

## VARIANCE APPLICATION

### Applicant Information

Property Owner: \_\_\_\_\_ Contractor/Agent: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Daytime Phone: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_  
 Cell: \_\_\_\_\_ Cell: \_\_\_\_\_  
 Email: \_\_\_\_\_ Email: \_\_\_\_\_

### Site Information / Legal Description

Site Address: \_\_\_\_\_  
 Property Location: \_\_\_\_\_ ¼ , \_\_\_\_\_ ¼ , Sec. \_\_\_\_\_, T. \_\_\_\_\_, R. \_\_\_\_\_ Parcel #: \_\_\_\_\_  
 Lot # \_\_\_\_\_ Block # \_\_\_\_\_ Subdivision or CSM # \_\_\_\_\_

### Land Use Information

Zoning District: \_\_\_\_\_  
 State the nature of your request: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ Ordinance Reference \_\_\_\_\_

### Fees (Please refer to the current Village fee schedule).

Application Fee: \$ \_\_\_\_\_

**Applications are due on the 1<sup>st</sup> Monday of each month.**

*I attest that the information contained in this application is true and correct to the best of my knowledge.*

Property Owners Signature: \_\_\_\_\_ Date \_\_\_\_\_

Contractor/Agent Signature: \_\_\_\_\_ Date \_\_\_\_\_

### OFFICE USE ONLY

Complete Application Accepted: \_\_\_\_/\_\_\_\_/\_\_\_\_ By: \_\_\_\_\_  
 Fee Received: \_\_\_\_/\_\_\_\_/\_\_\_\_ \$ \_\_\_\_\_ Receipt #: \_\_\_\_\_ Scheduled Hearing Date: \_\_\_\_/\_\_\_\_/\_\_\_\_





**General Variance Application Procedure**

APPLICATION

- **Original plus six copies** of the completed application submitted to the Zoning Administrator;
- Resolved any land use violations and paid any outstanding fees owed to the Village;
- Signed the application form (signatures of property owners and agents acting on their behalf are required); and
- Submitted the application fee (nonrefundable) payable to: Village of Turtle Lake.

REVIEW

The Zoning Administrator will review the application for completeness and assign a file number to the application. The Zoning Administrator may require additional information. Upon receiving a complete application and supporting documents, the Zoning Administrator will:

- Schedule a public hearing with the Village of Turtle Lake Board of Appeals and notify the applicant by mail of the date and time of the public hearing.
- Notify adjoining property owners of the applicant's request;
- Publish a public hearing notice in the local paper;
- Send copies of the application(s) to the any appropriate neighboring jurisdictions and reviewing agencies for comment.

ACTION

The Village of Turtle Lake Board of Appeals can grant a variance if it finds that there is a hardship and that other criteria are present. At the public hearing, the applicant may appear in person or through an agent or an attorney of his/her choice, and may present testimony, evidence and arguments in support of his/her application. The fact that an application for a variance has been filed does not automatically mean that a variance is granted.

**Checklist for Complete Application**

- Completed and signed application form with fee.
- Original plus 6 copies** needed.
- A complete site plan drawn to scale (Shoreland, Riverway, and Floodplain districts require a professional survey):
  - Project location;
  - Lot/parcel dimensions with property lines and all applicable setbacks;
  - Pre- and post-contours with grading limits (minimum 20foot contours);
  - Location of all existing and proposed structures with their square footage and distance from setbacks;
  - Location of existing and proposed POWTS, wells, driveways, parking area, access, signs, and other features; and
  - Location of delineated wetlands, floodplains, blufflines, slopes in excess of 12%, wooded areas, and any other unique limiting conditions of the property.
- Other Information: \_\_\_\_\_

**NOTE: All maps, plans, and engineering data shall be no larger than 11" x 17". Submit copies of all plans in electronic format (JPG or PDF) if possible. No covers, binders, or envelopes. Paperclip your application in the upper left-hand corner. All materials submitted with the application become the property of the Village and will remain in the file.**