

CITY OF FOND DU LAC
ZONING PETITION - VARIANCE



PROPERTY ADDRESS OF VARIANCE REQUEST:
Tax Key Number (Vacant Land):

Petitioner:

(Name)

(Address)

Petitioner Phone Number:

Petitioner Email:

Property Owner:

(If not the same as Petitioner)

(Name)

(Address)

P R O P O S A L

A variance is an exception to a requirement of the zoning code.
Describe the requested code exception(s) for your variance request:

S T A T E M E N T O F H A R D S H I P

A variance may be approved if a hardship specific to a property does not allow compliance with zoning regulations. A hardship is created by a ***physical condition*** of the property.

Describe the special physical condition of your property that makes compliance with zoning regulations difficult or impossible:

Petitioner Signature:

Submit application package (application/site plan/photos/filing fee) to the Community Development Office
(4th floor, City-County Government Center)

 **VARIANCE SUBMITTAL REQUIREMENTS**

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

Application

Site Plan

A site plan must include all boundaries of the property and depict the location of existing and proposed structures, setback measurements, buildings to be demolished, driveway and parking areas, adjacent streets and alleys. If the proposal affects signage, show linear dimensions of building frontage, lot frontage, location and size of existing and proposed signage.

Filing Fee (Non-refundable): \$100 - Single Family Home (used for single family purposes)
\$300 - All Other Uses

ELECTRONIC SUBMITTAL OF APPLICATION

The submittal of a variance application via email is acceptable, with payment of the filing fee in person or via postal service. Please contact the Community Development office at (920) 322-3440 prior to submittal. Applications should be submitted to: jdahlin@fdl.wi.gov

Board of Appeals Meeting

The Board of Appeals meets on the first Monday of the month at 3:00 p.m. in Meeting Rooms D-E (first floor) of the City-County Government Center at 160 South Macy Street. The petitioner should attend the meeting to present his/her case to the Board.

Each variance request is reviewed by Community Development staff to determine conformance with zoning regulations. The most important issue is a determination that *property conditions* do not allow compliance with code requirements. A recommendation is prepared by staff for the Board of Appeals. The staff memo is provided to the petitioner in advance of the Board of Appeals meeting.

Approval or denial of a variance request is based on information provided by the petitioner, the technical evaluation of the request by City staff, correspondence delivered to the Board and testimony received at the public meeting. The Board of Appeals may approve, conditionally approve or deny a variance request.

A decision by the Board of Appeals is final. There is no administrative appeal process.

TIME LIMITATION FOR APPROVED VARIANCE

A variance approval is valid for one year. If it is not possible to take action on the authorization granted by a variance, an extension may be requested. A written request for an extension must be submitted to the Community Development Department prior to expiration of the approved variance.