



## APPLICATION CHECKLIST

This is not an exhaustive list. Village Staff may request additional items as deemed necessary.

### Administrative Appeal

Details about the review process can be found in §170-68 of Richfield's Village Code: <https://ecode360.com/42033993>

- This application form filled out with appropriate signatures
- \$455 application fee
- Documentation of administrative decision
- Written appeal of decision

### Variance

Details about the review process can be found in §170.70 of Richfield's Village Code: <https://ecode360.com/42034014> .

- This application form filled out with appropriate signatures
- \$455 application fee
- Denial letter citing section of Village Code applicant is seeking a variance from
- Written narrative detailing reasons for variance

\*Please Note: A property owner bears the burden of proving "unnecessary hardship" for an area variance, by demonstrating that strict compliance with a zoning ordinance would unreasonably prevent the property owner from using the property owner's property for a permitted purpose or would render conformity with the zoning ordinance unnecessarily burdensome or, for a use variance, by demonstrating that strict compliance with a zoning ordinance would leave the property owner with no reasonable use of the property in the absence of a variance. In all circumstances, a property owner bears the burden of proving that the unnecessary hardship is based on conditions unique to the property, rather than considerations personal to the property owner, and that the unnecessary hardship was not created by the property owner. §62.23(7)(e)7.d Wis. Stats.