

City of Fond du Lac

APPLICATION FOR ZONING VARIANCE

PROPERTY LOCATION: _____

Tax Key Number (Vacant Land): FDL-____-____-____-____-____

Project Applicant			
Name			
Mailing Address	City	State	ZIP Code
Email Address		Phone Number	
Landowner (Complete this information if the project applicant is not the property owner.)			
Name			
Mailing Address	City	State	ZIP Code
Email Address		Phone Number	
Landowner Certification			
If the person requesting a variance is not the owner of the property affected by the proposal, the consent of the landowner is necessary. Refer to the LANDOWNER AUTHORIZATION form included with the variance application packet.			

PROPOSAL

A variance is an exception to a regulation of the zoning code. Describe the proposed project and the purpose of the variance request.

STATEMENT OF HARDSHIP

To qualify for a variance, physical limitations of the property must prevent reasonable use or make compliance with zoning regulations unreasonably difficult. The hardship to justify a variance must relate directly to the property; the personal circumstances or preference of the property owner or tenant is not a factor in deciding a variance. The applicant is responsible for providing factual information related to the property to justify an exception to a code regulation.

Describe the unique conditions of the *property* which make compliance with zoning regulations difficult or impossible.

PROJECT APPLICANT SIGNATURE _____

VARIANCE PROCEDURE

Refer to the *Board of Appeals Timetable* for application submittal deadlines and meeting dates.

Checklist for submittal of a variance request:

- Project Application + Filing Fee** **\$100 – Single Family (Dwelling/lot used for single family residential purposes)**
\$300 – All Other
- Site Plan**
A site plan illustrates existing property conditions and any new building area or new structure. The plan should show lot lines, setback measurements, driveway(s), and parking areas.
- Site Photos:** Provide photos of the property to show existing property conditions.
- Other Information:**

 - Some variance proposals may require building elevation drawings or other design details (fence, shed, gazebo, etc.).
 - A proposal that affects signage must provide the linear measurement of all building facades (site plan or photo). Provide specifications for any new sign, including dimensions, location and lighting. Provide photos of all existing signage on the property, including dimensions; for an existing ground sign show setbacks and height.

Application Submittal

A variance application may be filed at the City of Fond du Lac Community Development office located on the 4th floor of the City-County Government Center or submitted electronically.

Please contact the Community Development office at (920) 322-3440 prior to the electronic submittal of a variance application. Payment of the filing fee must be received prior to the application filing deadline. Electronic applications should be submitted to: jdahlin@fdl.wi.gov

Mailing address: City of Fond du Lac – Community Development Department
160 S Macy Street, PO Box 150
Fond du Lac, WI 54936-0150

Timeline

Meeting Date: The Board of Appeals meets on the first Monday of the month at 3:00 p.m. in Meeting Room D of the City-County Government Center, 160 S Macy Street. The project applicant or representative must attend the meeting to present the variance proposal to the Board of Appeals.

Public Notification: Notification of a variance request is mailed to neighbors by the City Clerk's office. The notice explains the variance proposal and provides information for the meeting date, meeting time, and the location of the meeting. The public notice is also mailed to the project applicant.

Project Review: A variance request is analyzed by Community Development staff for zoning regulations and to determine evidence of a hardship specific to the property that would justify approval of a variance. The project analysis and recommendation is provided to the applicant in advance of the public meeting.

Board of Appeals Meeting: The Chairperson will ask the applicant to present the variance request and explain the circumstances of the property that justify approval of a variance. The Board may have questions for the applicant and/or City staff. Public comment will be invited. A decision of the Board of Appeals is final. There is no administrative appeal process.

Variance Time Limitation: A variance is valid for a period of one year from the date of the meeting at which the action was taken. If a building permit is not applied for within the one-year period, a new variance must be granted. A one-year extension may be administratively authorized by the Community Development Department with the submittal of a written request prior to expiration of the approved variance, setting forth the facts that require an extension.

Board of Appeals meeting agendas and minutes may be viewed on the City's website: www.fdl.wi.gov

FOR INFORMATION OR ASSISTANCE CONTACT THE COMMUNITY DEVELOPMENT DEPARTMENT: (920) 322-3440

LANDOWNER AUTHORIZATION

TO: City of Fond du Lac
Community Development Department

Re: VARIANCE REQUEST

LOCATION OF VARIANCE REQUEST: _____

The undersigned _____ is the owner of property

NAME OF PROPERTY OWNER (PLEASE PRINT)

referenced above. The undersigned authorizes _____

to sign and file a variance application that affects the referenced property.

SIGNATURE OF LAND OWNER OR AUTHORIZED AGENT

DATE

BOARD OF APPEALS TIMETABLE 2017

(1st Monday of the Month)

Application Filing Deadline 4:30 pm (Tuesday)	BOA Meeting 3:00 pm - Monday Meeting Room D
Dec 20, 2016	Jan 9, 2017
Jan 24, 2017	Feb 6, 2017
Feb 21, 2017	March 6, 2017
March 21, 2017	April 3, 2017
April 18, 2017	May 1, 2017
May 23, 2017	June 5, 2017
June 27, 2017	July 10, 2017
July 25, 2017	Aug 7, 2017
Aug 29, 2017	Sept 11, 2017
Sept 19, 2016	Oct 2, 2017
Oct 24, 2017	Nov 6, 2017
Nov 17, 2017 FRIDAY	Dec 4, 2017
Dec 21, 2017 THURSDAY	Jan 8, 2018
Jan 23, 2018	Feb 5, 2018