



Variance Application Applicant(s) Information

Name of Applicant(s): _____

Address: _____

Phone: _____

Email: _____

SUBJECT: _____

Variances are authorizations to depart from the strict application of the zoning related UDC development standards; and are granted by the Village Council, in their role as the Board of Adjustments, only if all Variance Approval Standards set out below are met. Subdivision related variances are not subject to the requirements of this Section, and are only considered in conjunction with a plat application.

Property Owner Information

(Submit information on each person for multiple owners)

Name of Applicant(s): _____

Address: _____

Phone: _____

Email: _____

Property Legal Description

Subdivision Name/Survey & Tract Numbers: _____

Lot Number(s): _____ Block Number(s): _____

Number of Lot(s)/Tract(s): _____ Number of Acre(s): _____

Owner(s) Certification

This is to certify that _____, the undersigned
is/are the sole owner(s) of the property described upon this application.

Applicant/Owner Signature

Date

Please note that all applications must be accompanied by all supporting documentation and fees before acceptance. **Application fees are non-refundable in the event of denied application**

Variances:

1. There are special circumstances specific to the property that create an undue hardship to the land that generally does not apply to surrounding properties; such as, but not limited to, its size, shape, area, or topography:

2. Special consideration is necessary to allow an applicant the same right of use enjoyed under this UDC by surrounding properties and same zone district:

3. Consideration is unique to the subject property and would not generally set a precedent for other applications:

4. The hardship was not created by the applicant; and:

5. A variance would not be detrimental to any adjacent properties or to public health and safety:

SUBMITTAL REQUIREMENTS CHECKLIST

- ☐ Completed application with a clear description of each variance requested and the applicable UDC requirement;
- ☐ A site plan or survey depicting the nature of each proposed variance

OFFICE USE ONLY

Administrative Completeness: ☐ Complete ☐ Incomplete Date: _____

If incomplete, list the items to be completed: _____

Reviewed by: _____

TIMELINE CHECKLIST

Pre-Application Meeting: _____

Copies to staff: _____

Comments and recommendations from staff: _____

Comments to applicant: _____

Resubmission received (if applicable): _____

Resubmission redistributed (if applicable): _____

Notification letters to property owners: _____ Number of Letters: _____

City Council Meeting: _____

Item: ☐ Approved ☐ Disapproved ☐ Approved with conditions:
