



Planning and Development Department

Planning, Parks & Solid Waste * Zoning & Landuse Control * Property Listing * Land Conservation

311 N. Main Street, Shawano, WI 54166 * (715)526-6766 * Fax (715)526-6273 * www.co.shawano.wi.us

POLICY & PROCEDURES FOR OBTAINING A VARIANCE

THIS LIST IS INTENDED TO SHOW THE STEPS THAT MUST BE COMPLETED WHEN TRYING TO OBTAIN A VARIANCE THE FOLLOWING STEPS MUST BE COMPLETED IN THE ORDER LISTED BELOW

1. **CONTACT THE SHAWANO COUNTY PLANNING & DEVELOPMENT DEPARTMENT FOR A PRELIMINARY CONSULTATION AND TO OBTAIN AN INFORMATIONAL PACKET**

- It is recommended to schedule a meeting for the preliminary consultation
- Contact Planning & Development Dept. 715-526-6766 (Basement of Courthouse Room 3)

Applicant must bring along the following information for the preliminary consultation

1. Legal description of the property upon which the variance is being made
2. Drawing of the property showing all structures with their respective dimensions and showing setbacks distances (in feet) from all lot lines, water bodies, road centerlines, septic/holding tanks, septic drainfields, etc.
3. Any additional helpful information such as: blueprints, construction plans, etc.

2. **CONTACT YOUR RESPECTIVE TOWN OFFICIAL AND REQUEST TO BE PLACED ON AN AGENDA FOR A TOWN ZONING COMMITTEE OR TOWN BOARD MEETING/PUBLIC HEARING**

- **START** by checking with your respective town official to determine what is required to be placed on the respective town agenda and what information must be presented at the town meeting or public hearing
- The Town may request the applicant to provide a listing of adjacent property owners' names and addresses for the purpose of notifying them of the request
- Applicant is requesting the town's written recommendation in regard to the variance request
- Applicant or someone on their behalf shall attend the meeting/public hearing to answer questions or provide information

3. **COME TO THE SHAWANO COUNTY PLANNING & DEVELOPMENT DEPARTMENT AND REQUEST TO BE PLACED ON THE AGENDA FOR THE SHAWANO COUNTY BOARD OF ADJUSTMENT PUBLIC HEARING**

NEXT AVAILABLE PUBLIC HEARING DATE IS: _____

IN ORDER TO BE PLACED ON THIS AGENDA YOU MUST COME INTO THE PLANNING & DEVELOPMENT DEPARTMENT AND COMPLETE AN APPLICATION AND PAY THE FEE BY 4 pm:

Applicant must bring along the following when requesting to be placed on the agenda

1. **Fee** of \$300 (Checks made payable to: "Shawano County Treasurer")
 2. **Written** recommendation for approval from the "town committee"
 3. Drawing of the property showing all structures with their respective dimensions and showing setbacks distances (in feet) from all lot lines, water bodies, road centerlines, septic/holding tanks, septic drainfields, etc. (if not submitted already or if info has changed)
 4. Any additional helpful information such as: blueprints, construction plans, etc.
 5. 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 subsection (4).
 6. Other pertinent information as requested by the Zoning Administrator to determine if the proposed request meets the requirements of this Zoning Ordinance.
 7. A completed variance application packet
- Applicant or someone on their behalf shall attend the public hearing to answer questions or provide information
 - **The Board of Adjustment is the body that will deny or grant your variance request**