

# Town of Poygan

## Zoning Variance Applications

This packet includes information and applications necessary for filing for a Town of Poygan Variance. Please read the instructions carefully and complete the application.

The following items are included:

1. Variance Handout.
2. Variance application instructions.
3. Town of Poygan Variance application form.
4. Schedule for the next available public hearing.

Filing instructions:

The complete application, site plan and fee should be submitted to the Town Clerk as far in advance of the application deadline as possible.

INCOMPLETE APPLICATIONS MAY BE  
DELAYED UNTIL ALL NECESSARY  
MATERIAL HAS BEEN RECEIVED.

If you have any questions concerning the application procedure, please contact the Town Clerk Monday –Friday, 8:00 a.m. to 4:30 p.m.

## VARIANCE APPLICATION INSTRUCTIONS

1. *A site plan must be included with the application.* Site plan should be drawn to scale detailing exact property dimensions, setbacks (existing and proposed), location/identification and dimensions of all structures, sanitary system/well locations.
2. When the request is for vacant property, place a 2 ft. to 3 ft. stake with red flagging in the CENTER OF THE LOT at the PROPERTY LINE so the Committee and staff can determine the location of the property more easily when viewing.
3. Application Requirements:

Item A: **A-1:** Property owner completes, and signs.

**A-2:** If someone else is handling the application, that person must complete, and sign also.

Item B: **B-1** and **B-2** can be obtained from the tax bill or deed.

**B-3:** Identify by address, or closest address and directions (such as North of 2222 Address Road).

**B-4:** Show existing zoning. Show proposed zoning if applicable, otherwise state N/A.

**B-5:** State the current use, and proposed use if the application is approved.

**B-6:** Check if sanitary service is provided or needed, and if by public sewer, or private sanitary system.

Item C: **C-1 through C-4:** *To be completed in your own words.* Be specific in items C-2, C-3, And C-4. These are statutory items that must be addressed. In general, personal desires or monetary hardship are not grounds for granting a variance.

4. File the completed application, site plan, and filing fee with the Zoning Office by the date indicated on the schedule provided you.

Mail to: Maureen Krueger (Town Clerk)  
8291 Tritt Rd.  
Omro, WI 54963

Check or Money order payable to  
Town of Poygan  
7839 Oak Hill Road  
Omro, WI 54963

APPLICATION FOR

APPLICATION #: \_\_\_\_\_

FEE: \$250.00

Receipt #: \_\_\_\_\_

VARIANCE

(Please print or type. Please use black ink for duplicating purposes.)

**A. PROPERTY OWNER:**

A-1 NAME \_\_\_\_\_

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

Phone \_\_\_\_\_

Permission is hereby granted for appropriate Town personnel to enter upon the property for the purpose of placement and removal of hearing notices, conducting inspections prior to hearing, and conducting inspections to determine compliance with the terms and conditions, if any, of the variance granted. Said permission is to remain in force until a Certification of Compliance has been issued, and is binding on all heirs and assigns.

Signature \_\_\_\_\_ Date \_\_\_\_\_

I HEREBY APPOINT THE FOLLOWING AS MY AGENT FOR PURPOSES OF THIS APPLICATION:

A-2 APPLICANT (NAME) \_\_\_\_\_

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

Phone \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**B. PROPERTY INFORMATION:**

B-1 Tax Key/Parcel #: \_\_\_\_\_

B-2 Lot \_\_\_\_\_ Block \_\_\_\_\_ Subdivision \_\_\_\_\_ or CSM \_\_\_\_\_

Section \_\_\_\_\_ Town \_\_\_\_\_ North Range \_\_\_\_\_ East

Town of \_\_\_\_\_ Acres \_\_\_\_\_

B-3 Location (of property) \_\_\_\_\_

B-4 Zoning (Existing) \_\_\_\_\_ Zoning (Proposed): \_\_\_\_\_

B-5 Use (Existing): \_\_\_\_\_

Use (Proposed): \_\_\_\_\_

B-6 SEWER:  
Existing \_\_\_\_\_ Required \_\_\_\_\_ Municipal \_\_\_\_\_ Private System: \_\_\_\_\_

VARIANCE APPLICATION

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Applicant please fill out ALL the questions

C-1 Describe what you are building, the proposed dimensions, and what are the proposed setbacks:

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C-2 Describe the exceptional or extraordinary circumstances or conditions that apply to your property that do not apply to surrounding properties:

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C-3 Describe the hardship (s) that would result if the Variance is not granted:

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C-4 Describe how the variance would not have adverse affects on surrounding lands:

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