



# CITY OF PRESCOTT

800 Borner Street North • Prescott, Wisconsin 54021-2012  
(715) 262-5544

## VARIANCE APPLICATION FOR PROPERTIES

### INFORMATION AND INSTRUCTIONS

1. Submit 2 copies of the following to the above address.
  - a. Signed and completed application
  - b. Plot Plan (show existing and proposed structures, there uses and dimensions)
  - c. Application Fee per schedule 1-3-1 of City Ordinance Code Book.
2. A public hearing date for the Zoning Board of Appeals will be set within 3 to 5 weeks from date of application. The Board of Appeals meets on the second and fourth Thursdays of the month at the above address.
3. A public hearing notice must be published once before the hearing date. All property owners within 100 feet must also be notified. Said notice must be published at least 10 days prior to the date of the public hearing.
4. The Board of Appeals has a handbook which outlines it's responsibilities and the criteria for granting and denying a request. You may review the handbook at the above address.

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Owner's Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Telephone No. \_\_\_\_\_

### SITE ADDRESS OR LEGAL DESCRIPTION

VARIANCE REQUEST - Describe the request, the ordinance affected and the circumstances of the request. Please be specific.

Municipal Code: \_\_\_\_\_

Address each of the following criteria for granting of a variance as described above:

1) Unnecessary hardship is present because ...  
\_\_\_\_\_  
\_\_\_\_\_

2) Compliance with the terms of the ordinance is prevented by unique feature of this property...  
\_\_\_\_\_  
\_\_\_\_\_

3) A variance will not be contrary to the public interest because ...  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The applicant agrees to comply with the following:

- All Municipal Codes including Building, Zoning, Lower St. Croix Scenic Riverway and Floodplain,
- \_ All conditions of the variance permit.

The applicant also understand that the issuance of the variance permit creates no legal liability expressed or implied, on the City of Prescott and certifies that all the above information is accurate.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_  
\*\*\*\*\*

CITY USE ONLY

Date Filed _____	Hearing Date _____
Fee Paid _____	Mailing Date _____
Receipt No. _____	Action Taken _____
Zoning Dis. _____	Application No. _____