



Planning and Development Department

Planning * Solid Waste * Zoning * Sanitation

311 N Main Street, Shawano, WI 54166 PH: (715) 526-6766

POLICY & PROCEDURE FOR OBTAINING A VARIANCE

THE FOLLOWING STEPS MUST BE COMPLETED WHEN TRYING TO OBTAIN A VARIANCE

CONTACT THE SHAWANO COUNTY PLANNING & DEVELOPMENT DEPARTMENT (P&D Dept.) FOR A PRELIMINARY CONSULTATION AND TO OBTAIN AN INFORMATION PACKET.

- Contact the P&D Dept. at 715-526-6766 ext. 0 to make an appointment for consultation

*Applicant must provide the following information for the preliminary consultation:

1. Tax parcel number, address or legal description of the parcel in which the Variance is requested
 2. Detailed site plan outlining parcel, existing structures on parcel, septic system and well along with proposed addition/new structure in which the variance is applicable to.
 3. Written narrative justification for the proposed variance, consisting of the applicant's evaluation of the request against the standards for granting a variance as established in X.8.10 subsection (4) of the Shawano County Zoning Ordinance No. 7-14 (Variance review criteria) – a completed Application of Variance
 4. If applicable, letter signed by all property owner(s) authorizing agent/applicant to initiate variance request
 5. AN ONSITE INSPECTION MAY BE NEEDED AND A DATE FOR THE ONSITE MAY BE SCHEDULED AT THE PRELIMINARY CONSULTATION MEETING.
 6. IN SUCH CASES THAT A PARCEL LOT LINE(S) CANNOT BE ACCURATELY IDENTIFIED, THE APPLICANT/PROPERTY OWNER MAY BE REQUIRED, AT THE MINIMUM, TO OBTAIN A PLAT OF SURVEY AND FIELD DEMARCATION BY A PROFESSIONAL LAND SURVEYOR.
1. P&D Dept. staff will prepare an information packet which will include:
 1. Completed preliminary consultation form
 2. Map of property
 3. Section(s) of the applicable Shawano County Zoning Ordinance(s) in which the variance request pertains to.
 4. Buffer map and mailing list
 5. List of available public hearing dates and associated sign up deadlines
 2. Once information packet is completed and provided to the applicant and copies sent to the applicable town, it is the **OWNERS RESPONSIBILITY** to contact the town zoning representative to be placed on a town zoning committee and/or town board meeting/public hearing.
Contact: _____ at _____ for Town of _____
 3. Once applicant or his/her agent has met with the town and the town has submitted a written recommendation, the applicant can contact the P&D Dept to make an appointment to sign up for a public hearing before the Shawano County Board of Adjustment (BOA).
** Applicant must bring the following when requesting to be placed on an agenda**
 1. Applicable fee (see Shawano County P&D Dept fee schedule for fee amount); cash or check
 2. Written recommendation from the town – if not already submitted
 4. Board of Adjustment Public Hearing
 - Applicant/agent or someone on their behalf shall attend the public hearing to hear and answer questions pertaining to conditional use permit request.
 - The Board of Adjustment will review all variance requests against the following standards:
 - a. Unnecessary hardship
 - b. Unique property limitations
 - c. Protection of the public best interest
 - The Board of Adjustment will grant (with conditions), deny, amend, postpone or table the request at the meeting immediately following the public hearing.
 - If variance is granted, applicant will be required to make an appointment to obtain all other necessary permits applicable to the proposed project. Permits MAY NOT be available directly after granting of variance.

** No activity shall commence, nor shall other associated permits be obtained until such time as the variance is granted by the Board of Adjustment. If activity begins prior to sign up and/or public hearing date, an after the fact fee will be assessed to either the variance or other associated permits.