



CITY OF ONALASKA

415 MAIN STREET
ONALASKA, WISCONSIN 54650-2953

PLANNING / ZONING DEPARTMENT

Request for Variance

Board of Zoning Appeals, City of Onalaska, WI

Application Fee: \$300.00

Date _____

I (we), _____, the owner(s) of the following described property, do hereby make request to appear before the Board of Zoning Appeals to seek a variance from the Unified Development Code requirement that:

For the purpose of:

DESCRIPTION OF PROPERTY:

Tax Parcel # _____ Property Address: _____

PLEASE ATTACH: Application Fee of \$300.00

Copy of Plot/Site Plan (as described on Page 2 of the application).

Owner Information – (attach additional sheet if more room is needed)

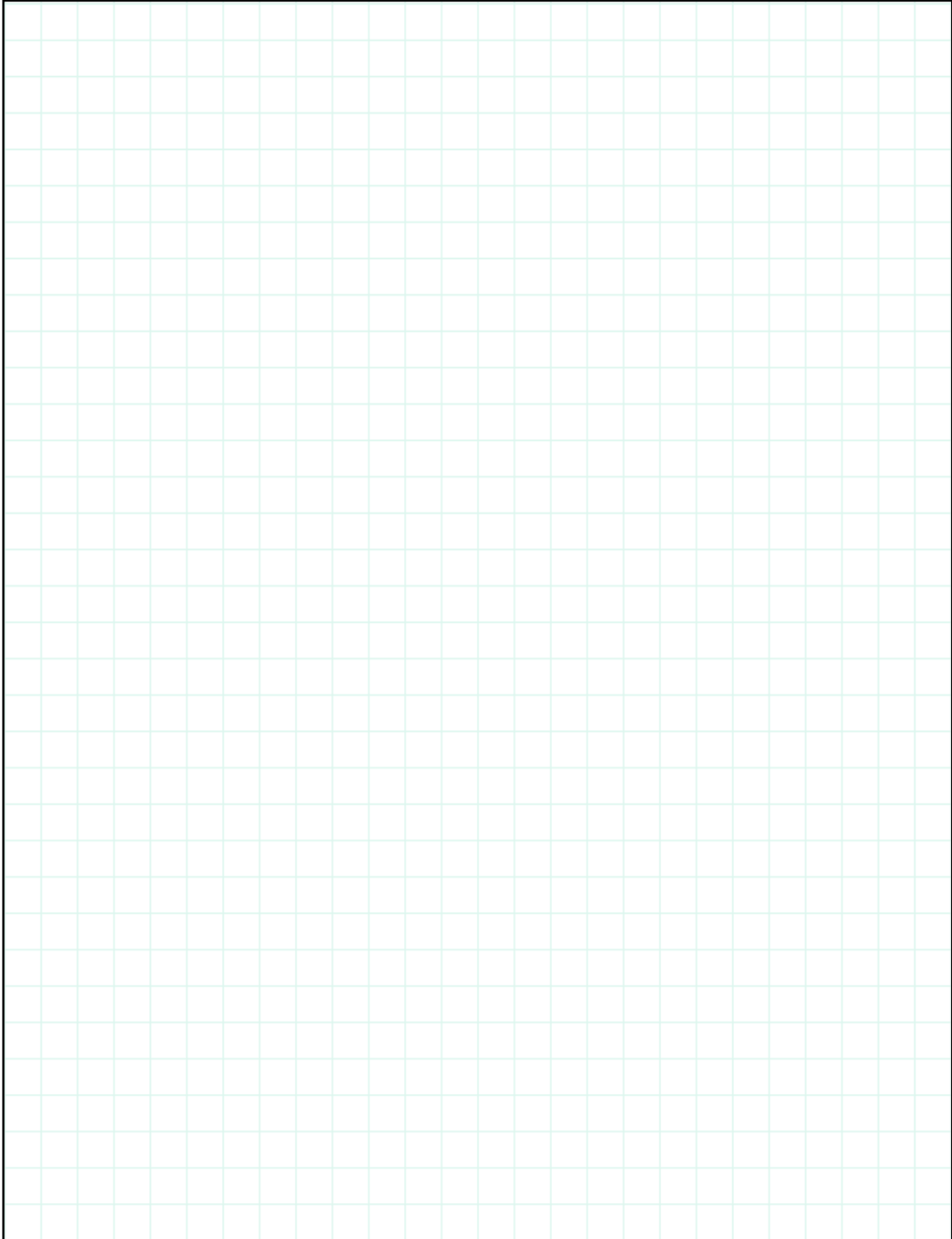
Name of Owner (printed)	Phone Number	Address
<i>Signature</i>		City, State, Zip

Contact Person if other than Owner

Name of Contact (printed)	Phone Number	Address
<i>Signature</i>		City, State, Zip

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SITE DIAGRAM SKETCH: Please sketch a diagram of the proposed variance request if possible. Where applicable, note the location of the proposed structure(s), as well as all existing buildings, accessory structures, parcel lines, streets and alleys. Include on this map distances between structures and between the structure(s) and parcel lines.



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Please answer the following questions to help the Board of Zoning Appeals understand your requested variance. Your answers will be provided to the Board of Zoning Appeals as part of your application. As required by Sec. 13.05.23., Unified Development Code, in order for the Board of Zoning Appeals to grant a variance, it must find that the following criteria are met.

1. Unnecessary Hardship: Unnecessary hardship due to the unique physical limitations of the property and not the particular circumstances of the applicant. The unnecessary hardship must not be self-imposed by the applicant or prior owners of the property. Further, economic loss or financial hardship cannot serve as the basis for justifying a Variance. Explain how your appeal meets this criterion.

2. The Variance will not create a detriment to an adjacent or neighboring property, and will not be contrary to the public interest or public safety. Explain how your appeal meets this criterion.

3. The Variance shall not have the effect of allowing in any district uses prohibited in that district, permit a lower degree of flood protection than the flood protection elevation for the particular area, or permit standards lower than those required by state law. Explain how your appeal meets this criterion.

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Variance Requests:

There are two (2) types of variance requests, an Area Variance and a Use Variance.

1. **Area Variance:** A request which does not involve a use that is prohibited by the Unified Development Code (UDC). Area variances involve matters such as setback lines, frontage requirements, lot-size restrictions, density, density regulations, and yard requirements.
2. **Use Variance:** A request which permits a use of land other than what is prescribed by the Unified Development Code (UDC). It is primarily a grant to erect, alter, or use a structure for a permitted use in a manner other than that prescribed by the UDC.

Variance Review Process:

1. A Variance Request takes approximately forty-five (45) days for consideration by the Board of Zoning Appeals.
2. The Board of Zoning Appeals shall hold a public hearing and notify all property owners of the variance request that are within 250' of the subject property.
3. The Board of Zoning Appeals may approve, approve with conditions, or deny variance applications.
4. A Variance shall be valid for a period of twelve (12) months from the date of such approval.
5. A certified copy of the Board of Zoning Decision containing identifiable description and any specific requirements for approval, shall be recorded by the City of Onalaska with the Office of the La Crosse County Register of Deeds for the subject property.

If you have any questions about completing this application, please feel free to contact the City of Onalaska's Planning / Zoning Department at 608-781-9590.