



**BOARD OF APPEALS**  
(Pursuant to Village of Waterford Municipal Code Section 245)

Application Fee: \$200.00

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Current use: \_\_\_\_\_  
Zoning District: \_\_\_\_\_

*For Office Use Only*

Date Filed \_\_\_\_\_ Fee Paid \_\_\_\_\_ Check # \_\_\_\_\_  
Published \_\_\_\_\_ Sent to Paper \_\_\_\_\_  
Notices Mailed:  
Neighbors \_\_\_\_\_ Board \_\_\_\_\_  
Hearing Date \_\_\_\_\_  
Posted: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Lot area: \_\_\_\_\_ sq. ft. Dimensions: \_\_\_\_\_ x \_\_\_\_\_ ft.

List any prior petition for appeal, variance or conditional use:  
\_\_\_\_\_

Description of all non-conforming structures and uses on the property:  
\_\_\_\_\_

**Reason for Appeal:** Check the type of administrative decision appealed.

- Zoning district boundary dispute.
- Ordinance interpretation.
- Board, Committee or Commission decision.
- Administrative decision, measurement, or order in dispute.
- Request for a variance. (*See attached information sheet for additional requirements*)

Please attach the information below as required by Village of Waterford Municipal Code Section 245

- Name and address of the appellant or applicant
- Plat of survey prepared by a land surveyor, registered in the State of Wisconsin or other map drawn to scale and approved by the Village Administrator, showing all of the information required under § 245-56 of the Village Code for a building permit. ***This information is listed on the attached page.***
- Additional information required by Village Administrator, the Board of Appeals or the Village Plan Commission.

I certify that the information I have provided in this application is true and accurate.

Signed: \_\_\_\_\_  
Petitioner

Date: \_\_\_\_\_

Remit to: Village Clerk, Village Hall, 123 N. River Street, Waterford WI 53185 or email to corlovsky@waterfordwi.org

**The following check list is the items required to be submitted for your  
Board of Appeals Hearing:**

\_\_\_\_\_ Application Form filled out completely.

\_\_\_\_\_ Check for \$200.00

\_\_\_\_\_ Plat of survey drawn to scale showing the following as required by Waterford Municipal Code 245.56 I. (Site plan drawn to scale if approved by the Village Administrator)

\_\_\_\_\_ Location, actual shape and dimension of the lot.

\_\_\_\_\_ Exact size and location of the lot of the proposed or existing building and accessory building.

\_\_\_\_\_ The lines within which the building shall be erected, altered or moved.

\_\_\_\_\_ The existing or intended use of each building or part of a building.

\_\_\_\_\_ The number of families the building is intended to accommodate and such other information with regard to the lot and neighboring lots or buildings as may be necessary to determine the outcome of the appeal.

**NON VARIANCE REQUESTS:**

\_\_\_\_\_ Letter that explains the grievance, appeal or request and specific determination sought by the Board of Appeals. Please provide a description of any information pertinent to the appeal requested.

**VARIANCES ONLY:**

\_\_\_\_\_ Letter that explains the variance requested and describes how the requested variances are not be contrary to the public interest per the code underlined below. If you would like you can merely bullet point your reasoning for (A) – (E).

A. Preservation of intent. No variance shall be granted that is not consistent with the purpose and intent of the regulations for the district in which the development is located. No variance shall have the effect of permitting a use in any district that is not a stated permitted use, accessory use or conditional use in that particular district.

B. Exceptional circumstances. There shall be exceptional, extraordinary or unusual circumstances or conditions applying to the lot or parcel, structure, use or intended use that do not apply generally to other properties or uses in the same district and the granting of the variance would not be of so general or recurrent nature as to suggest that this chapter should be changed.

C. Economic hardship and self-imposed hardship not grounds for variance. No variance shall be granted solely on the basis of economic gain or loss. Self-imposed hardships shall not be considered as grounds for the granting of a variance.

D. Preservation of property rights. The variance must be necessary for the preservation and enjoyment of substantial property rights possessed by other properties in the same district and same vicinity.

E. Absence of detriment. No variance shall be granted that will create substantial detriment to adjacent property and will materially impair or be contrary to the purpose and spirit of this chapter or the public interest.