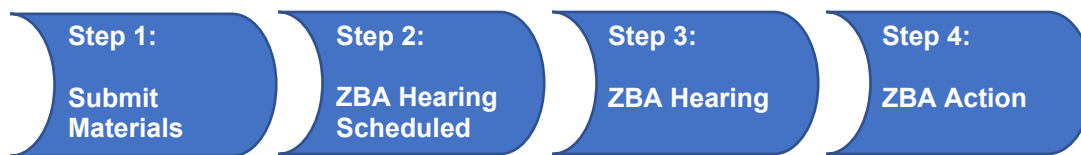


Ledgeview Zoning Board of Appeals

If the Zoning and Planning Commission and staff finds that extraordinary hardships or particular difficulties may result from strict compliance with certain regulations, it may recommend the case be reviewed by the Zoning Board of Appeals. Please see Sec 96 - 13 for a list of circumstances where a variance may be appropriate. The following information will guide you through the procedures necessary for a variance to be considered. Zoning Board of Appeals meets on the second Wednesday of each month at 5:00 p.m. at the Ledgeview Municipal Building. [Click here for the ZBA meeting calendar.](#)

Basic Steps in the Review Process for a Variance Request



Step 1: Submit all required materials to <https://townofledgeview.zoninghub.com/> no later than 12:00pm (noon) three weeks (21 days) prior to the first Monday of the month. See ZPC/ZBA Calendar for exact date.

The Petitioner will submit all required materials to the Town Clerk before the required due date in order for the variance to be considered. Please see the Variance Application for a list of required materials.



A fee of **\$200.00** must be submitted with materials.

Planning and Zoning Contacts:

Senior Planner - (920) 593-6842
Zoning Administrator (920) 336-3360 ext. 112
zoning@ledgeview.wi.gov

Step 2: The Town Clerk will schedule a Zoning Board of Appeals (ZBA) hearing

After all necessary materials and fees have been submitted, the Town Zoning Administrator will place the item for action on the next ZBA hearing and notify the public via an official notice.

Step 3: ZBA hearing

Members of the public are able to state their support or concerns about the variance request. Attendance by the petitioner is not required, but is strongly encouraged.

Step 4: ZBA action

A decision will be made by the ZBA to either grant or not grant a variance based on a number of factors including type of variance, hardship incurred, and current regulations in place.



VARIANCE REQUEST APPLICATION

Ledgeview Zoning Board of Appeals

Date Submitted:

This application form must be submitted online at <https://townofledgeview.zoninghub.com/>
Hard copy applications with payment can be dropped off at the Town Hall.

Completed application must be submitted to the Zoning Administrator no less than twenty one (21) days prior to the first Monday of the month before 12:00pm (noon) to be included on that month's ZBA agenda Zoning Board of Appeals meets Wednesday of each month at 7:00 p.m. at the Ledgeview Municipal Building.
[Click here for the ZPC meeting calendar.](#)

A Variance Request Application review fee of \$200.00 must be submitted with materials

1) Applicant Information

Name: _____

Business Name: _____

Street Address: _____ City/State: _____ Zip: _____

Telephone: _____ Fax: _____ Email: _____

Firm Preparing Plans: _____ Contact: _____

Street Address: _____ City/State: _____ Zip: _____

Telephone: _____ Fax: _____ Email: _____

All correspondence on this application should be sent to: _____ Property Owner, OR Agent

2) Property Owner Information *This section can be left blank if the same as above.*

Name: _____

Business Name: _____

Street Address: _____ City/State: _____ Zip: _____

Telephone: _____ Fax: _____ Email: _____

3) Information regarding requested Variance Request

Address/Location: _____

Parcel ID Number: _____

Current Zoning District: _____

Requested Zoning District: _____

Size of parcel in acres: _____

Sewer: Municipal Septic/Mound

Water: Municipal Private Water Trust Private Well

Describe the Variance Request:

Please the effects on the property if the variance is not granted:

Please list the specific hardship(s) relating to your variance request:

Describe below alternatives to your proposal, such as other locations, designs and construction techniques, etc.

Alternatives that you considered that comply with existing regulations:

Reasons for not pursuing the alternative(s) listed above:

****Please see [Sec 135 - 248](#) for additional information on Variances****

Notes

- Attendance by the applicant is strongly encouraged at the Zoning Board of Appeals and Town Board meetings where action/approval is to take place. It is the policy of the Zoning Board of Appeals to give applicants the opportunity to speak at such meetings. Contact the Zoning Administrator for the meeting schedule.
- The applicant/owner of the above parcel(s) hereby gives permission to the Town of Ledgeview, its staff/employees, agents and/or appointees to enter the property for the purpose of executing their duties associated with this request and following proper notification to applicant/owner.
- Upon approval of request, check with the Ledgeview Zoning Administrator for any necessary permits.

4) Applicant Declarations

- The signer attests that the application has been completed accurately and all required materials have been submitted.
- Please note that the application will NOT be accepted without the **signature of the property owner**.

I HEREBY CERTIFY THAT I HAVE READ AND FULLY UNDERSTAND THE VARIANCE REQUEST PROCEDURE AND FAILURE TO COMPLY WITH TOWN REQUIREMENTS WILL RESULT IN THIS APPLICATION BEING WITHHELD FROM CONSIDERATION.

Signature of the Property Owner (Required):

Signature of the Applicant ("Agent" for the owner):

Print Name:

Print Name:

Date:

Date:

5) Submittal Requirements

Each submittal shall consist of the following materials. Please note that ALL files MUST be in PDF format with a minimum 300dpi resolution.

- One (1) full size plat of survey with pictures of the proposed property or building alternations.
- Completed Variance Request Application

6) Submittal Checklist (completion required for application)

A. Plat of Survey drawing which includes:

A title block which provides all contact information for the petitioner and / or agent, and property owner if different;

Full name and contact information of petitioner's engineers / surveyors / architects, and other design professionals used in variance request application preparation;

The date of the original plan and the latest date of revision to the plan;

A north arrow and a graphic scale;

All property lines and existing and proposed right-of-way lines with bearings and dimensions clearly labeled;

All existing and proposed easement lines and dimensions with a key provided and explained on the margins of the plan as to ownership and purpose;

All required building setback and offset lines, including dimensions from structures to property lines;

All existing and proposed buildings, accessory structures, and paved areas, including building entrances, walks, drives, decks, patios, fences, walls;

All existing and proposed utility and drainage systems, connections, and fixtures;

The location and dimension of all access points onto public streets including cross-section drawings of the entry throat;

The location, type, height, size and lighting of all signage on the subject property;

The location and dimension of all on-site parking (and off-site parking provisions if they are to be employed), including a summary of the number of parking stalls provided versus required by Sec 135 - 124;

The location, height, design/type, illumination power and orientation of all exterior lighting on the subject property -- including the clear demonstration of compliance with a limit of 0.5 foot candles at all property lines;

The location and type of any permanently protected green space areas;

The location and delineation of all wetlands, escarpments, uplands, or other unique environmental features;

The location of existing and proposed drainage facilities;

In the legend, data for the subject property:

- a) Lot Area measured in square feet and acres to the nearest one-hundredth of an acre;
- b) Floor Area measured in square feet using the criteria in Section 8 of the Zoning Code;
- c) Open Space Area as defined in Sec 135 - 8 and as calculated using the criteria of Sec 135 - 8
- d) Building Height as defined in Sec 135 - 8 and as calculated using the criteria of Sec 135 - 8

Submit all documents to:
<https://townofledgeview.zoninghub.com/>

Questions:
E: zoning@ledgeview.wi.gov
P: (920) 593-6842

For Office Use Only

Submittal Date: _____

Staff Signature: _____

Fees Paid: YES NO

Check #: