

**CITY OF LAKE MILLS
BOARD OF ZONING APPEALS
NOTICE OF APPEAL AND APPLICATION FOR REVIEW**

Case No. _____
Filed _____
Hearing _____
Notice Mailed _____

Paying the application fee: There is an application fee for this application and must be received before we can begin processing your application. Please contact the City of Lake Mills at 1-(920)-648-2344 to coordinate payment.

In addition to the up-front application fee, you will be responsible for paying any professional charge-back fees related to the review of this application. You will receive an invoice from the City detailing those charges.

1. Applicant Information

Name of Appellant or Applicant _____

Business Name: _____

Address/City/State _____

Telephone: _____ Email: _____

Firm Preparing Plans: _____ Contact: _____

Address/City/State _____

Telephone: _____ 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: _____

Address/City/State _____

Telephone: _____ Email: _____

3. Information regarding requested Variance Request

Address/Location: _____

Parcel ID Number: _____

Current Zoning District: _____

Requested Zoning District: _____

Size of parcel in acres: _____

Has a previous appeal or application been made with respect to this property? YES () NO ()

If YES, state nature of previous appeal or application

Describe the Variance Request: *(Use text boxes for all points below, if extra space is needed please use a separate attached document)*

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

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

BELOW: Please describe 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:

I hereby swear that all of the above statements and attached papers or plans are true to the best of my knowledge and belief.

Signature of Appellant

Date Signed

(A copy of this appeal must be filed with the officer from whom the appeal is taken.)

4. Submittal Requirements

Each submittal shall consist of the following;

- One full size plat of survey with pictures of the proposed property or building alternatives (see plat requirements below)
- Completed Variance Request Application

Each appeal or application must be accompanied by a Plat of Survey and should include the following;

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 City of Lake Mills Municipal Code.

The location, height, design/type, illumination power and orientation of all exterior lighting on the subject property;

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 Chapter 660- Zoning Regulations;
- c) Open Space Area as defined in Sec. 660-12
- d) Building Height as defined in Sec. 660 and as calculated using the criteria of Sec. 660