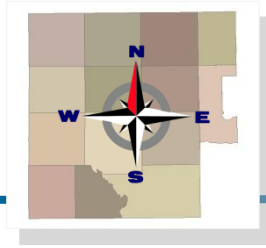


MARQUETTE COUNTY
PLANNING, ZONING & LAND INFORMATION DEPARTMENT

Tom Onofrey, Director
Dustin Grant, Assistant Zoning Administrator
Megan Stalker, Senior GIS Specialist
Jean Potter, Administrative Assistant



77 West Park Street
PO Box 21
Montello, WI 53949
608-297-3036

ZONING VARIANCE

APPLICATION FORM AND NOTICE OF REQUIREMENTS

VARIANCE

A variance is a relaxation of the standards set in a zoning ordinance. Variance requests are decided by a 3-member Board of Adjustment, which is appointed by the County Board Chairman with approval by the County Board of Supervisors. The Board of Adjustment is known as a quasi-judicial body because it functions almost like a court. Its decisions must comply with specific criteria provided in Wisconsin State Statutes. The Board of Adjustment must apply county ordinance provisions as they are written. Its job is not to compromise for a property owner's convenience but to apply appropriate legal standards to a specific fact situation. Variances are meant to be an infrequent remedy where an ordinance imposes a unique and substantial burden.

PROCESS

At the time of application you will be asked to:

- 1) Submit a completed application form and a \$300.00 non-refundable fee.
- 2) Provide detailed plans describing your project.
- 3) Provide written justifications showing that your project meets the legal criteria for a variance as outlined in the **“Three Step Test”**.
- 4) Contact your Town Board to inform them of your request. The Township may ask you to attend a Town Board meeting to discuss the application.
- 5) Stake out your project, which will allow the Zoning Department to prepare a video of the property for viewing at the public hearing.
- 6) You will be required to attend the public hearing, if you cannot please contact the Zoning Administrator.

After receiving your application materials, the Zoning Department will publish notice of your request for a variance in the Marquette County Tribune noting the time and location of the public hearing. In addition, a public notice will be sent to neighboring property owners. The burden of proof will be on you as property owner to provide verifiable facts upon which the Board may base its decision. At the hearing, any party may appear in person or be represented by agent or attorney to speak on your variance request.

THREE STEP TEST To qualify for a variance, you must meet the following three requirements:

- 1) Strict application of an ordinance requirement will result in an “**UNNECESSARY HARDSHIP**” described as follows:

Unnecessary Hardship: A situation where, in the absence of a variance, an owner can make no feasible use of their property, or strict conformity is unnecessarily burdensome. The hardship or difficulty must be peculiar to the parcel in question and different from that of other parcels, not one that affects all parcels similarly. Loss of profit or financial hardship is not in and of itself grounds for a variance nor is a self-imposed hardship grounds for a variance.

- 2) The hardship must be due to **UNIQUE PHYSICAL LIMITATIONS OF THE PROPERTY**; i.e. compliance with the ordinance is prevented by limitations of the property (steep slopes, wetlands, etc.) which are not generally shared by other properties. Previous variances do not provide a basis for granting a variance. You will be asked to demonstrate that alternate project design or locations on the parcel, which comply with the ordinance, are not feasible.
- 3) A variance may not be granted which results in **HARM TO PUBLIC INTERESTS**. In applying this test, the Board must consider the public interest factors listed as objectives in the purpose statement of the ordinance.

IF YOU QUALIFY FOR A VARIANCE

- The Board may grant only the minimum variance, which preserves a reasonable use of a parcel for its owner.
- It may impose conditions on a project to assure that public interests are protected.
- A variance decision may be appealed to circuit court by an aggrieved party within 30-days of filing of the decision in the Marquette County Zoning Office. For this reason you may choose to delay your project until the appeal period has expired.
- A variance transfers to subsequent property owners.

JUDICIAL REVIEW

- ✓ If your variance request is denied, you may appeal the decision to Circuit Court, as provided in Wisconsin State Statutes 59.694 (10). The appeal must be filed within 30 days of the filing of the decision in the Marquette County Zoning Office.

PLOT PLANS

The plot plan is an important piece of information in your file. An accurate diagram showing the relationship of your buildings and/or proposed construction to the lot lines, shorelines, highways, structures on adjacent property and other physical features provides us with the essential information we need. It is not required that you submit professional quality plans, but if you cannot accurately and clearly illustrate your proposal, it is recommended that you obtain assistance in preparing your plot plan.

Some general guidelines:

- Use a ruler. Freehand drawings are often of questionable accuracy.
- Scaled or well-proportioned drawings are preferred.
- If a survey is available, sometimes it works well to sketch your proposal directly on a copy of it.
- Accurately measure and illustrate all the critical measurements and do not estimate.
- The correct setback measurement is the shortest straight line between the building and the line being measured to.
- Supplemental drawings, such as cross-sections, may be helpful.
- Locations of wells and septic systems should be provided for both yours and adjacent properties.

Town Clerks

Buffalo: Laurie Beahm (920) 394-3962

Crystal Lake: Sandra Vaughan (920) 293-4681

Douglas: Mena McFaul (608) 617-6715

Harris: Phyllis Ingram (608) 296-2892

Mecan: Caroline Gemoll (608) 295-6724

Montello: Eileen Napralla (608) 297-7469

Moundville: Tammy Cummings (608) 587-2391

Neshkoro: Cheryl Milbrandt (920) 293-4531

Newton: Sandra Wright (920) 787-4561

Oxford: Mary Walters (608) 586-4366

Packwaukee: Al Rosenthal (608) 589-5036

Shields: Patrick Tierney (608) 297-9253

Springfield: Megan Hockerman (608)296-1982

Westfield: Molly Buchholz (608)296-1314

Town Meeting Date

2nd Monday of the Month

2nd Thursday of the Month

2nd Wednesday of the Month

3rd Monday of the Month

2nd Tuesday of the Month

2nd Tuesday of the Month

4th Tuesday of the Month

2nd Wednesday of the Month

2nd Thursday of the Month

2nd Wednesday of the Month

2nd Tuesday of the Month

1st Thursday of the Month

2nd Wednesday of the Month

3rd Monday of the Month

PETITION FOR VARIANCE
MARQUETTE COUNTY BOARD OF ADJUSTMENT

Date filed:	<input type="checkbox"/> \$300.00 fee (non-refundable)
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Applicant:	
Address:	
Phone:	

Legal Description: ___ ¼, ___ ¼, Section___ , T___ N, R___ E

Township: _____ **Tax Parcel Number:** _____ **Fire No.** _____

Zoning District: _____ **Lot area:** _____

Current use and improvements: _____

Variance requested

Section of ordinance:	
Variance requested:	

Address each of the following criteria for granting a variance as described in the notice of requirements (attach additional pages if necessary):

- 1) Unnecessary hardship is present because...

- 2) Compliance with the terms of the ordinance is prevented by unique features of this property...

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

Attach a plot plan and a description of your construction plans.

Signed: _____ **Date:** _____
Applicant/Agent/Owner

Remit to: Marquette County Planning, Zoning & Land Information P.O. Box 21,
Montello, WI 53949 (608) 297-3036

EXAMPLE SITE PLAN
Detailed construction plans
are also required

