

**CITY OF STURGEON BAY
 VARIANCE APPLICATION
 ZONING BOARD OF APPEALS**

STAFF USE:	
Date Received:	_____
Fee Paid:	\$ _____
Received By:	_____

	APPLICANT/AGENT	LEGAL PROPERTY OWNER (if different)
Name		
Company		
Street Address		
City/State/Zip		
Daytime Telephone #		
Email		

STREET ADDRESS OF SUBJECT PROPERTY: _____
 Location if not assigned a common address: _____

TAX PARCEL NUMBER: _____

CURRENT ZONING CLASSIFICATION: _____

CURRENT USE AND IMPROVEMENTS: _____

IDENTIFY MUNICIPAL CODE SECTION PERTINENT TO REQUEST AND STATEMENT OF SPECIFIC ITEMS BEING REQUESTED FOR REVIEW: _____

ZONING AND USES OF ADJACENT SURROUNDING PROPERTIES:
 North: _____
 South: _____
 East: _____
 West: _____

VARIANCE STANDARDS:

Please address how the proposed variance meets each of the three required standards for authorizing variances. (Attach additional sheets, if necessary)

1. Unnecessary hardship: _____

2. Unique physical property limitation: _____

3. Protection of public interest: _____

HAVE THERE BEEN ANY VARIANCES, CONDITIONAL USE PERMITS, ETC. GRANTED PREVIOUSLY FOR THIS PROPERTY? **Yes** or **No** (Circle One) IF YES, EXPLAIN: _____

Attach an 8-1/2"x 11" detailed site plan (if site plan is larger than 8-1/2"x 11", also include 15 large sized copies), full legal description (preferably digital), 8-1/2"x 11" location map, construction plans for the proposed project, and Agreement for Reimbursement of expenses. Site plan shall include dimensions of property, pertinent structures and buildings, proposed site improvements, signature of person who drew plan, etc.

Property Owner

Date

Applicant/Agent

Date

I, _____, have attended a review meeting with at least one member of staff and understand that I am responsible for sign placement and following all stages listed on the check list in regard to the applicant.

Date of review meeting

Applicant signature

Staff signature

Attachments:

Procedure & Check List

Agreement for Reimbursement of Expenses

STAFF USE ONLY

Application conditions of approval or denial:

Date

Community Development Director

**CITY OF STURGEON BAY
AGREEMENT FOR REIMBURSEMENT OF EXPENSES**

WHEREAS the City of Sturgeon Bay has created Section 3.035 of the Municipal Code authorizing the city Clerk – Treasurer to charge for reimbursement of legal, consulting, incidental, and special events expenses incurred on behalf of and/or for the benefit of third parties for services rendered by the City of Sturgeon Bay;

AND WHEREAS the undersigned has requested services and/or authorizations of the City of Sturgeon Bay which will result in the necessity to incur legal, consulting, incidental, or special event expenses on behalf of the undersigned or in consideration of the request submitted by the undersigned;

NOW, THEREFORE, IT IS AGREED that the undersigned will reimburse the City of Sturgeon Bay by providing payment to the City Clerk – Treasurer within fourteen (14) days of receiving an invoice, for all legal, consulting, incidental, and special event expenses incurred by the City of Sturgeon Bay for the benefit of the undersigned or for the consideration of the request submitted by the undersigned. These expenses are likely to include the following: Planning and engineering review, legal review and document preparation, recording, publication, special events, and miscellaneous expenses.

This Agreement must be signed prior to the initiation of any action by the City of Sturgeon Bay.

Dated: _____
Signature of Applicant

Dated: _____
Signature of Applicant

Company name (if applicable): _____

Billing Address: _____

Telephone: _____

Email: _____

PROCEDURE & CHECK LIST FOR ZONING BOARD OF APPEALS

- ____ 1. Applications for variances are filed with the Zoning Administrator. Application shall contain a detailed site plan (including an 8 ½" x 11" copy), full legal description, street address, parcel number(s), location map, and construction plans for the proposed project, as well as the required fee and Agreement for Reimbursement of Expenses form. Site or plot plan shall include dimensions of property, structures, building elevations, proposed site improvements, signature of person who drew plans, etc.
- ____ 2. After review by staff, application is forwarded to Community Development Administrative Assistant for placement on Zoning Board of Appeals agenda.
- ____ 3. Community Development Administrative Assistant forwards a copy of the Agreement for Reimbursement of Expenses form to the Deputy Treasurer.
- ____ 4. Community Development Administrative Assistant places request on Zoning Board of Appeals agenda for Public hearing.
- ____ 5. Community Development Administrative Assistant schedules public hearing to be held before Zoning Board of Appeals (date: _____) and drafts public hearing notice. Name of property owner, parcel number and property address (or location description) are placed in notice. Public hearing notice is published under legal notices in Peninsula Pulse two times (Class 2 notice), one week apart, with the last insertion one week prior to the public hearing. Notice must be emailed (in editable Word version) to Peninsula Pulse (legals@ppulse.com) no later than 9:30 a.m. on Wednesday for publication on Friday of the same week. (publication dates: _____ and _____.) (Email to Pulse by: _____)
- ____ 6. Community Development Administrative Assistant posts public hearing notice on bulletin boards at City Hall, and puts in mailboxes of public access TV, Sturgeon Bay Utilities and Municipal Services.
- ____ 7. Community Development Administrative Assistant places the public hearing notice on the City's website.
- ____ 8. Community Development Department coordinates placement of signage with applicant. Public hearing notification signs shall be obtained by the applicant from the Community Development Department, require \$50 deposit per sign, and shall be placed on the subject property at least 10 days prior to public hearing. (Public hearing sign deposit should be recorded on spreadsheet: [P:\City Hall\Account Recs\Public Hearing Sign Deposit.xls](#)) (deadline date: _____)
- ____ 9. Community Development Administrative Assistant forwards public hearing notice and map, along with list of names and addresses of property owners within 300 feet of subject property, to applicant at least 10 days prior to hearing. Note: Send hearing notice to adjacent township if within 1000 feet of subject property. (deadline date: _____)
- ____ 10. Community Development Administrative Assistant forwards public hearing notice and map of subject property by regular mail to property owners within 300 feet of subject property at least 10 days prior to hearing (by _____).
- ____ 11. Zoning Board of Appeals holds public hearing.
- ____ 12. Notice sent to applicant stating facts and findings, and whether request has been granted or denied.
- ____ 13. Community Development Administrative Assistant removes public hearing notices from bulletin boards and City's website.
- ____ 14. Public hearing sign deposit is returned to applicant after sign has been returned. Community Development Administrative Assistant prepares refund request and notes on public hearing sign deposit spreadsheet.