

Property Address: _____

Tax Parcel No(s). _____

Variance Checklist (Last Updated 02/01/12)
Village of West Baraboo

Date: _____

Owner of Property: _____

Applicant Name: _____

Project Name: _____

Required Fee Amount: _____ Paid

1. Variance Application

- a. Submit Application Package to Village Clerk.
- b. Each application package shall include the following:
 - i. Name and address of each applicant, owner(s) of site, all owners adjacent to the property within 100', and all owners directly opposite from the site extending 100' from the street frontage of such opposite land.
 - ii. Description as to why a variance is being petitioned on the particular property.
 - iii. Application Description shall include the following items:
 - 1. Full legal description of site
 - 2. Address of site,
 - 3. Description of existing structure(s) located on property,
 - 4. Current use of the site,
 - 5. Zoning District of the property,
 - 6. Description of the facts/circumstances of the hardship imposed upon the Petitioner.
 - iv. Supply a Survey Map or Site Plan
 - 1. Map shall be to scale and approved by the Zoning Administrator
 - 2. Shows location, property boundaries, dimensions, uses and size of the following:
 - a. Site
 - b. Existing/Proposed Structures
 - c. Existing/Proposed Easements
 - d. Streets and other Public right-of-ways
 - e. Off-Street Parking
 - f. Loading areas
 - g. Driveways
 - h. Existing Access Restrictions
 - i. Dimensions of front, side and rear yards
 - j. Detailed plan of proposed Surface Drainage
 - k. Topographic Data and grade Elevations
 - l. Soil types/conditions
 - m. Utilities
 - v. Any additional information requested by the Village
 - vi. Application Cover Sheet
 - vii. Fee for application
- c. **NOTE: This checklist is only a guide. Applicant shall reference the Village Ordinance for all requirements for application packages, petition processes, appeals, and reviews.**

- 2. Public Hearing will be held by Board of Zoning Appeals.

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Questions to be asked in Review Process

1. What is current Zoning District in which the property is located?
2. Within the zoning district, what are the permitted, conditional, accessory, and prohibited uses?
3. Are the following conditions present:
 - a. Physical surrounds, shape, or topographical conditions of the property result in a hardship upon the Owner as an inconvenience if current regulations were carried out?
 - b. Will the future uses, values, and purposes and enjoyment of surrounding properties in the neighborhood be substantially impaired or diminished by the variance?
 - c. Will the variance impede normal and orderly development and improvement of the surrounding property for permitted uses?
 - d. Is the alleged hardship or difficulty peculiar to the parcel under consideration and different from that of other parcels and not one which generally affects all parcels similarly?
 - e. Is the alleged hardship caused by the Village ordinance and has not been created by any person presently having an interest in the property?
 - f. Is the purpose of the variance based exclusively upon a desire for economic or other material gain by the Owner/Applicant?
 - g. Will the variance be detrimental to the public welfare or injurious to other property or improvements in the neighborhood in which the property is located?
 - h. Will the variance impair adequate supply of light and air to adjacent property?
 - i. Will the variance increase congestion in the public streets, increase the danger of fire, endanger or be detrimental to the public safety, or diminish/impair property values within the neighborhood?
 - j. Is the property where the variance is being requested for, located in floodplain? If so, will the variance change
 - i. the established flood elevations or profiles;
 - ii. permit a lower degree of flood protection in the floodplain than the flood elevation;
 - iii. allow any flood, basement, or crawlway below regional flood elevation;
 - iv. allow actions without the required amendments;
 - v. allow or extend a use or building which is prohibited in the current zoning district?