

Application for Variance

Chapter 170 - Town of St. Joseph Zoning Ordinance

REQUEST

Specific Variance Request: _____
(Chapter and Section of the Town of St. Joseph code of Ordinances)

APPLICANT INFORMATION

Applicant Name: _____ Owner (if not applicant) _____
Mailing Address: _____ Mailing Address: _____

Day time Phone# _____ Day time Phone # _____
E-mail: _____ E-mail: _____

SITE INFORMATION

Site Address: _____

Property Location: _____ 1/4, _____ 1/4, Sec. _____, T. _____ N., R. _____ W., Town of St. Joseph (Complete
legal description must be attached)

Parcel Identification
Number(s): _____
See attached application narrative and application procedure form.

Current Zoning: _____ Acres: _____

FEES

Application Fee:	\$ 450
Escrow fee for professional review:	\$1000
Supplemental Application Fees: \$ 225 X _____ (# of additional requests)	\$ _____
2 nd Request	\$ 225
TOTAL FEES:	\$ _____

- All application fees(non-refundable) and escrow must be submitted with the application
- **All fees and incurred expenses are the responsibility of the applicant/owner to be paid/provided as required throughout the process**
- Additional escrow amounts paid as directed by the Town Clerk
- Fees will be doubled for application submitted after construction project initiated, and/or written enforcement action has commenced

Applications are due on the **4th Tuesday** of each month. Applications will not be accepted until the applicant has met with the Zoning Administrator or his/her designee and it has been determined that all necessary information has been provided.

I attest that the information contained in this application is true and correct to the best of my knowledge.

Applicant

Signature: _____ **Date:** _____

Owner (if not applicant)

Signature: _____ **Date:** _____

FOR OFFICE USE ONLY

Date Accepted: _____ Accepted by: _____
Fees Received: _____ Receipt # _____

VARIANCE PROCEDURES

A hearing will not be scheduled until after the application is deemed complete. To be considered complete, the application must include, at a minimum, the items listed below. Documents being provided to the Board of Appeals shall be no larger than 11" X 17". 10 copies of the application and supporting documents should be presented to the Town of St. Joseph Town Clerk/Treasurer by the 4th Tuesday of the month.

1. A detailed written statement that specifically identifies what is being requested.
2. Written arguments that justify the need for the variance and address the approval criteria listed in the application. It is the applicant's responsibility to prove that a "hardship" exists and that a variance can be granted.
3. The applicant shall stake all applicable property/project corners and label the stakes accordingly (ex: NE lot corner)
4. A complete site plan showing at a minimum the location of all existing structures, all proposed structures and the exact distances between. The location of septic system, well, underground utilities, driveway, property lines, navigable water ways, wetlands, floodplains, bluff-lines, slopes in excess of 20%, and any other unique limiting condition of the property.
5. The name and mailing address of all owners of property that adjoins the parcel that is the subject of the request, including those opposite side of the road.
6. A to scale drawing showing the boundaries and location of the property, the location and dimensions of all buildings and structures, slopes, public and private roads crossing or contiguous to the property and the location and distance to the nearest residences in all directions.

Board of Appeals:

The standards for granting a variance are provided in the Town Zoning Ordinance Section R, Par. 5, and are summarized as follows:

- a. A Use Variance means an authorization by the Board of Appeals under this section to allow the use of land for a purpose that is otherwise not allowed or is prohibited by the applicable zoning ordinance. A Use Variance may be available only when a property owner shows that the owner will have no reasonable use of the property without a use variance.
- b. An Area Variance is available only when strict compliance with Town regulations governing area, setbacks frontage, height bulk or density will unreasonably prevent an owner from using property for a permitted purpose or will render conformity with those regulations unnecessarily burdensome.
- c. In all variance applications, the applicant seeking a variance has the burden of proof.
- d. Further procedures, standards and required findings are stated in the Town Zoning Ordinance Section R.

It is the applicant's responsibility to prove that those criteria exist at the site and that a variance can be granted. If you believe that your request meets the criteria necessary to grant a variance, please summarize your request, the facts that show those conditions have been satisfied, and arguments that support this conclusion.