

PUBLIC HEARING REQUIREMENTS

APPLYING FOR A VARIANCE

Appeals to the Board of Adjustment are considered monthly at a public hearing. In order to be considered at the next meeting, complete applications must be received in the Zoning, Planning and Land Information Office no later than **12:00 NOON on:** _____

Application Deadline

Meeting Date at 6:00 PM

County Board Room – Administrative Center

ALL applications must include:

1. Application forms, signed and dated, which are available at the Zoning, Planning and Land Information Office.
2. A legal description of the property.
3. A Filing Fee is required to complete the application, based on project costs.
4. A site sketch drawn to scale, indicating the location of all existing structures and the proposed construction in relation to side, rear and front lot lines. A survey may be required if inadequate.

Incomplete applications will not be placed on the meeting agenda.

Applicants shall answer the following questions:

- *What hardship is created by the application of the Zoning Ordinance to this property? Is there a reasonable use of the property available without a variance? In other words, is there an alternative plan that would comply with the ordinance?*
- *Is there a unique physical characteristic of the property which prevents development in compliance with the Zoning Ordinance?*
- *Would granting of the variance harm the public interest in any way? For example, would public safety be compromised? What aesthetic impact would the project have? Would the proposal interfere with protected shorelands? What other impacts would the project have on the public interest?*

A Class II notice is published in the local newspaper. A notice of the date and time of the hearing and a site plan will be mailed to all property owners within 150 feet of your property. **Notice of the hearing is sent to the Town Board. It is important that you discuss your proposal with town representatives, prior to the public hearing, as the Town Board acts in an advisory capacity to the Board of Adjustment.**

Depending on the location of your property, notice of the hearing will be sent to the County Highway Commissioner and the Land Conservation Department, the Wisconsin Department of Natural Resources and the Department of Transportation and the La Crosse Municipal Airport for technical input.

The property owner or his representative shall be present at the public hearing to present his request to the Board and answer any questions it may have. Should an appearance not be made, or should insufficient information be presented, the appeal will not be considered and will be placed on the agenda for the next meeting. The appellant will be required to pay the additional expense that is incurred because of the postponement of the hearing.

I have read and understand my responsibilities regarding my appeal to the Board of Adjustment.

Signed

Date

White Copy-Applicant Yellow Copy-File

Rev. 11/12/10