

Board of Appeals Applications shall be submitted to the Town Clerk-Treasurer, W3005 County Road G, Cedar Grove, WI 53013. A completed Board of Appeals Application and related fee of \$750.00 must be submitted, along with any supporting documents. The chair of the Board of Appeals shall review the application and schedule a Board of Appeals meeting if appropriate.

A Board of Appeals Application along with one full size hard copy and one (1) electronic copy (PDF file) of all certified survey maps, plats, construction drawings, and similar materials shall be submitted to the Clerk-Treasurer. The review process and time frame begin upon the Town’s receipt of a complete submittal, as determined by the Town Board of Appeals, that includes the application and all related materials.

All questions, comments, and concerns shall be directed to the Town Clerk-Treasurer at 920-668-6625 or sclerk-treasurer@hollandwi.gov

1. Applicant / Agent Information:

<hr/>			
<i>(Name)</i>			
<hr/>			
<i>(Street)</i>	<i>(City)</i>	<i>(State)</i>	<i>(Zip)</i>
<hr/>			
<i>(Phone)</i>	<i>(Fax)</i>	<i>(Email)</i>	

2. Property Information #1:

<hr/>			
<i>(Street)</i>	<i>(City)</i>	<i>(State)</i>	<i>(Zip)</i>
<hr/>			
<i>(Taxkey #)</i>	<i>(Acreage)</i>		

Property Information #2:

<hr/>			
<i>(Street)</i>	<i>(City)</i>	<i>(State)</i>	<i>(Zip)</i>
<hr/>			
<i>(Taxkey #)</i>	<i>(Acreage)</i>		

Property Information #3:

<hr/>			
<i>(Street)</i>	<i>(City)</i>	<i>(State)</i>	<i>(Zip)</i>
<hr/>			
<i>(Taxkey #)</i>	<i>(Acreage)</i>		

3. Application Request & Fees:

Fees associated with all Board of Appeals Applications are identified in the Town of Holland Fee Schedule. All payments are to be made out to: “Town of Holland”. This application fee only covers the cost of the meeting, including notice publication. The review process and time frame begin upon the Town’s receipt of a complete submittal, as determined by the Board of Appeals.

4. Resource Information:

Applicants should review any related sections of the Town of Holland Code of Ordinances prior to submitting a Board of Appeals Application.

5. Professional Services Reimbursement Notice:

Pursuant to the Town of Holland Code of Ordinances, whenever the services of the Town Attorney, Town Engineer, Town Planner, or any other Town professional staff results in fees specific to this application, the Town shall charge the applicant for the fees incurred. Also, be advised that certain other fees, costs, and charges are the responsibility of the property owner or responsible party.

I, the undersigned, have been advised that, pursuant to the Town of Holland Code of Ordinances, if the Town Attorney, Town Engineer, Town Planner, or any other Town professional provides services to the Town because of my activities, whether at my request or at the request of the Town, I shall be responsible for the fees incurred by the Town. In addition, I have been advised that pursuant to the Town of Holland Code of Ordinances, certain other fees, costs, and charges are my responsibility.

I/We the undersigned, being owner(s) of all the area described, hereby petition for (check all that apply):

Variances: Applications for variances as will not be contrary to the public interest, where, owing to special conditions, a literal enforcement will result in practical difficulty or unnecessary hardship, so that the spirit and purposes of the Town Zoning shall be observed and the public safety, welfare, and justice secured. Use variances shall not be granted. In every case where a variance from these regulations has been granted by the Board of Appeals, the minutes of the Board shall affirmatively show that a practical difficulty or unnecessary hardship exists and the records of the Board shall clearly show in what particular and specific respects a practical difficulty or an unnecessary hardship is created.

Variance: To vary the applicable lot size requirements, including lot area, lot width, and density requirements.

Variance: To vary the applicable building bulk limitations, including height, lot coverage, floor area ratio, and yard requirements.

Variance: To vary the applicable off-street parking and off-street loading requirements.

Variance: To vary the applicable sign regulations.

Variance: To vary the regulations and restrictions applicable to nonconformities.

Errors: Appeals where it is alleged there is an error in any order, requirement, decision, or determination made by the Building Inspector.

Error.

Substitutions: Applications for substitution of more restrictive nonconforming uses for existing nonconforming uses, provided that no structural alterations are to be made and the Town Plan Commission has made a review and recommendation. Whenever the Board of Appeals permits such a substitution, the use may not thereafter be changed without application.

Substitution.

Interpretations: Applications for interpretations of the zoning regulations and interpretations of the location of the boundaries of the zoning districts, after the Town Plan Commission has made a review and recommendation.

Interpretation.

If you are uncertain about what boxes to check, review the Town Code including sections 330-96 and 330-99 related to the Board of Appeals.

Applicant / Agent Signature

(Name)

(Signature) _____
(Date)

Property Owner Information #1

(Name)

(Street) *(City)* *(State)* *(Zip)*

(Phone) *(Fax)* *(Email)*

(Signature) _____
(Date)

Property Owner Information #2

(Name)

(Street) *(City)* *(State)* *(Zip)*

(Phone) *(Fax)* *(Email)*

(Signature) _____
(Date)

Note: If more than two property owners attach additional copies of this page.

Town Staff Use Only			
Date	Amount Due	Check #	Received By
	\$750.00		

The purpose of this request is as follows:

Description of proposed operation or use (a statement of the type, extent, area, etc., of any development project):

Comment on the compatibility of proposed use and/or zoning with adjacent lands (a statement of land uses and impact of zoning change):

List all properties adjacent, abutting, or lying within 300 feet of the subject property (names and mailing addresses of neighboring owners of vacant land and built-upon land):

Has a previous petition been filed? YES NO If so, when: _____