the Board of Zoning Appeals.

Approval or Denial by Zoning Board of Appeals: The Zoning Board of Appeals shall review the variance criteria, zoning requirements, and shall grant or deny the Variance Request. If approved the variance shall be revocable, subject to any conditions required by the Board of Zoning Appeals. Approval is subject to all other provisions of chapter 550 and the Village of Plover Ordinances.

- (1) Conditions may be placed upon any land use permit ordered or authorized by the Board.
- (2) Variances or use permits granted by the Board shall expire within six months unless substantial work has commenced pursuant to such grant.

FEES PER CHAPTER A600:

Variance Application Fee= **\$75**

AGREEMENT FOR PAYMENT OF ENGINEERING SERVICES:

As the applicant, in addition to the application fees, you are responsible for paying all engineering, construction observation, and development review costs related to the proposed development (when applicable). All costs accrued by the Village of Plover and its contracted engineer(s) shall be submitted to the Village within the appropriate invoice/payment period. Signing below confirms you understand your requirement to reimburse all associated development review costs and fees.

Applicants Signature: _____ Date Submitted: ___/___/___

INTERNAL (OFFICE USE ONLY):

Timeline and Important Dates:			
Date of Publishing (Public Hearing Notice)		___/___/___	
Date of Request:	___/___/___		
Zoning Board of Appeals Action:	___/___/___	Date of Action:	___/___/___