

Village of Theresa
292 Mayville St
Theresa, WI 53091
(920)488-5421

VARIANCE APPLICATION

Village of Theresa Zoning Board of Appeals

Per Village Code of Ordinance Section 305-101 – ‘Zoning’ / “Variances”

Date filed _____

\$_____ Application Fee (Payable to Village of Theresa)

\$_____ Special Meeting Fee

\$_____ Publication Fee

Owner/agent:

Name: _____

Address: _____

Phone: _____

Contractor:

Name: _____

Address: _____

Phone #: _____

Village of Theresa

Dodge County Wisconsin

Address: _____ Tax parcel No. _____

Lot area & dimensions: _____ sq. ft., _____ x _____ ft.

Zoning district _____ Current use: _____

Nature and disposition of any prior petition for appeal, variance or conditional use

Description of all nonconforming structures & uses on the property

Terms of Ordinance (requirement & section #) See Attached Ordinance Section 350

Variance Requested _____

Attach:

Building/Heating/Electrcial/Plumbing/Driveway Permit Application

Site Plan

Detailed Building Plans

Any other information requested by the Building Inspector, Zoning Board of Appeals, Clerk or Village Board.

I certify that the information I have provided in this application is true and accurate.

Signed: _____ Date: _____

Applicant/Agent/Owner

Remit to: Village of Theresa, 292 Mayville St, Theresa, WI 53091

Request for Variance Procedure

Per Village Code of Ordinances Section 350-101 - Variances

1. Contact the Building Inspector with the following;
 - a. Complete building or other required permit application(s); i.e. Building, Electrical, Heating, Plumbing, Driveway, etc.
 - b. Detailed Site Plan
 - c. Detailed Building Plans
 - d. Any other information requested by the Building Inspector, Zoning Board of Appeals, Village Board, or Village Clerk

The Village of Theresa holds a contract with SafeBuilt out of Waukesha Wisconsin.

2. The Zoning Board of Appeals shall conduct a public hearing on the proposed variance. The Village requires the following information:
 - a. A complete variance request application.
 - b. Names of abutting property owners/ within 100 feet (Clerk will do this)
 - c. Letter of hardship.
 - d. Application Fee
 - e. Special Meeting Fee
 - f. Publication Fee
3. **Upon receipt of the fees and the above mentioned information, the Clerk will then ensue the following procedures:**
 - a. Publish a class two notice stating the variance request, location, date, and time of the public hearing. This notice must be published in the *Dodge County Pionier*, the designated Village newspaper. **Publication must appear in the newspaper twice** (2 weeks).
 - b. Notice of public hearing shall be given **not more than 30 days and not less than 10 days before the hearing** in the designated Village newspaper and shall give due notice to the Zoning Board of Appeals members and the Village Board.
 - c. Notification of the variance request and the public hearing will be sent to all **landowners within one-hundred (100) feet** of any part of the subjects building or premises involved in the appeal.
4. Upon completion of the above procedures the Zoning Board of Appeals- Public Hearing may be held. At the hearing the appellant or applicant may appear in person or by agent or attorney.
5. For further information, please contact:
 - Village Building Inspector – Doc Leonard, 262-364-9597
DLeonard@safebuilt.com
 - Village Clerk – Treasurer - Becky Tellier, 920-488-5421
CT@villageoftheresawi.gov