

TOWN OF WAUPUN

PETITION FOR VARIANCE APPLICATION

		non-refundable	
PLEASE TYPE OR PRINT CLEARLY		Date	Fee \$200 00
OWNER INFORMATION			
Last Name		First	
Address		Cell ()	
City	State	Zip	Phone ()
Other Contact Person		Fax ()	
PROJECT INFORMATION		(this information is on Property Tax Bills)	
Building Address		Property ID#	Parcel No
Fire No			
Legal Description ____ 1/4 ____ 1/4 Section ____ T 14 N, R 15 E		Zoning District	Lot #
Project Description			
1. Describe the property that is in need of the variance.			
2. Reason why compliance with the code cannot be obtained without the variance.			
3. List the names and addresses of the adjoining property owners that may be affected by this variance. (Use reverse side if necessary.)			
Name		Name	
Address		Address	
Phone No		Phone No	
Name		Name	
Address		Address	
Phone No		Phone No	
4. Please attach a drawing showing the property as it is now and how it will be after completion.			
PETITION IS VALID ONLY IF ACCOMPANIED BY THE PROPER FEE			
NOTE Petitioner must be the owner of the building or project			
I state as petitioner, I have read the foregoing petition and believe it is true and that I have ownership to the subject building or project			
Petitioner's Signature		dated	

received by clerk on _____ payment by check# _____

INSTRUCTIONS FOR VARIANCE APPLICATION: **09/08**

1. Complete form legibly, use ink.
2. Complete all names, addresses, and phone numbers of adjoining property owners.
3. Return with your non-refundable fee to the clerk.

SUBMITTING APPLICATION:

Board of Appeals meetings will be scheduled as needed.

According to Town of Waupun Zoning Ordinance 13.31(b), the notice of hearing requires a Class I publishing. Class I requires it to be published at least 8 days before the hearing. The town's legal paper, The Fond du Lac Reporter, requires a 3 to 4 day notice to publish.

Your application must be completed a minimum of 18 days prior to a possible meeting. A meeting is scheduled by the clerk contacting all regular Board of Appeals Members.

If you have a question about the deadline, please call.

WHAT HAPPENS NEXT:

At the public hearing, the Board of Appeals will hear your reasons for the petition as well as concerns of any town residents.

As soon as possible after (or during) the public hearing, the Board of Appeals shall act on the petition; either approving, modifying or disapproving the same. The Board of Appeals has final determination on the petition.