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*"In the Spirit of Town Government"*

**TOWN OF BUCHANAN**  
**N178 COUNTY RD N, APPLETON, WI 54915**  
**Phone: (920) 734-8599 Fax: (920) 734-9733**

**APPLICATION FOR: VARIANCE**

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

A variance is a relaxation of the terms of the zoning ordinance where such variance will not be contrary to the public interest and where, owing to conditions peculiar to the property and not the results of the actions of the applicant, a literal enforcement of the ordinance would result in unnecessary and undue hardship. A variance shall only be issued upon order of the Board of Adjustment.

A public hearing shall be scheduled by the Town Administrator/Clerk with the Town Board of Adjustment within 60 days of filing. A Class 2 Public Notice shall be completed by the Town.

**Applicant**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**Owner**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

**Engineer/Surveyor** (if applicable)

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

**Legal Description of Property:** \_\_\_\_\_

(Parcel No. or platted Subdivision Name with Lot No.)

**Current Zoning District:** \_\_\_\_\_

**Current Use of Property:** \_\_\_\_\_

This request is for a Variance under the terms of Section § \_\_\_\_\_ of the Town of Buchanan Zoning Code.

**Submittal Requirements:**

- A plot plan, drawn to scale, showing the area involved, its location, dimensions and the location of any structures on the property and the location, if appropriate, of any structures within 300 feet of the property in question.
- A statement addressing reason for request and how requirements for Variance are met.
- Non-refundable fee paid per Buchanan Fees & Licenses Schedule.
- Completed application form.
- Total of four (4) copies of application and attachments.

**Requirements for a Variance:**

In general, the power to authorize a variance shall be sparingly exercised and only under peculiar and exceptional circumstances. No variances shall be granted for actions which require an amendment to the zoning ordinance. Variances shall only be granted when the Board of Adjustment find the following.

- Variance is not contrary to the public interest and that such a variance will be in general harmony with the purposes and intent of the zoning ordinance.
- The variance will not permit the establishment of a use which is not permitted or permissible in the zoning district.
- Special conditions and circumstances exist which are peculiar to the land, structure, or building involved and which are not applicable to other lands, structures, or buildings in the same zoning district.
- The literal interpretation of the provisions of this ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same zoning district.
- The hardship is not shared generally by other land or buildings in the area.
- The hardship results from the strict application of this ordinance and is not the result of self-created or self-imposed circumstances.

This is to certify that the information on this form is COMPLETE, TRUE, and CORRECT and the under signed is authorized to make this application. I understand that submitting this application does not constitute approval, and incomplete applications will result in delays and possible denial.

Signature of Applicant

Date

Signature of Owner

Date

OFFICE USE ONLY

File No.: \_\_\_\_\_

Public Hearing Date: \_\_\_\_\_

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

Board of Adjustment: \_\_\_\_\_

Fee Paid: \_\_\_\_\_