



# VARIANCE APPLICATION

File #: \_\_\_\_\_  
**Office Use Only**  
Revised 2-2021

## APPLICANT INFORMATION

Property Owner: \_\_\_\_\_ Contractor/Agent: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Daytime Phone: (\_\_\_\_) \_\_\_\_\_ Daytime Phone: (\_\_\_\_) \_\_\_\_\_

Cell: (\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_ E-mail: \_\_\_\_\_

## SITE INFORMATION

Site Address: \_\_\_\_\_

Property Location: \_\_\_\_ 1/4, \_\_\_\_ 1/4, Sec. \_\_\_\_, T. \_\_\_\_ N., R. \_\_\_\_ W., Town of \_\_\_\_\_

Parcel #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Alt. Parcel #: \_\_\_\_\_ . \_\_\_\_\_ . \_\_\_\_\_ . \_\_\_\_\_

## LAND USE INFORMATION

Zoning District (Check one):  AG-1  AG-2  R-1  R-2  R-3  C-1  C-2  C-3  I-1  I-2

Overlay District (Check all that apply):  SHORELAND  RIVERWAY  FLOODPLAIN  ADULT ENTERTAINMENT

State the nature of your request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Zoning Ordinance Reference: \_\_\_\_\_

More than one request with this application? (See supplemental fee amount below and attach appropriate addendums)

## FEES (please reference current fee schedule)

Application Fee: \$ \_\_\_\_\_

Supplemental Fees: x \_\_\_\_\_ (# of additional requests) \$ \_\_\_\_\_

**Total Fees:** \$ \_\_\_\_\_

**Applications are due on the 1<sup>st</sup> Monday of each month.**

*I attest that the information contained in this application is true and correct to the best of my knowledge.*

Property Owner Signature: \_\_\_\_\_ Date \_\_\_\_\_

Contractor/Agent Signature: \_\_\_\_\_ Date \_\_\_\_\_





## GENERAL VARIANCE APPLICATION PROCEDURE

### APPLICATION:

The deadline for application submittals is the **1<sup>st</sup> Monday** of the month prior to the regularly scheduled Board of Adjustment meeting of the following month. The St. Croix County Board of Adjustment regularly meets on the 4<sup>th</sup> Thursday of the month. Applications will not be accepted until the applicant has:

- met with the Zoning Administrator to review the application;
- ***original plus 5 copies*** of the completed application submitted to the Zoning Administrator;
- resolved any land use violations and paid any outstanding fees owed to the Community Development Department;
- signed the application form (*signatures of property owners and agents acting on their behalf are required*); and
- submitted the application fee (*nonrefundable*) payable to: **St. Croix County**.

### REVIEW:

The Zoning Administrator will review the application for completeness and assign a file number to the application. The Zoning Administrator may require additional information and will notify the applicant of this within 10 days. Upon receiving a completed application and supporting documents, the Zoning Administrator will:

- schedule a public hearing with the St. Croix County Board of Adjustment and notify the applicant by mail of the date and time of the public hearing;
- notify adjoining property owners of the applicant's request;
- publish a public hearing notice in the local paper;
- send copies of the applications to the appropriate town and reviewing agencies for comment. Applicants are encouraged to contact their town and attend their town meeting to discuss their application;
- schedule a site visit to the applicant's property, at which time the applicant shall flag all applicable property/project corners and label the flags accordingly; and
- prepare a staff report on the application. The staff report will be mailed to the applicant and will be available for public review during the week prior to the public hearing.

### ACTION:

The St. Croix County Board of Adjustment can grant a variance if it finds that there is a hardship and that other criteria are present. At the public hearing, the applicant may appear in person or through an agent or an attorney of his/her choice, and may present testimony, evidence and arguments in support of his/her application. The fact that an application for a variance has been filed does not automatically mean that a variance is granted.

Upon the Board making a decision on the variance request, the Zoning Administrator shall notify the applicant of the decision in writing. All site plans, pictures, and other supporting documents become the property of the St. Croix County Community Development Department and will remain in the file.

## CHECKLIST FOR COMPLETE APPLICATION

- Completed and signed application form with fee.
- Original plus 5 copies** needed of the entire packet including all supporting information, maps & diagrams; electronic copy is highly encouraged in .PDF format.
- Addendum for additional requests (*if required*).
- 1 - Recorded Warranty Deed (*may be obtained at the Register of Deed's office*).
- A complete site plan drawn to scale (*Shoreland, Riverway, and Floodplain districts require a professional survey*):
  - project location in the town;
  - lot/parcel dimensions with property lines and all applicable setbacks;
  - pre- and post-contours with grading limits (*minimum 2-foot contours*);
  - location of all existing and proposed structures with their square footage and distance from setbacks;
  - location of existing and proposed POWTS, wells, driveways, parking areas, access, signs, and other features; and
  - location of navigable waterways with accurate OHWM, delineated wetlands, floodplains, blufflines, slopes in excess of 12%, wooded areas, and any other unique limiting conditions of the property.
- Other information: \_\_\_\_\_

**NOTE: All maps, plans, and engineering data shall be no larger than 11x17. Submit copies of all plans in electronic format (JPG or PDF) if possible. No covers, binders, or envelopes. Paperclip your application in the upper left-hand corner.**