



VARIANCE PETITION

CITY OF WAUPACA, WISCONSIN

Please note the petitioner shall complete all items in red. The City shall not accept an incomplete application. Upon submission of a Variance Application, it may be up to four weeks before the call of a meeting and public notification as meetings are scheduled on an as-needed basis.

SUBJECT PARCEL

Address: _____

Tax Key: _____ Zoning: _____

The undersigned, does hereby respectfully petition the City of Waupaca Zoning Board of Appeals to appeal the following zoning regulation as it applies to the above subject property:

The Petitioner is requesting

Variance Requested from Chapter

I further understand that it is my responsibility to provide the following information as well as any additional information, if necessary, to show that these criteria have been met.

PETITIONER: The following are to be provided at the time of submission:

- 5 copies of a current survey (5 years or less) shall be required for any variance that seeks a reduction in the allowable/permitted building and /or structure setback per the City's Code of Ordinances. The survey shall denote all existing and proposed improvements as determined by a licensed surveyor.
- 5 copies of a dimensioned sketch (drawn to scale) shall be required for any variance seeking an increase in the permitted/allowable building and/or structure height maximum(s) as permitted within the City's Code of Ordinances.
- 5 copies of a current survey **and** 5 copies of a dimensioned sketch (drawn to scale) shall be required for any variance request(s) which seeks both a height exception and lot line reduction.
- Additional information – a typed narrative describing use of proposed structure.
- Color photos illustrating existing condition of property.
- \$300.00 Variance application fee payable to the City of Waupaca.

Property Owner

Owner's Agent

Name _____

Name _____

Signature _____

Signature _____

Address _____

Address _____

City _____ State _____ Zip _____

City _____ State _____ Zip _____

Phone _____

Phone _____

Fax _____

Fax _____

*The current property owner shall acknowledge a Variance Petition on behalf of an agent (i.e., prospective buyer) prior to submission of the petition.

(For Office Use Only)

Date Filed: _____
Fee: _____ \$300.00
Receipt No: _____

111 S. Main Street
Waupaca, WI 54981

BA - _____ - _____

Revised 10/2018