

VILLAGE OF MAINE

Village of Maine Variance Petition No. _____

Parcel I.D. No. _____
(tax roll no. including zeros & decimal points)

VILLAGE OF MAINE VARIANCE PETITION

1. Address of property where the Variance Petition is requested: _____

2. Provide a legal description of the property _____

3. Applicant's Name: _____
4. Address for correspondence: _____
5. Daytime phone no. _____ Evening phone no. _____
6. What is the present zoning of the property? _____
7. What is the present use of the property? _____
8. What is the reason for a variance? _____
9. Attach a list of the names and addresses of all landowners within 100 feet of the boundaries of the property that is the subject of this petition.
10. Attach a site plan with more detailed information of the property and proposed variance.

Certification

State of Wisconsin }
County of Marathon } ss.

I certify under oath that all information contained in this application, including all attachments, are true and all dimensions are accurately shown as they would be disclosed by an accurate survey.

APPLICANT(S)

Sign Name

Print Name

Subscribed and sworn to before me by: _____ on _____ 20 _____

Notary Public, State of Wisconsin

My commission expires: _____

Village Official Use Only

Received by _____ on _____ 20 _____

Fee submitted with petition \$ _____ Check No. _____ Hearing Date _____

Publish Notices on _____ Landowner Notices mailed on _____

Approved Denied Petitioner notified of decision on _____ 20 _____

**VILLAGE OF MAINE
ZONING VARIANCE PROCESS**

Requests for variances from the Village of Maine zoning ordinance provisions are heard and decided by the Village Board of Appeals. Here are the steps.

1. Applicant submits a petition for variance with the Village Zoning Administrator along with application fee. Publication and other costs to be billed to and paid by applicant later.

The petition must contain all of the following information:

- a. Name and address of the applicant.
 - b. Name and address of applicant's agent if any.
 - c. Names and addresses of all persons owning land adjoining the property for which the variance is being requested.
 - d. A site plan at least as detailed and with at least as much information as required for a zoning permit application. The Village Zoning Administrator shall approve the adequacy of the site plan.
 - e. The variance being requested.
 - f. Why the applicant is requesting the variance and all reasons why the applicant needs the variance.
 - g. All reasons why the applicant cannot comply with the requirements of the Village Zoning Ordinance.
2. Village Zoning Administrator determines and schedules a time and place for the hearing on the petition and for the meeting for the Board of Appeals to decide on the variance petition.
 3. Notice of the hearing is published in the Wausau Daily Herald one time at least one week before the scheduled hearing.
 4. Notice of the hearing and meeting is sent to other media who have requested notices of Village meetings and hearings.
 5. Notice of the Board of Appeals meeting is posted in at least three places likely to give notice to Village residents. The notice must be posted at least 48 hours before the meeting. The Board of Appeals must make their decision within 15 days after the final hearing on the petition is held.
 6. Notices of the scheduled hearing are sent to the applicant and to all adjoining landowners and other interested persons at least 10 days before the scheduled hearing,
 7. The Board of Appeals holds the hearing. The parties present their case at the hearing. The Village Zoning Administrator should be available to answer any questions and provide facts not otherwise included in the information available at the hearing. Any interested party may appear in person or by their agent or attorney.
 8. The Board of Appeals must meet and decide within 15 days of the hearing whether to grant or deny the variance. The Board's decision must be written.
 9. Transmit a signed copy of the Board of Appeals decision to the applicant and to the Village Zoning Administrator.
 10. Minutes of the Board of Appeals meeting at which the decision was made are filed in the Board of Appeals records with the other Village Records after they are transcribed by the Board of Appeals Secretary and reviewed by the Village Zoning Administrator for accuracy.
 11. Appeals by an aggrieved party must be filed in Circuit Court within 30 days after the minutes of the Board of Appeals meeting at which the decision was made are filed.