

# POLK COUNTY VARIANCE APPLICATION

<b>Receipt Number</b>	<b>Fee: \$750.00</b>
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**MAKE CHECKS (black ink) 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 BLACK INK AND RETURN ORIGINAL FORM**

Property Address (Number & Street or Ave)

Property Owner \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Email (optional) : \_\_\_\_\_  
 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 X = SQ FT OR Acres	Name of Lake/Pond/River/Flowage	Lake Classification <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  Credit  Check # \_\_\_\_\_

COMMENTS:

Received by: _____		Date: _____		Fee: \$ _____	
Flood Plain <input type="checkbox"/> Yes <input type="checkbox"/> No	District	Date Received	Hearing Date/Time	Decision <input type="checkbox"/> Granted <input type="checkbox"/> Denied	

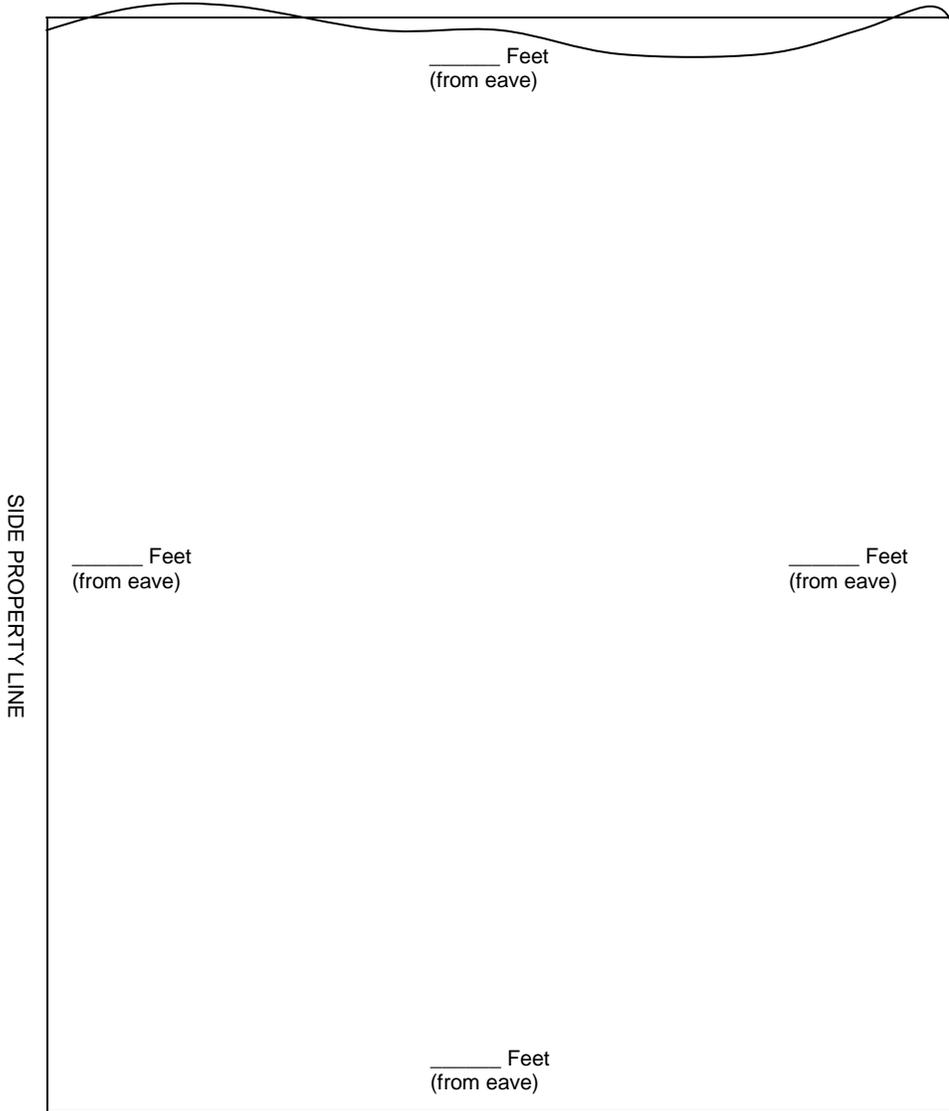
PERMIT REQUESTED FOR: Fill in appropriate line(s) (BE SPECIFIC)

<input type="checkbox"/> New Dwelling	<input type="checkbox"/> Stick Built <input type="checkbox"/> Manufactured <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, Vertical expansion, etc...			Size of Proposed Structure X = SF	Height	Existing Bedrooms	Additional Bedrooms
<input type="checkbox"/> Accessory Building	Garage, Boathouse, Shed, Farm Bldg., etc...			Size of Proposed Structure X = SF	Height	STORAGE ONLY NO HUMAN HABITATION	
<input type="checkbox"/> Other	Landscaping, Retaining wall, Stairway, Sign, Commercial, Bunkhouse, Tower, etc...			Size of Proposed Structure X = SF	Height	Cost of Project \$	

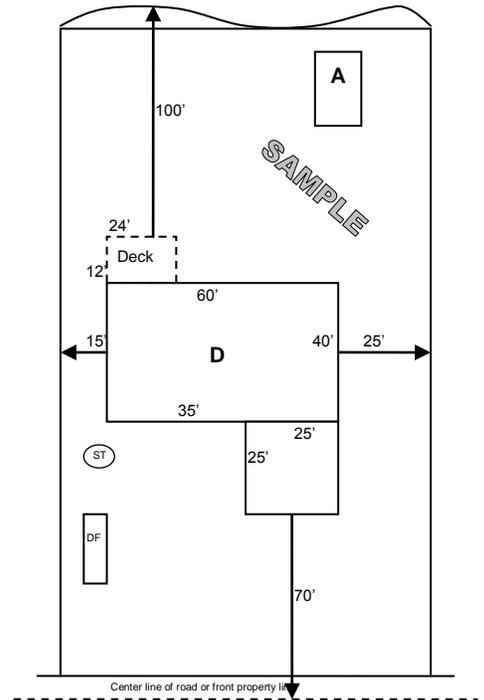
ADDITIONAL INFORMATION

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 within 300' of the ordinary high water mark? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please indicate total impervious area within 300' of water: _____ sq. ft. and divide by lot size within 300' : _____ sq. ft. = _____ %		Letter of Representation <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable

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,



Centerline of road or front property line

# POLK COUNTY VARIANCE APPLICATION

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

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

**Need for variance:**

**#1) Unnecessary hardship:**

**#2) Physical property limitations:**

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

## 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		

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

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**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 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 land use permit.

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