



Community Development Department

444 West Grand Avenue
Wisconsin Rapids, WI 54495-2780
Ph: (715) 421-8228 • Fax: (715) 421-8291

City of Wisconsin Rapids Variance Application

A variance is a relaxation of requirements found within the zoning ordinance. Variances are approved or denied by the Board of Zoning Appeals. The Board's job is not to compromise the requirements for a property owner's convenience, but to apply legal criteria provided in State law, court decisions, and the local ordinance on a specific request. Variances are meant to be an infrequent remedy where an ordinance imposes a unique and substantial burden.

Process:

At the time of application, the following items are required:

1. Completed application form and the required \$250 fee;
2. Detailed plans describing the subject property and the proposed project (location, dimensions and materials);
3. Detailed written statement of verifiable facts showing that the proposed project meets the legal criteria for a variance; and
4. Subject property lot lines, corners and the proposed building footprint related to the variance request staked out so the Board may inspect the site.

Upon receipt of the required information, the Board will publish notice of your request for a variance in the Wisconsin Rapids Daily Tribune noting the location and time of the required public hearing before the Board. Your neighbors and any affected State agency will also be notified. The burden is on the applicant to provide information upon which the Board may base its decision. At the hearing, any party may appear in person or may be represented by an agent or attorney. The Board is required to make its decision based only on the evidence submitted to it at the time of the hearing. Unless you or your agent is present, the Board may not have sufficient evidence to make a ruling and then may deny the application.

Filing Deadline:

A completed application and supporting materials must be turned in at least three (3) weeks prior to the meeting in which you plan to present. The Board meets at 1 p.m. on the second Tuesday of each month, excluding holidays.

Prior to submittal:

To ensure that all the required information is provided and that there is a complete understanding of the process, it is required that an applicant meet with City staff to discuss the request and necessary items. Please contact the Community Development Department at 715-421-8228 to schedule an appointment with a member of the staff.



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Variance Application

For Office Use Only

Date Received:	Date Paid:	Date Entered:	Permit #:
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PROPERTY INFORMATION

Site Address:			Parcel #:
Zoning District:	Lot Area:	Lot Width:	Lot Depth:
Owner Name:	Owner Address, City, State, and Zip:		
Owner Phone Number:	Owner Fax Number:	Owner Email Address:	

CONTRACTOR INFORMATION

Name:	Address, City, State, and Zip:		
Phone Number:	Fax Number:	Email Address:	

PROJECT DESCRIPTION

Current Use and Improvements:
Requested Use and/or Improvements:
Type of Variance Requested: <input type="checkbox"/> Use Variance – Permits a landowner to put a property to an otherwise prohibited use. <input type="checkbox"/> Area Variance – Provides an increment of relief from a bulk regulation such as building height or setback.
Ordinance Standard From Which a Variance is Requested (Section Number and Text):
Describe the Effects on the Property if the Variance is Not Granted:
Have Alternatives to the Requested Variance Been Considered? <input type="checkbox"/> No – Please describe why no alternatives were considered. <input type="checkbox"/> Yes – Please describe why they were not acceptable alternatives.

HARDSHIP IDENTIFICATION

Unique Physical Limitations:

Unique physical limitations of the property include steep slopes or wetlands that are not generally shared by other properties that prevent compliance with ordinance requirements. The circumstances of an applicant (growing family, need for a larger garage, etc.) are not considered a unique physical limitation for the purpose of deciding a variance. Nearby ordinance violations, prior variances, or lack of objections from neighbors do not provide a basis for granting a variance.

Do unique physical characteristics on the subject property prevent compliance with the ordinance?

- No** – This criterion is not present on the subject property.
- Yes** – This criterion is present on the subject property (attach supporting information).

Unnecessary Hardship:

An unnecessary hardship cannot be due to conditions which are self-imposed or created by a prior owner (for example, excavating a pond on a vacant lot and then arguing that there is no suitable location for a home). It has also been determined by the Courts that economic or financial hardship does not justify a variance. The entire parcel is required to be considered when determining whether an unnecessary hardship exists. For an area variance, unnecessary hardship exists when compliance would unreasonably prevent the owner from using the property for a permitted purpose or would render conformity unnecessarily burdensome. The Board considers the purpose of the zoning restriction, the restriction's impact on the property as well as the short-term, long-term and cumulative effects of a variance on the neighborhood, the community and on the public interests. For a use variance, unnecessary hardship only exists if the property owner shows that they would have no reasonable use of the property without the variance.

Is an unnecessary hardship present on the subject property?

- No** – This criterion is not present on the subject property.
- Yes** – This criterion is present on the subject property (attach supporting information).

Harm to Public Interests:

The Board considers the impacts of the proposal and the cumulative impacts of similar projects on the interests of the neighbors, the entire community and the general public. These interests include:

- Public health, safety and welfare;
- Water quality;
- Fish and wildlife habitat;
- Natural scenic beauty;
- Minimization of property damages;
- Provision of efficient public facilities and utilities; and
- Any other public interest issues.

Is the public interest impacted by the requested variance?

- No** – The public interest will not be affected by the request (attach supporting information).
- Yes** – The public interest will be affected by the request (attach supporting information on how the effects will be mitigated).

SITE PLAN

Site Plan Requirements:

The following items are required to be provided on a site plan attached to the application:

- Property Lines;
- Dimensions, Locations and Setbacks of Existing and Proposed Structures;
- Utilities, Roadways and Easements;
- Anticipated Project Start Date;
- Vegetation Removal Plan – if any;
- Location and Extent of Filling/Grading – if any;
- Contour Lines (2ft. interval) – if claiming elevation change as a hardship;
- Ordinary High Water Mark – if applicable;
- Floodplain and Wetland Boundaries – if applicable;
- Location and Type of Erosion Control Measures – if applicable; and
- Any Other Construction Related to the Project.

The signer attests that this form has been completed accurately and all required materials have been submitted:

Applicant Name (Printed): _____

Applicant Signature: _____ Date: _____

Owner Name (Printed): _____

Authorizing Signature of Property Owner: _____ Date: _____