

# POLK COUNTY VARIANCE APPLICATION

<b>Receipt Number</b>	<b>Fee: \$500.00</b>
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**MAKE CHECKS PAYABLE TO:**  
 Polk County Zoning Department  
 100 Polk County Plaza, Suite 130  
 Balsam Lake, WI 54810  
**715-485-9111, Mon- Fri, 8:30am-4:30pm**

**COMPLETE ALL UNSHADED AREAS**  
**INCOMPLETE APPLICATIONS MAY BE RETURNED**  
**PLEASE PRINT – USE INK AND RETURN ORIGINAL FORM**

Property Address (Number & Street or Ave)

Property Owner \_\_\_\_\_

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home/ Work/ Cell Phone Number: \_\_\_\_\_

Previous Owner	Date Purchased
Contractor, agent, builder, dealership, OR Self	
Address	
City	State Zip
Phone Number	Mail permit to Contractor <input type="checkbox"/> Yes <input type="checkbox"/> No

**LEGAL DESCRIPTION OF PROPERTY – SEE TAX BILL**

Parcel # / Computer #	Lot #	Subdivision/CSM #	Gov't Lot
_____ ¼ _____ ¼, Sec _____ / T _____ N /R _____ W		Town of _____	
Size of Parcel	Name of Lake/Pond/River/Flowage	Lake Classification	
X = SQ FT OR Acres		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	

I request a variance from Article/Section \_\_\_\_\_ of the Polk County  
 Shoreland Protection Zoning Ordinance     Comprehensive Land Use Zoning Ordinance:

Why: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

The applicant, as witnessed by the applicant's signature on this application hereby attests that the information contained therein is accurate and true. Any assistance by County staff was at the applicant's request. I agree to permit county officials charged with administering county ordinances or other authorized person to have access to the above-described premises at any reasonable time for site review.

Sign Here: \_\_\_\_\_ Date: \_\_\_\_\_  Cash  Check # \_\_\_\_\_

COMMENTS:

Received by: \_\_\_\_\_ Date: \_\_\_\_\_ Fee \_\_\_\_\_

Land Use Run Off Rating <input type="checkbox"/> Yes <input type="checkbox"/> No	Flood Plain <input type="checkbox"/> Yes <input type="checkbox"/> No	District	Date Received	Hearing Date/Time
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Revised 04/16/2010

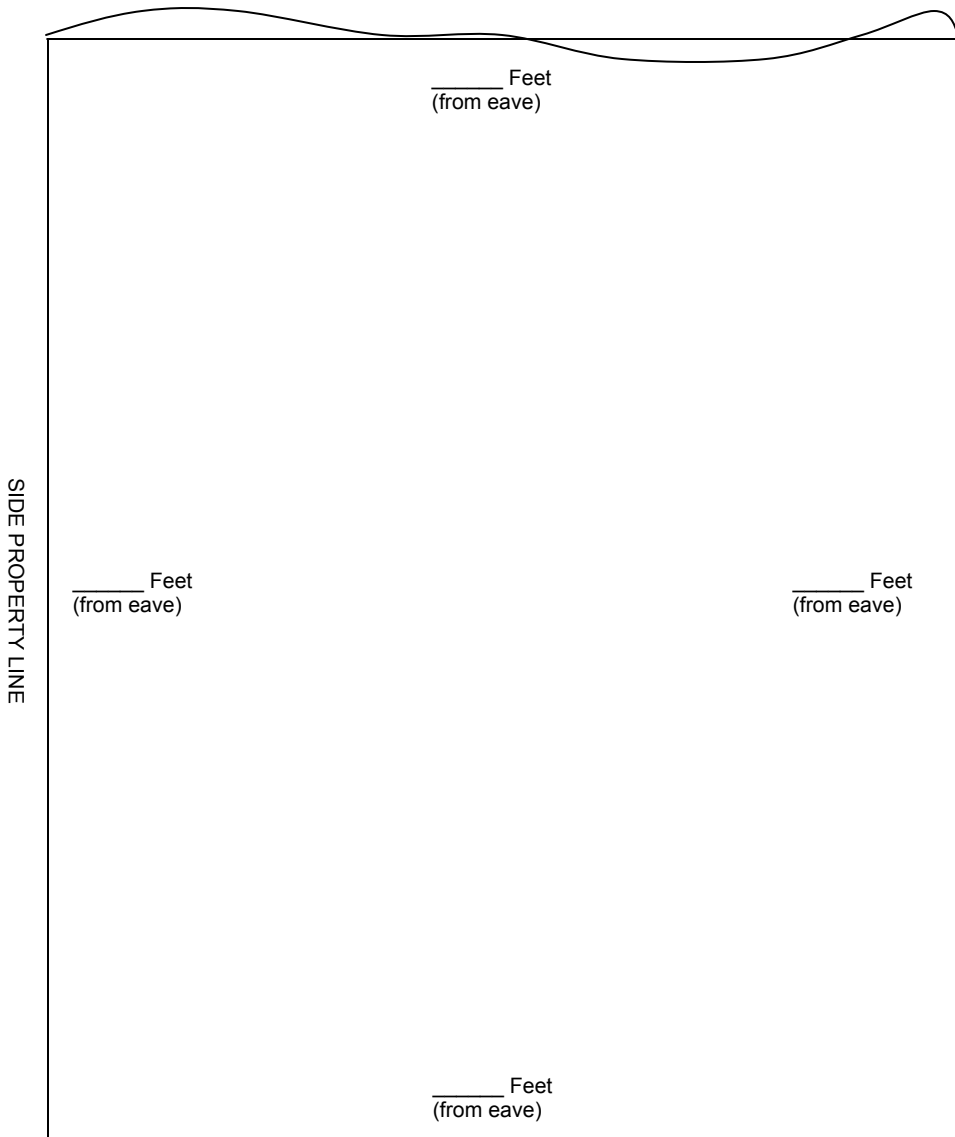
PERMIT REQUESTED FOR: Fill in appropriate line(s) (BE SPECIFIC)

<input type="checkbox"/> New Dwelling	<input type="checkbox"/> Stick Built <input type="checkbox"/> Mobile Home <input type="checkbox"/> Modular <input type="checkbox"/> Seasonal Cabin	Walk out <input type="checkbox"/> Yes <input type="checkbox"/> No	Attached Garage <input type="checkbox"/> Yes <input type="checkbox"/> No	Size of Proposed Structure X = SF	Height	Number of Bedrooms	
<input type="checkbox"/> Addition to Dwelling	Deck, Garage, Bedrooms, etc...			Size of Proposed Structure X = SF	Height	Existing Bedrooms	Additional Bedrooms
<input type="checkbox"/> Accessory Building	Garage, Shed, etc...			Size of Proposed Structure X = SF	Height	STORAGE ONLY NO HUMAN HABITATION	
<input type="checkbox"/> Other	Landscaping, Retaining wall, Stairway, Sign, Commercial, Tower, etc...			Size of Proposed Structure X = SF	Height		

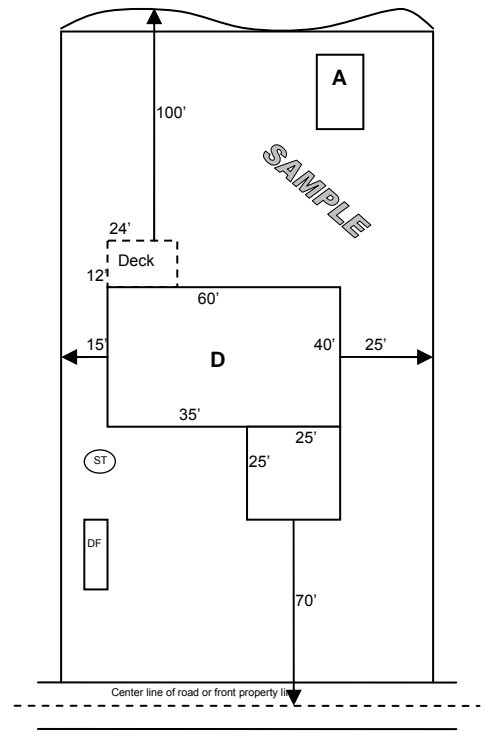
ADDITIONAL INFORMATION

Sanitary Permit #	Type of road your driveway is off of: <input type="checkbox"/> US or State Hwy <input type="checkbox"/> County Rd <input type="checkbox"/> Town Rd <input type="checkbox"/> Private Rd	Town letter received? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable
Is project area within 300' of the ordinary high water mark and drain toward the water? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, a Land Use Runoff Rating is required		Cost of Project \$

LOT LAYOUT  
NORMAL HIGH WATER LINE or LOT LINE



- Show location of **ALL EXISTING STRUCTURES** in **SOLID LINES**
- Show dimensions, location and setbacks of **PROPOSED STRUCTURE** in **DOTTED LINES**
- Eave of structure must meet the minimum setbacks
- Indicate: "D" dwelling, "A" accessory building, "C" Commercial, "ST" septic tank, "DF" drainfield,



# POLK COUNTY VARIANCE APPLICATION

Owner: \_\_\_\_\_

**Describe your need for a variance and why the request meets the criteria below**

**Need for variance:**

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**#1) Unnecessary hardship:**

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**#2) Physical property limitations:**

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**#3) Not contrary to public interest:**

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**THE FOLLOWING THREE CRITERIA MUST BE MET:**

**#1) UNNECESSARY HARDSHIP:**

- In the absence of an area variance would unreasonably prevent the owner from using the property for a permitted purpose or would render conformity with such restrictions as to be unnecessarily burdensome.
- Reasonable use relates to whole property.
- Owner has a duty to investigate options for use of property.
- No self-imposed hardship (commenced beforehand).
- Personal preference/convenience or financial hardship is NOT a hardship that justifies granting of a variance. A variance runs with property, not owners.

**#2) PHYSICAL PROPERTY LIMITATIONS:**

- The hardship is due to physical limitations of the property, not circumstances of the applicants.
- Violations & nearby variances do not justify a variance.
- Physical limitations of the property itself refer to dimensions and topographic features, such as slope, wetland, etc. Location of existing structures on the property is NOT a physical limitation of the property.

**#3) NOT CONTRARY TO PUBLIC INTEREST**

- Purpose statement of ordinance outlines public interest factors.
- The effect of a variance on general public must be determined.
- Conditions to preserve ordinance objectives may be imposed.

Please list all names and **complete mailing addresses** of all adjoining property owners within **300 feet** (including across the road). Provide property address if known.

Name		
Mailing Address		
Property Address		
Name		
Mailing Address		
Property Address		
Name		
Mailing Address		
Property Address		
Name		
Mailing Address		
Property Address		

**PLEASE STAKE OUT PROJECT AND FLAG PROPERTY LINES**

To the right, please indicate precisely the location of your property with directions on how to get there from Balsam Lake, WI. The Board will visit the property and if they cannot find the property or if property lines or project area are not staked, they may delay considering your request to a later date. Please use RURAL ADDRESS NUMBERS & STREET NAMES, colors of cabin or adjoining properties, etc... Your lot must be accessible (plowed roads...) and your project staked out. Pictures are helpful at hearing.

NOTE: This application will not be processed until all information required has been provided. Once we receive your application, it takes at least 4-6 weeks to process your application. Board of Adjustment members will receive information regarding your request before the scheduled hearing date. You will receive a notice by mail indicating when the hearing will take place. The Board would prefer the landowner/representative be on site when they visit, however, it is not mandatory. The applicant or a representative should attend the hearing. Decisions by the Board are generally made immediately following the applicant's hearing. On occasions, the Board may table requests for more information. If the Board approves your project, you will then need to obtain a permit.

CHECK WITH TOWNSHIP AND OTHER REGULATING AGENCIES FOR ADDITIONAL REGULATIONS OR PERMITS THAT MAY BE REQUIRED